

**Western Washington University Associated Students**  
**Board of Directors Meeting**

Thursday, September 11<sup>th</sup>, 2014 VU 567

**AS Board Officers:** *Present:* Annika Wolters (President), Jaleesa Smiley (VP Academics), Giselle Alcantar Soto (VP Activities), Chelsea Ghant (VP BusOps), Cristina Rodriguez (VP Diversity), Sarah Kohout (VP Governmental Affairs), and Zach Dugovich (VP Student Life)

**Advisor(s):** Eric Alexander (Advisor, Assistant Dean of Student Engagement/ Director of Viking Union Facilities)

**Guest(s):**

**MOTIONS**

**ASB-14-SUM-13** Approve the minutes with the stated changed. *Passed*

**ASB-14-SUM-14** Approve the AS Budget Committee Charge and Charter. *Passed*

**ASB-14-SUM-15** Approve the AS Business Committee Charge and Charter. *Passed*

**ASB-14-SUM-16** Approve the Presidents Committee on Inclusivity, Diversity and Equity Charge and Charter. *Passed*

**ASB-14-SUM-17** Approve the Green Energy Fee Charge and Charter. *Passed*

**ASB-14-SUM-18** Approve the Alternative Transportation Fee Charge and Charter. *Passed*

**ASB-14-SUM-19** Approve the Transportation Advisory Charge and Charter with the amendment of Neighborhood Associations. *Passed*

**ASB-14-SUM-20** Approve the Legislative Affairs Committee Charge and Charter. *Passed*

*Annika Wolters, AS President, called the meeting to order at 5:41 p.m.*

*Opens meeting with a moment of silence for September 11<sup>th</sup> and the life of Michael Brown and others that were killed this summer.*

*Annika reviewed since it has been a while since the last board meeting and they have a advisor.*

**I. APPROVAL OF MINUTES**

Ghant said in Section E it she would like the correct to say “may amend or adopt rules of operations.” Because she was answering Wolters question and they ‘may’ amend or adopt rules. Ghant also said in the section about the conference she wanted to scratch the sentence that says “lodging would be reimbursed.” Because it won’t be reimbursed. In the draft minutes it said “Alcantar Soto said” they can go back and talk to clubs but Ghant said that sentence. Ghant said she will make small grammatical changes and give them to Sabrina in order to change it.

**Move by Kohout, Second my Ghant**

*MOTION ASB-14-SUM-13 By Kohout*

Approve the minutes with the stated changed.

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

## II. REVISIONS TO THE AGENDA

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

## IV. INFORMATION ITEMS - Guests\*

## V. ACTION ITEMS - Guests\*

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

## VII. ACTION ITEMS - Board\*

### A. AS Budget Committee Charge and Charter (5 Minutes) Doc. 1 Ghant

Ghant said the changes still stand and no further changes from August 4<sup>th</sup>. Other than changing it to September 2014 from August 2014. She has updated the advisor title to Assistant Dean of Student Engagement/ Director of Viking Union, added the word “percent” and the 6<sup>th</sup> week of fall quarter instead of the 3<sup>rd</sup> or 5<sup>th</sup> week.

#### *MOTION ASB-14-SUM-14 By Alcantar Soto*

Approve the AS Budget Committee Charge and Charter  
Second: Rodriguez Vote: 7-0-0 Action: Passed

### B. AS Business Committee Charge and Charter (5 Minutes) Doc. 2 Ghant

Ghant said she changed the advisor title and changed the document from August 2014 to September 2014. The word “percent was changed as well”. Dugovich asked if they have to change the titles to September because the month they approved the charge and charter has changed. Wolters said yes they will have to change the documents date in according to when the document is passed.

