

# Western Washington University Associated Students Board of Directors Meeting

Friday, March 5, 2014

VU567

**AS Board Officers:** *Present:* Carly Roberts (President), Josie Ellison (VP Academics), Jarred Tyson (VP Activities), Mayra Guizar (VP Diversity), Kaylee Galloway (VP Governmental Affairs) and Robby Eckroth (VP Student Life)

**Advisor (s):** Kevin Majkut, Director of Student Activities

**Guest(s):** University Residences: Kurt Willis; Students for Sensible Drug Policy: Katrina Haffner, Clayton Schleg; AS Productions: Darioush Masourzadeh; Personnel Office: Nidia Hernandez; Representation & Engagement Programs: Patrick Eckroth, Graham Marmion, Caylyn Rolph-Tate, Sarah Kohout; Students for Renewable Energy: Jenny Godwin, Edward Ury, Andrew Eckels; Jacob de Guzman; Sierra Powell; Western Front: Elliot Reid

## MOTIONS

**ASB-14-W-50** Approve the minutes of January 24, 2014. *Passed*

**ASB-14-W-51** Approve the minutes of January 31, 2014. *Passed*

**ASB-14-W-52** Approve the minutes of February 5, 2014. *Passed*

**ASB-14-W-53** Move the Student Development Fund Request to an Action Item. *Passed*

**ASB-14-W-54** Approve a \$2,000 underwrite to fund two Personnel Office staff to attend the National Conference for College Women Student Leaders from the Student Development Fund. *Passed*

**ASB-14-W-55** Move AS Scholarships to be and Action Item. *Passed*

**ASB-14-W-56** Approve the AS Scholarship applications. *Passed*

**ASB-14-W-57** Approve AS Job Descriptions- Minor Changes passed by Personnel Committee. *Passed*

**ASB-14-W-58** Approve Consent Item B. Committee Appointments. *Passed*

**ASB-14-W-59** Approve the ESP Associate Director position reclassification to the ESP Director as stated in Doc. 2 from 2-26. *Passed*

**ASB-14-W-60** Approve the REP Associate Director position change to the REP Director as stated in Doc. 2 from 2-26. *Passed*

**ASB-14-W-61** Approve the AS Committee Coordinator with an additional twenty hours of planning time to be completed between mid-July and the beginning of fall training. *Passed*

**ASB-14-W-62** Approve the Large Event Loan Update. *Passed*

*Carly Roberts, AS President, called the meeting to order at 6:00p.m.*

## I. APPROVAL OF MINUTES

*MOTION ASB-14-W-50 by Galloway*

Approve the minutes of January 24, 2014.

Second: Eckroth                      Vote: 7 - 0 - 0                      Action: Passed

*MOTION ASB-14-W-51 by Guizar*

Approve the minutes of January 31, 2014.

Second: Galloway                      Vote: 7 - 0 - 0                      Action: Passed

*MOTION ASB-14-W-52 by Ellison*

Approve the minutes of February 5, 2014.

Second: Tyson                      Vote: 7 - 0 - 0                      Action: Passed

## II. REVISIONS TO THE AGENDA- many changes were made to accommodate scheduling.

The new agenda is followed in the minutes. The new Agenda is attached as well.

## III. PUBLIC FORUM (*comments from students and the community*)

**IV. INFORMATION ITEMS - Guests\*****A. Housing and Dining Rates** (25 minutes) Doc. 1 Eckroth

Kurt Willis, Associate Director of University Residences, coordinates the budget rate setting for housing. He said that this is an exciting time and the end of a journey of input and feedback. There are three main components of the Housing & Dining System: Residence Halls, Food Service contracted through Aramark, and the Viking Union facilities in terms of renovations, maintenance, custodial service, etc. It is managed by VU personnel, and is a self-sustaining system funded through room & board fees, facilities rentals, etc. They are proposing a 4% increase for next year for the Residence Halls and Birnam Wood. Willis said the front of the page is information on the 15 year capital plan, which pays attention to infrastructure such as sprinklers, seismic preparation, etc. The increase will cover the capital plan and inflation which is at about 2%. There are four areas he would like to highlight. First, because 93% of the first year students live on campus, there is a touchpoint to make a positive impact in the investment of academic success. They are hoping to take a lot of the administrative tasks away from the Resident Advisors and then possibly adding personnel to take care of the admin needs. They are focusing on offering more continuous academic year housing. It is hard on students who have a job and live on campus to have times they have nowhere to live. Galloway dittoed. Campus would be open during winter and spring breaks, but the dining halls won't be open. There have been some conversations about late night dining. They are looking at more late night food opportunities. A work group has been looking at the 20/20 Real Food Challenge. They are looking at the trademark definition and local issues such as a border to the north and salt water to the west. They are looking at ongoing investment into this area and eventually hope to have 30% Real Food by 2020. The packet includes the background with where the revenue comes from and where the day to day expenses are going. There is a comparison with what other universities charge and they are positioned well. UW has newer buildings and charge a bit more for living in them. Western has one new building, but the rate is the same as the others. Eckroth is really excited about offering housing over breaks. 4 dittoed. He likes that Western's fees are lower than a lot of other universities. Galloway is excited to see the real food initiative incorporated into this. 4 dittoes. Roberts said that this fee comes early to the Board and Board of Trustees because it only effects students who live on campus, instead of every student. Willis said they will also be speaking with the Residence Hall Association and the Residential Advisory Council. There was a budget work group, including student representatives, that was part of this process.