#### *MOTION ASB-14-SUM-15 By Dugovich*

Approve the AS Business Committee Charge and Charter  
Seconds: Smiley Vote: 7-0-0 Action: Passed

### C. Presidents Committee- Inclusivity Diversity Equity (5 Minutes) Doc. 3 Wolters Charge and Charter

Wolters said this document was a joint effort from Rodriguez, Patrick Eckroth and herself. This has been a continuing need for students to be able to share their story with their experience with Inclusion, Diversity and Equity. The President Sheppard has a taskforce called the President taskforce on Equity Inclusion and Diversity but there are no students sit on that taskforce representing students. So Rodriguez and Wolters decided that they will get students in there. In the past the AS President and the AS Vice President for Diversity have typically sat on that committee and there have been times where those seats have been left empty. To assure student representation on the Presidents Taskforce is happening she would like to to assure there are always students in the

room. They have created a Charge and Charter for a committee with five (5) students at large, not necessarily AS employees. This is in order to provide input to the Board of Directors and President Sheppard. The committee shall meet once per quarter. They will report to the AS Board of Directors through the VP for Diversity. Wolters says the AS Togo needs to be added.

*MOTIONASB-14-SUM-16 By Kohout*

Approve the Presidents Committee on Inclusivity, Diversity and Equity Charge and Charter  
 Seconds: Alcantar Soto Vote: 7-0-0 Action: Passed

D. Green Energy Fee Charge and Charter

(5 Minutes)Doc. 4 Dugovich

Dugovich said they added in Greg McBride's position the Assistant Director of Viking Union Facilities and the word "percent".

*MOTIONASB-14-SUM-17 By Rodriguez*

Approve the Green Energy Fee Charge and Charter  
 Seconds: Ghant Vote: 7-0-0 Action: Passed

E. Alternative Transportation Fee Charge and Charter

(5 Minutes) Doc. 5 Dugovich

Dugovich said he added in the correct advisor title the Assistant Director of Viking Union Facilities and the word "percent".

*MOTIONASB-14-SUM-18 By Kohout*

Approve the Alternative Transportation Fee Charge and Charter  
 Seconds: Smiley Vote: 7-0-0 Action: Passed

F. Transportation Advisory Charge and Charter

(5 Minutes) Doc. 6 Dugovich

Dugovich said he added in the Assistant Director Viking Union Facilities and the word "percent". He also decided to change from community organizations to the Campus Community Coalition because that is essentially their job, to reach out to the community and streamline things and makes things a lot easier to operate. Wolters asked at the last meeting said they had talked about adding in the Neighborhood Associations, are they on this document as well? Dugovich says no they aren't but that would be a good idea and would like to add it into this document.

*MOTIONASB-14-SUM-19 By Dugovich*

Approve the Transportation Advisory Charge and Charter with the amendment of Neighborhood Associations.  
 Seconds: Kohout Vote: 7-0-0 Action: Passed

G. Fegislative Affairs Committee Charge and Charter

(5 Minutes) Doc. 7 Kohout

Kohout "increase" instead of "empower" and adding the word "percent".  
 Smiley moves to approve the Fegislative Affairs Committee Charge and Charter  
 Rodriguez seconds  
 7-0-0

*MOTIONASB-14-SUM-20 By Kohout*

Approve the Legislative Affairs Committee Charge and Charter  
Seconds: Rodriguez Vote: 7-0-0 Action: Passed