**B. Divestment Report** (25 minutes) Doc. 2 Eckroth

The Divestment Committee representatives introduced themselves: Eddy Ury brought the initiative campaign to the Board and sat on the Divestment Committee. Jenny Godwin got involved with the campaign in November 2012, heard Bill Clinton speak in Seattle, was involved with the initiative, and was president of Students for Renewable Energy. Jacob de Guzman was a campaign supporter, and is an employee of the sustainability office. Andrew Eckels was involved in the campaign and on Divestment Committee. Eckroth thanked everyone for coming to the meeting and for their hard work on the document. Galloway said this is a beautiful document and great to see it come to fruition. 4 dittoed. Roberts said that it is very well organized and helps them to understand the research. Roberts said the Board doesn't have the authority to say that the Western Foundation will divest. The Foundation is a separate entity from the university whose goal is to raise funding to help students get scholarships. The Board wanted to make sure that they looked at the issue thoroughly and thought about the issues that might arise before passing on a recommendation on behalf of the students. Galloway wondered if and where they would be reinvesting and asked if there were numbers on the amount of funding that would be reinvested. Godwin said that it is about 1.5 million. They cannot project the estimated impacts financially. As of now, every organization that has divested has only done it recently. Ury said that fossil fuel is a new divestment trend,

but there are new portfolios being created to invest in renewable energies. There is evidence to say that a carbon free portfolio can do well. Eckels said that many sources show that organizations didn't lose money. But they can't plan for the future, they believe that divestment is a good idea because if they move forward with legislation for the environment oil, prices in these stocks could plummet. Galloway said it is important to be fiscally aware if they are going to take money out of an industry, and she would like to know what they would be reinvesting in. Eckels said that as the ask stands there is a commitment to divest it would be an immediate freeze on new investments and 5 years to divest from fossil fuel areas. He said that they didn't decide where to invest because the Foundation will decide how to invest these funds. There are 3 different financial firms that manage the funding. Common fund is willing to come up with a new portfolio to divest and shift new investments. Roberts is in support of the ask they have now in terms of the vote of the students, the research and due diligence. 4 dittoes. She feels this has been a thorough and good process. For next week she would like to edit the report to have the ask at the beginning. This way they can discuss what that the ask will be and how they will communicate it. Roberts encouraged the committee members to work with Eckroth to make sure that this language is ready for next week.

C. New Substantive AS Job Description Changes (15 minutes) Doc. 6 Burke

Hernandez said that Ethnic Student Center (ESC) has come to the Board every year for the last three years to request that the ESC Public Relations be extended to a four quarter position. There was some confusion about the role of this position because in the ESC there are two full-time staff, one part-time staff and two student staff. She sat down with the ESC Coordinator and Lisa Rosenberg to review the positions. They are suggesting changing it to be the ESC Marketing Outreach Coordinator, they do not feel that there is enough work to warrant a 4 quarter position, but there is work the position should be doing in planning over the summer. Based on the new additions Personnel Committee felt that 30 planning hours will be completed in mid-June because they will work with people on campus. They also said that it is important for them to work with the current position holder during the internship. They are recommending 30 planning hours and the other 10 hours will be tabling during Summerstart and transitions. Hernandez said that the ESC Program Support Staff's primary responsibilities during the summer is to work more closely to plan the ESC Conference and getting a head start on programs during the year. They are doing more administrative tasks. They will be setting the groundwork with orders for the publicity, etc. Roberts said that since this is working with Student Outreach Services, and recruitment and outreach at the university level she wondered if they had explored joint funding options. Hernandez thinks that they should look at this if they try to increase the position to four quarter. She said that there has been an inconsistency with hiring and recommended that they need to have someone who can fulfill the term of position. Roberts feels that they need to hire for the positions as posted to offer equal opportunity to all students.