### VIII. INFORMATION ITEMS - Board\*

#### A. AS Board Assistant for Viking Lobby Day Job Description (10 Minutes) Doc. 8 Ghant

Ghant said Kohout will help talk about the document. This is a new position called the AS Board Program Assistant for Viking Lobby Day. This position was brought to the Personnel Committee and said her question was how this position will be funded and it's going to be funded from the Legislative Action Fund (LAF). Personnel Committee approved this position starting in November ending in January and the position will work approximately 50 hours over the term of the position. Her concerns were in the reportage section where it says this position will report closely with Vice President for Governmental Affairs while working closely with the "AS Program Assistant" and it is supposed to say "AS Board Program Assistant". Under the AS Employment Responsibilities section it said "employee must attend all AS Personnel Staff Development training and any other trainings assigned by the Personnel Office" and they crossed that out completely because they are hourly staff and they are not required to attend those training sessions. Kohout said that over the past few years Viking Lobby day has seen a large increase in attendance. In 2012 there were about 50 people, 2013 there were 60 people and 2014 people there were 72 people and over this last year they had about 100 registries maxing out at registries but they saw a lot of drop off close to the date. There are a lot of reasons why they could have dropped, they may not have contacted them as much, they didn't follow up as much as they should have, there was also a football game which is hard to work around and people may have been nervous about attending. This new position would help a lot to make sure that drop off rate didn't happen. There is also a lot of work load on the VP for Governmental Affairs and the AS Board Assistant for Representation. Most of the meetings can only be made the first couple weeks and Viking Lobby day is on Martin Luther King Day in January and most of the of the session people aren't there to make meetings until the first week in January and that means there is only a week to make all of the calls to representatives, leave messages, put all those students into groups, getting the hotel set up, food and more. They have to worry about the hotels, buses food. She talked to Galloway and she worked 40-50 hours a week for 3 weeks straight in order to get Viking lobby day work. This board assistant for Viking Lobby Day would help alleviate a lot of that work load. It states what this position would be doing per month like emailing someone who registered right after they registered to help them and see if they can answer any questions. They would also be emailing people who registered in order to reassure they get there questions answered. Calling registries a week before hand to remind them it's coming up. They would work a couple hours after to get good connections with legislative and writing a legacy document for future successes. It would be going through Legislative Action fund and one of the reasons this fund was set up was to help expand capacity of their Legislative work. Ghant said the personnel committee would have a question where this position would be housed. Kohout said she talked to Patrick Eckroth the Representation and Engagement Programs (REP) Director and he said this position could work a lot in REP and also this person could work at Kohout's desk when she isn't there. Jaleesa asked how much money is in the LAF? Kohout said its hard to tell but about 49,000 dollars per year not including summer quarter. They have spent some money on the Washington Student Association retreat and USSA congress money came out of this fund. The LAF budget hasn't been approved yet but It's a line item that would be approved once they start meeting. Dugovich said he went into Viking lobby day last year and it is really amazing the amount of work that goes into this. He thinks they should approve this position. Alcantar Soto she her only concern was Kohout said Galloway worked a lot of hours, how are you going to keep this position from going over hours? Kohout said they can't work more than 50 hours unless they volunteer their time and monitoring their hours. This

position can't be paid to go to Viking Lobby Day, they would have to go down as a volunteer. This is a Guinea Pig year to see if this works out and next year they can make adjustment to this time. They can always ask the Legislative Action Committee (LAC) if they need more money.

Alcantar Soto said she did the math and between November and December they would only be working 2 hours a week and that would make it very easy for this person to go over hours.

Kohout said yes and there would only be a couple tabling days which would be 5 hours or so. And she will sit down and make sure this position isn't working more hours than allotted.

Wolters asked if she has anyone who is interested in applying to this. Kohout said not yet, but she is helping with the early move in staff and the voter registration staff and hoping they would get involved in, she thinks it'll be a great incentive in order to want to be involved. Alcantar Soto asked if Kohout's plan is to make this a yearly position. Kohout said yes and that is why making sure there is a thorough legacy document for all the planning involved will be necessary. Alcantar Soto thinks it's a good thing and it glad she is thinking about the future. Ghant said she was very impressed at the Personnel Committee meeting with Kohout

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

## **X. BOARD REPORTS**

### **President**

Annika Wolters reported that went on United State Student Association (USSA) and the Washington Student Association (WSA). USSA is the oldest student lead organization for lobbying on student issues in the nation. It was incredible. She found her family in the coccus base of the people of African descent, women of color coccus, and Pacific Northwest coccus. She was nominated for numerous positions but she respectfully declined out of self-care. She excited is the student organizing skills being being put to good use. On the drive back from California they organized a national moment of silence and an evening night vigil for the life and Michael Brown. There was one day between the USSA and WSA conference and on that single free day in between they were in red square remembering those lives. She would like to thank everyone for helping. She would like to say thank you for Eastern Washington University for hosting WSA which is the only student lead student run student populated organization in Washington. She is looking forward to who their new chair will be. She is working on her convocation speech and well as her Out of State Dinner speech. She would like to give a shout out to Hannah Brock the AS Personnel Director for putting together AS Training. She also wanted to thank the board members for attending those trainings and being present.

### **VP for Business and Operations**

Chelsea Ghant Reported that sept. 4<sup>th</sup> met with Morgan Burke the AS Business Director. Budget tracker are now complete which helps offices keep track of their budgets. Burke is going great work. She met with Ellison the Communication Director on September. 8<sup>th</sup> about the Information Fair Swag. They will be getting notebooks, water bottles, Tote-bags which are very useful for students not just pens. The items will fallow the color scheme of branding guide. Ellison is also looking for a place to get the table clothes for each office so each office will have their own table cloths. The screen print for each table cloths would be 200 dollars each to look for cheaper ways. She is feeling really good about what the Communication Office is doing. She met with Peg today in the AS Bookstore Manager and they had a great conversation and she is glad she got a head start on the AS Bookstore Advisory Group. She would love to have board members on this group particularly the VP for Academic Affairs and the VP for Governmental Affairs. She is looking for six to seven (6-7) members that group and last year they only met 1 or 2 the whole year and this

quarter she is looking to meet 1 or 2 a quarter. Hannah Brock the Personnel Director is doing a lovely job with AS Training.

### **VP for Academic Affairs**

Jaleesa Smiley reported that she met with Chelsea Thaw who works in Education Social Justice Minor. Thaw expressed to her that there is a large interest for within the minor who would like to be part of the conversation surrounding the university structure specifically the GUR reform. They brainstormed ideas on how Smiley could help them such as doing presentations in class. They scheduled another meeting with Veronica Velez for further discussion. She will be attending the Washington Study on General Education (WSGE). The purpose of this meeting is to get a head start on completing the taskforce mission of making the recommendations to the Committee for Undergraduate Education (CUE) which she serves as a voting member on. Regarding the desirability and feasibility of a revising the WWU General University Requirements. They will be compiling the final report which is due October 16<sup>th</sup>.

### **VP for Activities**

Giselle Alcantar Soto reported that she has been working on lovely calendar. Unfortunately instead of having the first two weeks back calendar it'll have to be an October calendar. It's going to be different this year because it's a collaborations between Athletics, Residents Halls, Change Makers, and the AS. It has not only the AS events but events all over campus. AS Productions are having their first movie night on the Communication Lawn. The movie is going to be X-Men Days of Future Past. VU late night will be happening, it's one of the biggest nights for first year students and it's really important we are there to be welcoming people. The club hub is also having an event the club kick off October 1<sup>st</sup> or 2<sup>nd</sup> which is when clubs get their trainings and information. They are making really good progress with Org Sync. They are implementing the budget tool for clubs, so they can track it a little better to make for the Assistant Business Director. She is working with Joanne Demark on this mixer event that is a collaborations between Athletics, Recreation Center, Resident Halls, Change Makers and the AS. It should be November 17<sup>th</sup>, active minds changing lives is the term of the week. It's going to be employees with all of those organizations as well as student leaders for directed lecture by Joe Garcia. There will be a reception at the end so people can network.