Special Events coordinates one of the largest events in fall- VU Late Night which averages about 1,300 attendees. Currently they have 30 planning hours. The marketing person in AS Productions has been decreased to three quarters which would balance the financial impact of this increase. Personnel Committee feels that this position needs to be on campus to plan their event. They are recommending changing it to 10 hours for the summer, which is a decrease from the 15 hours normally allotted to this position. Roberts would like to see a cover letter, Hernandez will bring this next week. If they are increasing the planning time they could increase the event a little as well. Darioush Masourzadeh, current Special Events Coordinator said that they averaged about 1,600 attendees in the past, they would also be planning for early fall quarter events over the summer. Hernandez said that they have an Info Fair Assistant that works more hours than this for a similar scale of the event. Roberts asked for tasks of what the As Productions Director are over the summer. Additionally she has some concerns of extending to four quarters at only 10 hours. She feels that if they are asking students up here

over the summer then they should offer enough hours to support themselves. Hernandez said that the pay would be prorated for the whole year, their total salary would be divided among the whole year. Burke said that they can lay out what it would look like total salary. Roberts said that there needs to be more infrastructure during internships in the AS in general 5 dittoed. Hernandez said that this is currently being worked on at Personnel Committee. The Public Relations Coordinator position was tabled by PC because they didn't have enough information. The office's recommendation is to change the title to AS Communications Coordinator. There was some hesitation because this position title has already been changed a few times. They understand the concerns but also wonder why the name keeps changing. Roberts thinks that it makes sense and is well justified, but she is wondering about the usability of the names for people within the AS and outside the organization. Hernandez said that they emphasized that they don't only do PR work, they also do marketing work. Burke said that it is hard for her to know the difference between these two positions. Eckroth said that this is a similar discussion to the Business Office. Galloway wondered if they should have the AS Communications Assistant Director. Hernandez said they are not asking increase the position classification. Roberts proposed a name AS Marketing and Outreach Coordinator. This emphasizes the outreach that the Communications Office needs to be focusing on. Majkut said that there isn't that much about marketing and outreach in the job description, he sees more about production and development. He thinks this is a direction the office should go, but he doesn't see it reflected in the job description. Roberts was hoping that changing the name would inspire more outreach. She sees a lot of internal administrative things in this position. Roberts would like to keep the Communications Director job description with this one and look at it next week. She knows that they do have work study positions but feels that these two jobs need to cover all of the essential functions needed from the office. Hernandez said that the AS Vote Coordinator came in originally as a request for a four quarter position. There were a lot of concerns within the PC it was seen at 3 different meetings. There were concerns about having a less than 2 quarter position and making it four quarters. They are recommending that the term of position be extended to all of fall quarter. The only down side they see is that there is not a face to face internship. They feel that the director in that office should be training the new position. Burke said that they will be doing this in the internship. Roberts thinks this solution makes sense and is fiscally responsible. 3 dittoed.

D. Vote Coordinator Job Description (20 minutes) Doc. 3 Galloway

Galloway is appealing the decision of the Personnel Committee. Galloway has been working with the position for about a year and a half and worked at editing this job description last year to expand its timeline. She said this proposal is based on a lot of research with past position holders and looking at other institutions. There is a lot of perspective and justification, and she has laid out multiple different expansion opportunities. Her preference would be expanding it to a four quarter position due to the expansion and growth of legislative advocacy efforts. Galloway said that this document includes minutes from the last PC and some new changes since PC reviewed the document. Caylyn Rolph-Tate is the previous Vote Coordinator said: "I am here to speak in favor of expanding student representation and legislative advocacy by restructuring the AS Vote Coordinator position into the position of AS Civic Engagement Coordinator. Though the Personnel Committee has changed the position of Vote Coordinator in to a full 2 quarter position, this change is not enough to meet the current capacity or potential for program expansion.

As the 2013 Vote Coordinator I experienced several difficulties with this position in regards to time constraints and the transfer of institutional knowledge. The first is that there is no 15 hour internship provided, meaning that all I had to go off of when beginning to organize the voter registration drive and Get Out the Vote was the legacy document left to me by my predecessor and the knowledge of the REP Director. By creating the AS Civic Engagement Coordinator position, the opportunity for the 15 hour internship would be there which would be very useful.