### **VP for Diversity**

Cristina Rodriguez reported that Ethnic Student Center (ESC) has a student leadership training on September 21<sup>st</sup>. That event will be going over getting together valuable information together for ESC folks and what they should come prepared with for the fall quarter, event program, budget authority program, and ways not to get in trouble with Nate Panelo the ESC Coordinator. She has been meeting about the President Steering Committee. Wolters and her were in a meeting about expanding the ESC. She has been meeting with Sam Goldblatt the AS Resource and Outreach Programs (ROP) Director about the departmental training. Every day she will be facilitating meeting for the ROP people. In the AS Staff Development Training they had the Diversity workshop which went well. Also trying to get ahold of Oregon Student of Color Conference. Waiting to hear back from the lead organizer to get that going. That conference will be held in Eugene Oregon. She went to USSA on August 6<sup>th</sup>. She came back as the Vice Chair for National Coalition for Students with Disabilities. She is excited for that. She also went to WSA retreat. She got a lot out of both of the conferences.

### **VP for Governmental Affairs**

Sarah Kohout reported that August 6<sup>th</sup>-12<sup>th</sup> eight (8) students went to United State Student Association. Josie Ellison, Myra Guizar, Belina Seare, Annika Walters, Heather Hefflemire, Cristina Rodriguez, Morgan Burke. Ellison was elected for Vice President for the National Queer Student Coalition. Guizar was elected for the chair of the Pacific Northwest region and sits on USSA Board of Director. Seare was elected Vice Chair of the Women of Color Coccus. Heather Heffilmire was elected as the Vice Chair for the Pacific Northwest region. Seaking to become direct members. Seare served on the Steering Committee which was elected on the Pacific Northwest section. Ellison sat on the Issues Committee and looked at the issues submitted and made edits to those. They made it back in one piece. On August 13<sup>th</sup>- 15<sup>th</sup>, twelve (12) Students went to Washington Student Association retreat which was in Cheney Washington. Kohout, Wolters, Smiley, Rodriguez, Guizar, Eckroth, Burke, Carly Roberts, Hefflemire, Lily Jaquith, Oscar Aguirre, and Evelyn Kennedy attended this retreat. There were several different tracks we went through. There were legislative, budget and Finance related topics and more. Because of her position as a Student Trustee Roberts had to step down from being the WSA Chair. December 13<sup>th</sup> meeting for WSA will be at Western. It will be 10am-3pm or so. For USSA she has a membership call next week seeing what it looks like and seeing how much it will cost, nothing set in stone yet. REP has currently registered 302 voters and counting. They are having the biggest Voter days coming up which is move in day. If you can make it they'll be excited to meet it. They hired Griffin Crisp as the AS Committee Coordinator. On October 30<sup>th</sup> rock the vote event in the MPR. Encouraging students to vote through that.

### **VP for Student Life**

Zach Dugovich reported that last night he met with Karen Izumoto the Alternative Transportation Coordinator and they met with Happy Valley Neighborhood Association to talk about expanding the late night shuttle to the south end of campus and everyone seemed enthusiastic. They approved it officially in a motion. As of right now he won't be able to have the expansion by the beginning of fall quarter because there is a lot of things to do such as advertising, and they would like a student event so people can ask questions. He will be pushing and he hopes that it is implemented by the end of fall quarter and he hopes the board supports him in this endeavor. The Environmental and Sustainability Program (ESP) Sadie Normoyle is working really hard. Dugovich has been working with the Outback and Ghant because they need to find funding for a new position because the Outback needs some help but as of right now they don't have the funding. ESP are organizing a training session because the Green Energy Fee is up for a vote in 2015 and the employees will be learning how to advertise this without being biased because it is a student fund. He has been with with Farrah Greene-Paimer the Suicide Prevention Grant Manager on November events trying to find ways for mental health and men to get involved. They are going to have a mental health fair, a best mustache/ beard competition and a walk of hope on November 20th. They will also have a guest speaker Eric Hippie a former quarterback for the Detroit lions and he is going to speak on November 19th on mental health issues. He wrote a few books on the topic and hopefully they will get both female and male attendees.

## **XIII. OTHER BUSINESS**

*The meeting was adjourned by acclamation at 6:35p.m.*