Second, there was very limited time to make institutional changes to vote program that were needed. There were many goals with that were not feasible to attain in such a short period of time such as (1) working with administration to create an automatic prompt for students to register to vote when they register for classes as required by RCW; (2) Expanding the inclusivity of the Vote program to make it equitable and accessible to students of all identities; (3) and Developing a plan to further expand capacity to register upper class students to vote who are currently an under-targeted group though they make up a large portion of the student population. These changes would have been difficult to identify and implement at the beginning of the term of employment because of a lack of institutional knowledge of the programs structure and inability to identify the programs weaknesses. Extra time makes a huge difference. For example when my predecessor Cait Huntsman's term of employment was extended it resulted in Cait being able to form an agreement with Res Life which allows student volunteers to move-in early in exchange for registering other students to vote. The impact of this was huge; we registered about 725 voters in one day. Cait was also able to work with Western Votes to establish Residence hall reps for the organization which increases representation and communication with the more than 3,000 student that live in residence halls. It is clear that once Cait had the time and institutional knowledge of the program that she was able to make these great changes. Furthermore, these changes would have been difficult to implement at the beginning of the term of employment because of a lack of institutional knowledge of the program and its weaknesses.

As a member of Western Votes I also see a need for the creation of this position. Western Votes has a huge capacity to put on events to increase civic engagement and student representation during the school year, and we are not meeting that capacity because these positions are all on a volunteer basis. Implementing the position of AS Civic Engagement coordinator would help increase legislative advocacy and awareness for our students on campus as and make Western Votes and REP events much more effective by (1) expanding our efforts in terms of community and statewide collaboration with different organizations such as the Washington Student Association; (2) strengthening our capacity for legislative advocacy by helping the Vice President for Governmental Affairs and Western Votes in organizing lobby days and legislative days of action; (3) and would support and reinforce the civic engagement efforts of Western Votes as a whole.

The Associated Students have made student representation a core value and objective. We have an opportunity before us to build and develop this core value to its highest potential, and we should take this opportunity.”

Graham Marmion, AS Representation & Engagement Programs Director said that there is intense need for this position. There were still many things that needed to be continued into next year and his position wasn't involved as much in the training of this position. Marmion said that he still contacts Rolph-Tate at least once a week, despite an excellent Legacy Document. This week he has contacted her almost every day. Marmion thinks that the REP Director doesn't have time to take on these additional duties because they are already stretched and asking for an increase. Western is the state leader in voter registration efforts and they need to give this position the time it needs to keep this going. They get recognition for this program from the state level as well. Galloway and Ellison dittoed. Hernandez said that their decision making was based on the need. PC is requesting a lot of budget increases and they needed to make sure that every increase is essential and it was felt that while this be nice to have, the need is not yet clear enough to increase this much. Rosenberg said that a lot of the foundation work was laid out by the previous position holder in terms of relationships with the university. PC saw that the advisement would be increased and this effects the current full time staff. PC is currently looking at the possibility of a vote staff returning as an hourly positions to help with staffing the poles during AS elections. Galloway said that the only appeal process is mentioned in the appealing of a violation, there is a hole in the employment policy to offer no other means of appeal. Sarah Kohout, Western Votes President met yesterday with the Organizing Director

for the Washington Student Association and they are trying to start some vote work in the spring because there is a primary during the summer. Marmion is thinking about trying to do this but doesn't have the staff. Ellison said that there was conversation at the Board level about overburdening the Vice President for Governmental Affairs and this would definitely help. Burke said that the director is only receiving 2 additional hours if their proposal is passed. Burke thinks there should be in internship in and an internship out to the REP Director to train them where the information is for their knowledge throughout the year and to train the new position. Roberts said that they have PC for a reason they discussed this document thoroughly. Roberts thinks that they should respect the decision that PC made. She thinks that it is irresponsible to keep investing in this area at this point because they need to see how that growth that has already been passed settles. Roberts thinks that Galloway and the people present at the meeting have done a lot of really great foundational work, but she doesn't think that this is the correct time to increase. A lot of volunteers within the AS put out a lot of great and large events. She is not saying that it is not a big burden, but in looking at what is being done with other clubs that are supported by the AS, Western Votes does get a lot of support. She understands that they have a contracted relationship with Western Votes which makes this different, but they are still a club with a special provision for funds and additional support. PC has put more time in on this position than any other thing this year. She does not support taking action on this item. Marmion said that he understands PC needs, but perhaps the need wasn't conveyed properly in their request. While they do know that they can continue with the programs that are made now, but they need to continue expanding this. He feels that getting one fifth of the campus to vote is a success, but is not a good place to stop. Marmion personally hates spending money, but this is not spending money to have fun. This is spending money to ensure that people have access to their absolute right to vote. Western is the leader in Washington State and they need to ensure that this continues and that students have more power. Rolph-Tate said she was lucky because Marmion had worked in the office the previous year and was there to guide her, but this is not a guarantee each year. She has left a list with her experiences, but she still had to learn this through the process and this is not something that would be solved in an extra month of the position. Galloway said are not really increasing the REP Director position they are increasing to cover the hours he is already working. Galloway does respect the process, but nobody in PC is involved in Western Votes or the Washington Student Association. She wanted to bring this to the table because students who have been working on this could not attend the PC meeting. The reason for the appeal is to bring about awareness to the institutional shortfalls and to develop a structure for future years. Galloway thinks that it is hard to weigh the jobs against each other. However, she believes in figuring out what they need and then figure out how to meet that. She has expertise in this field and wouldn't make this recommendation unless she thought it was needed. She sees a demand for this job. Roberts said that they have a limited amount of ability and have to weigh decisions with money. They are the chief financial officers of this organization, there is already a huge increase in what they need from student fees because of the salary schedule changes and expanding other positions. They cannot be fiscally irresponsible because they weren't just elected to have good ideas, but were elected to manage a 2.5 million dollar budget for the students of Western. Hernandez said that she doesn't think they should stop voter registration increases, but there was a foundation laid out for this and PC did decide to increase the position, just at a smaller amount. She said that while there wasn't anyone directly involved in these areas, Rosenberg does oversee the REP and advises PC and there is a little knowledge from Guizar. They felt that a lot of responsibilities could be done within the club themselves, such as club retention. Hernandez feels that there is a need, but not right now. She has had a lot of people say that these jobs are possible within 19 hours. They should be recording their hours to show what the need is. They need to see where they can take responsibilities away from positions to allow for the jobs to be completed within the time given. Burke said that they need to assess where they are right now. She thinks it is a good idea to move to two quarters

and then do an assessment at the end and see how this worked. This is still up for a conversation in the future. Student representation is a core value and should be a focus moving forward. Galloway dittoed.

*The Board took a break and reconvened at 8:16 p.m.*

- E. Student Development Fund Request (10 minutes) Doc. 4 Burke
- Nidia Hernandez said the traditionally these requests go through AS Personnel Committee but the request is for two members of the committee including the chair, so they are coming to the Board. Hernandez and Personnel Assistant Director II are requesting funding to attend the National Conference for College Women Student Leaders. Hernandez has known about the conference for a few years, she has been watching the deadline, the cost, and scholarships to lower the cost. They are requesting to attend. Both of the attendees are intending upon returning to the AS, whether or not she gets hired she intends on staying involved. She feels that many of the workshops will be applicable for the training aspect of AS employees. In the past there had been an attendee from Elect Her but she isn't sure if there was a legacy document. Hernandez will take extensive notes to help with fall training. The positions are currently thrown into positions where they need to provide trainings, but they don't get any trainings themselves on how to lead trainings. Yuliya Rybalka is only a freshman and will hopefully be with the organization for years. There was a generous donation from an outside source of \$200. They gave a not to exceed number because they are unsure of the exact cost of airfare as those costs change. The attendees will cover the cost to get to the airport in Seattle and the local travel costs at the conference. Ellison really appreciates their work to secure outside funding and lower the cost to the AS. Ellison is also excited to see what they will bring back to AS training. Galloway gave them kudos on planning, she knows how hard it can be. Hernandez said that room and form is included in the registration fee. They would find out about the scholarship on March 13<sup>th</sup>. Hernandez said there is currently \$3,005 in this fund, it is a first come first serve basis. Roberts thinks that at this point in the year this is a good request. She thinks that they should fully find the request including ground transportation. Roberts attended this conference last year and she was able to bring back a lot of lessons to the AS. She feels the impact of having multiple people attend is worth the funding.

*MOTION ASB-14-W-53 by Galloway*

Move the Student Development Fund Request to an Action Item.

Second: Burke                      Vote: 7 - 0 - 0                      Action: Passed

*MOTION ASB-14-W-54 by Roberts*

Approve a \$2,000 underwrite to fund two Personnel Office staff to attend the National Conference for College Women Student Leaders from the Student Development Fund.

Second: Tyson                      Vote: 7 - 0 - 0                      Action: Passed

- F. Cannabis Initiative (15 minutes) Doc. 5 Roberts

Katrina Haffner submitted new language for the initiative, but it was late the night before and the deadline for the documents had passed. The documents are loaded on the webpage 24 hours in advance to allow the public to review items on the agenda. Clayton Schleg is the primary sponsor of the Cannabis Initiative and is the Vice President of Students for Sensible Drug Policy. Schleg said that they cleaned up some of the language and added some contextual information on different legislative actions throughout Washington State's history regarding industrial hemp, medical and recreational use of marijuana. There is a farm bill about the legalization of growing industrial hemp for research purposes. There is also additional information about support for legalization. They also included information about the disproportionate targeting of people for use of drugs and their related prison statements. Haffner added "unbiased and science based data" to the statement. Roberts clarified that the question is the last statement. Roberts said that this is a second week Info Item because they

wanted to let the primary sponsor speak on it since he was not at the last meeting. Roberts said that per the AS Election Code the Board can ask questions to help them ensure it is not illegal or misleading. Ellison would like to know what the outcome is the students are seeking to achieve with this initiative. Schleg would like to show that Western would like to see a drug policy that doesn't disproportionately disadvantage people of color, people of lower socioeconomic statuses and one that doesn't punish people making a recreational choice that will mostly effect only themselves. Haffner said that they believe this falls into a human rights category. She would also like to ensure that Western teaches scientifically based information about drugs and doesn't use scare tactics. Roberts said that this is primarily to include this information on the AS Legislative Agenda. Galloway thanked Haffner for meeting with her. She did share the current proposal process for including things on the As Legislative Agenda. Galloway said that there is precedence for passing similar initiative language. Galloway has concerns about the political implications on the greater advocacy efforts of the campus and considering other routes of advocacy for this, such as a resolution. But all of these conversations will happen outside of this meeting as they aren't directly related to the question. Majkut said that if their intent is to include these items in the agendas, it should be at the beginning. He thinks that this would flow better to help students understand what they are voting for. Roberts thinks that they should maybe include their goals in the question. Ellison asked if this would still need to come to Legislative Affairs Council to include this on the Agenda. Roberts feels that it would still need to go through the normal processes, but it would come with an advisory vote from the students. Roberts requested that they send updated the language for next week.

G. AS Scholarships (15 minutes) Doc. 8 Roberts

Roberts said that each Board Member worked with a Director to review these applications and submitted changes. The GPAs have all been increased to 2.5 except for the Childcare and Academic Scholarships. Galloway said that these are done in publisher and there isn't a way to show track changes, therefore changes are noted by highlights and strikethroughs. Galloway is requesting that the Childcare Voucher Award title be changed to Childcare Scholarship. Historically this Award was paid directly to a certified childcare facility. But currently it is awarded directly to the student's account to offsets the costs of childcare. The only other change was increasing the first question to a 350 word maximum. Galloway wanted to make sure that academic experience outside of the classroom can be addressed by the questions in the scholarship. Roberts feels that the second question can open up for the type of answer Galloway is seeking. Galloway said that a student who is a student employee, volunteers as a tutor, or helps out in a classroom may not feel that they should mention this in the scholarship. Ellison feels that the Academic Scholarship Award is mostly a classroom based Merit Award.

*MOTION ASB-14-W-55 by Galloway*

Move AS Scholarships to be and Action Item.

Second: Ellison                      Vote: 7 - 0 - 0                      Action: Passed

*MOTION ASB-14-W-56 by Galloway*

Approve the AS Scholarship applications.

Second: Guizar                      Vote: 7 - 0 - 0                      Action: Passed

**IX. CONSENT ITEMS** *(subject to immediate action)*

A. AS Job Descriptions- Minor Changes passed by Personnel Committee *(5 min)* Doc. 11 Burke  
Hernandez said that the Communications Director and ESC Program Support Coordinator are both just reworded for clarity. The OC Excursions JD removed a relationship with OC Clubs because they no longer exist. The Challenge Course name changed and needs to be changed throughout the document. AS Distribution Coordinator was old and not in results oriented

formatting. The GEF Education Coordinator worked on some changes last year and they were not passed, so they were brought back this year. Burke would like to hold off on the OC Excursions job description because they haven't addressed the program saturation information. Hernandez is comfortable putting this up as is for hiring.

*MOTION ASB-14-W-57 by Roberts*

Approve AS Job Descriptions- Minor Changes passed by Personnel Committee.

Second: Burke                      Vote: 7 - 0 - 0      Action: Passed

#### B. Committee Appointments

Hernandez clarified that AS Employees can serve on Budget Committee. Burke said that AS Employees can serve as students at-large. Hernandez wanted to make sure that Marmion was clear he was there as a student only. Burke said they did have concerns about this, but the student was interested. The application was reviewed along with all of the other candidates and chose him. She understands if they feel it is a conflict of interest. Ellison is comfortable with this due to the non-partisan work that they do in the Representation & Engagement Programs Office. Eckroth doesn't know if they should do this objectively, but does feel that Marmion is an objective person. Hernandez feels that they are opening a door for anyone to serve on these committees, because there is a possible conflict of interest since they approve their own budgets. Roberts doesn't feel that AS Employees should serve on this committee, regardless of how excellent the individual and how objective. She feels that this is setting precedence. She said that looking at the balance they have, excluding the fact that they are all men, which is not to disparage any individual person. She thinks that in this case three is the quorum and one AS employee is on there, she is comfortable with this. Galloway feels this is a technical committee. She feels that it is good to have people in the majors represented. In addition she feels that Marmion brings a unique perspective to a budgeting process. Ellison feels that the turnover within the institution makes this a year by year discussion. Marmion said that he appreciated everyone talking so highly of him. He is comfortable rescinding his application if necessary, but he suggests they add this to the Charge & Chatter. He was just excited about serving on the committee and didn't think about the possibility of a conflict of interest for an AS employee.

*MOTION ASB-14-W-58 by Burke*

Approve Consent Item B. Committee Appointments.

Second: Guizar                      Vote: 7 - 0 - 0      Action: Passed

#### V. ACTION ITEMS - Guests\*

A. Substantive AS Job Description Changes (15 minutes) Doc. 2 (2-26) Burke

Ellison doesn't remember any of these being contentious and feels they can vote on them as a group, even though they were not posted online for this week. The Board decided to increase the position from Associate Director to Director due to an increase in job responsibilities.

*MOTION ASB-14-W-59 by Burke*

Approve the ESP Associate Director position reclassification to the ESP Director as stated in Doc. 2 from 2-26.

Second: Ellison                      Vote: 7 - 0 - 0              Action: Passed

*MOTION ASB-14-W-60 by Galloway*

Approve the REP Associate Director position change to the REP Director as stated in Doc. 2 from 2-26.

Second: Guizar                      Vote: 7 - 0 - 0              Action: Passed

Hernandez said that there was some concern about when the AS Committee Coordinator would have their planning hours. Ellison had concerns about the two weeks of planning being

during the time when the AS Board is out of the office. Galloway would be comfortable keeping it flexible. 20 planning hours over the summer and recommend it during a certain time during hiring. Kohout had a recommendation that they be in the office during that time. For her she was being asked to make decisions and she didn't even know where her computer was. Hernandez said that they could put in some kind of a timeline that would be great.

*MOTION ASB-14-W-61 by Ellison*

Approve the AS Committee Coordinator with an additional twenty hours of planning time to be completed between mid-July and the beginning of fall training.

Second: Burke                      Vote: 7 - 0 - 0                      Action: Passed

B. Large Event Loan Fund                      (15 minutes)                      Doc. 6 Burke

AS Productions Special Events requested bringing a popular comedy group [the AS Board was given the names of the performers but they are left out of the minutes as contracts have not been negotiated.] Darioush Masourzadeh, AS Special Events Coordinator doesn't feel that the content of their performance would be offensive. They are hoping to move quickly so that they can get out an offer because the performers are routing through Bellingham. They are currently \$2,500 less than their normal fee. AS Stand Up Comedy Club is also helping to fund the event. The winner of Last Comic Standing will be performing at the beginning of the show. Their lowest projected cost would still allow for repaying the loan. Ellison clarified that this is just approving an additional act that wasn't on the first list that is why it is immediate action. Roberts said that they already have a comedy event soon, she asked for context as to why they are doing another comedy event. Masourzadeh said that they are very different types of comedy (stand-up and sketch comedy) and will bring in different audiences. This will not increase the amount, it will just add in the new performer. Roberts said that this decision was based on Masourzadeh's information and the AS Taste Test results.

*MOTION ASB-14-W-62 by Eckroth*

Approve the Large Event Loan Update.

Second: Tyson                      Vote: 7 - 0 - 0                      Action: Passed

**VI. PERSONNEL ITEMS** (subject to immediate action)

**VII. ACTION ITEMS - Board\***

**VIII. INFORMATION ITEMS - Board\***

A. AS Board Job Descriptions                      (25 minutes)                      Doc. 9 Roberts

Vice President for Academic Affairs: Ellison added in assisting with planning of the Committee Orientation. She removed approving someone to the University Planning Council because this will be added into the Vice President for Business & Operations job description as a voting member. Roberts thinks these are great changes.

Vice President for Activities: starting at the end Tyson added Recreation Advisory Committee to nominate students, he also removed the Cold Beverage Committee because it was dissolved. He added a little about working with the Student Activities Advisor. He added increasing the Club Software past just the clubs and into the Associated Students, at this point there is no one associated with this software. Tyson said that his position works specifically with the software and it seemed the most relevant for expansion. He feels it is important to have the student perspective represented within this expansion. He feels this is out of the realm of what the Club Coordinator's responsibilities are. Majkut would say that expanding within the AS would be a better focus and then overall expansion. Roberts feels that this is setting a strategic direction and she feels that it should be on more of a case by case basis. Also it is not certain that they will continue to provide club management software. Burke said that the budgeting aspects of this may fall into the Assistant Business Director's job description. Roberts said one of the

ways they were looking to expand was by using the budget tool. Tyson will work on the wording of this. Ellison said that people might not think of the VP for Activities when they think of this software and wondered if there was a more natural place to put it.

Vice President for Business & Operations: should also have the oversight responsibilities for the Communications Office moved from the AS President to this position. Roberts said that she has provided oversight for this office for two years, once as VP for Activities and as President. She did not feel that it made sense in these positions. The AS President does not have time to provide accurate oversight of the office. She feels it would make more sense to have all of the AS Administrative offices under the Bus Ops position. Burke would also like to add budgetary and Excel knowledge to this document. She will have these changes for next week.

AS President: Roberts will be adding two weeks of additional pay to this position and hopes to add some to Governmental as well. The AS President is required to attend many Saturday meetings, retreats, etc. she is asking for one week additional pay for this. This adds to the amount of time that they work and it is not possible to reduce the hours per week for either of these positions. Also Roberts was in the office for the first week of winter break. Galloway doesn't think it is enough, but it is a step in the right direction.

Vice President for Governmental Affairs: Galloway said that there were no significant changes since the work session on this. They added typically biweekly to talk times so that Board Members know what to expect. Roberts clarified that any changes to Board Responsibilities will go in each Board Members job descriptions. They added some new wording to the academic conflicts for clarity. Galloway is interested in absorbing the Federal Lobby Trip budget into the FXXLAF budget. Burke said that this should be changed first in the job description and then in the budget process. Roberts thinks that they should still keep the AS President involved in this trip planning. Roberts and Galloway will discuss the Budget Authority for this fund.

B. AS Federal Agenda (15 minutes) Doc. 10 Galloway

Galloway said this was approved at the last meeting of Legislative Affairs Council. They kept the original summary page including the priorities as the cover of the agenda as they received good feedback on this in the state agenda. She hasn't worked with the graphs because formatting has been difficult. She will be whiting out some of the typing on graphs to try and make them more clear and non-partisan. Galloway was unsure if they wanted to include a letter from the Board. Roberts feels that they can just format it so that it looks appealing but doesn't cost more time and focuses on the important content that is already included. Roberts had some interesting conversations with people from the United States Student Association. She also was able to see the briefing for the President and Department of Education's Fiscal Year 15 budget. She feels that there are some things they might want to consider including. There are some concerning things coming out of this process, for instance there is some discussion about changing the way that financial aid is distributed and some ideas about performance based funding for states. In the context of Washington State, she doesn't feel that it would be beneficial for universities here, especially Western. She feels that they need to bring up the issues with the trend that federal funding is taking. The good news is they are talking about first generation low income students and students in different minority populations in a way that they haven't before at the federal level. The bad news is that performance based funding is useful in the business world, but may not be applicable to the university system. Roberts has this briefing and would like to share it with everyone. She will be in communication with Galloway to see how to approach this in the agenda.

X. **BOARD REPORTS-** There were no Board Reports given as the meeting lasted 4 hours.

**XIII. OTHER BUSINESS**

A. Majkut said that Roberts discussed email processes in terms of Roberts encouraging the Board to have discussions in the same email thread. He discussed concerns this summer

about emailing in terms of the Open Meetings Act. Roberts said that they can receive a fine of \$100 per person for this. Majkut said that they just need to make sure the information is publically available. He requested the Board ensure that the AS Board Program Assistant and he are included in these emails. He thinks that they can make it available with the documents when they are included online. He said that when everyone is involved and being routed it is an area of law that is a little confusing.

- B. Majkut said that there is an Agenda Schedule on the Agenda Sign-Up Board. The intention with this is to avoid having meetings with too much on the Agenda that end up being 3-4 hours long. This adds significantly to their already overloaded schedules.
- C. Roberts is recusing herself from the Student Trustee Selection Committee this year and Burke will be stepping into that position. Burke asked anyone interested in serving to volunteer by putting their name on a piece of paper. Burke drew a random name and chose Josie Ellison as the other Board representative on the committee. Kohout will be forwarding all of the committee applications for the Trustee committee to Burke for additional review.

***The meeting was adjourned by acclamation at 10:07p.m.***