

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

Thursday, January 29th, 2015

VU567

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)

Guest(s): Nate Panela (ESC Coordinator)

MOTIONS

ASB-15-W-3 Approve one (1) new ESC office assistant position. *Passed*

ASB-15-W-4 Approve Committee Appointments. *Passed*

Annika Wolters, AS President, called the meeting to order at 8:36 a.m

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA

Kohout wants Operation and Enhancement Legislative Conference be moved to Information Items- Board section because there are no guest here for that item. Wolters accepts Kohout's proposal.

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. Request Ethnic Student Center (ESC) Office Assistant

Ghant said the ESC is requesting to fund one to three (1-3) office assistants. They currently have work study positions but have had trouble filling those positions. They would like to see more consistency in that position especially with upcoming heritage dinners. Ghant said last time we talked about funding just one or two positions instead of all three. Ghant said we haven't decided how many we will fund. They are requesting at most three, ideally two. The funding for these positions will come from the AS reserves. Dugovich says there a couple of thousands in the reserves. Wolters said that was the only thing that was unclear, which budget these positions will be coming from. Ghant said the AS reserve fund.

Nate Panelo enters meeting at 8:39am.

Wolters said however many they decide to fund is up to them but they should keep in mind that anything they pay once, they should expect to pay again in following years. They are hoping that this will be budgeted for next year as well. Ghant says it is contingent upon the Budget Committee. Right now they would be approving this for the remainder of the year and Budget Committee would decide to budget for the following years. Kohout asks if in following years it will come out of the AS Reserves. Ghant said it would be a new position that would come out of the operations budget. Dugovich asked how many position they need. Ghant says the most three (3). Panelo says he put three (3) because traditionally there always have had three (3) at the front desk, ideally they would want four (4) because that is the number of work study students they strive for each year, however it has been very difficult to fill all four (4) work study positions. Two (2) funded positions would be helpful. One (1) at the very least to be able to provide the minimal support for the ESC. Kohout asked if there are any work study applicants being considered right now. Panelo says that there is one (1) work study position that has been filled, but that person has two jobs on campus. As of yesterday, they were able to fill another work study position. Just as the other work study position though, the new person also has another job. He says they're looking for students who are dedicated and can provide up to fifteen hours. Dugovich doesn't see anything wrong with funding three (3) positions, there money in the budget. Alcantar-Soto said they have two positions already that can cover part of the work week. The other two (2) students could cover the remaining 30 hours in the work week that is needed. She would be comfortable funding two (2) positions for the remainder of the year. Rodriguez said she supports two (2) hourly employees as well, and an additional work study. She said she was in the ESC yesterday and without the presence of the front desk attendant it felt different in that office. Ghant says she understands having two (2) is ideal. She wanted to know the Board's thoughts on approving one (1) for now, and work through the transition, and then add an additional position later if they need. Dugovich asks where the money will come from next year. Ghant said no, it would be discussed in the budget committee. Kohout said supports and trusts Ghant's judgment due to have her having experience working in the ESC previously. Alcantar-Soto asked how detrimental it will be to have only one (1) office assistant opposed to two (2). Panelo says they have been able to manage so far. They will be able to figure something out. It's not just for filling hours, but more as a position to see their potential and an entry way into the AS. Dugovich said if they have the money in reserves right now, why don't they fund the two (2) positions now and then let budget committee decide for next year. Ghant said they would like to use the reserves conservatively. Starting off with one is fair and then. Dugovich said he thinks Panelo made it clear two (2) was needed. The ESC is saying they need these two positions, its more than just filling hours. Ghant said having one student there to fill the critical hours will be alright and then they have to two other work study positions as well. Dugovich asked what are considered critical hours. Ghant said the high volume hours. Kohout asked how much are in the reserves. The AS Reserves are meant for a care case that the Services and Activities fee was to have problems, the AS would still be able to function without it for a year. They do employ a lot of students. Alexander said he wanted to clarify that AS Reserves are supposed to last two months. Says WWU does not encumber funds. They have significantly more than two (2) months, it is close to a million dollars. Ghant said either way she would be fine she thinks starting off with one (1) would be best and see what the Budget Committee says about adding two (2). Dugovich asks if the two (2) positions were funded next week, would they have hours to fill. Panelo says that it depends on their school schedule, says that Danielle is there from day to day. But really it's about their presence in the ESC which they are lacking. He says that if they did have the one position that was dedicated to work 15 hours or more he thinks it would be alright. He said one could still work.

MOTION ASB-15-W-3 by Dugovich

Approve one (1) new ESC office assistant position.

Second: Ghant Vote: 5 - 1 - 1 Action: Passed

VIII. INFORMATION ITEMS - Board***A. AS Alternative Transportation Coordinator Salary Determination**

Dugovich said this is for the AS alternative transportation coordinator job salary. They are paid out of the Alternate Transportation fee, not under the AS Funds. They still follow the salary guide lines the AS has and since 2007 this position has been paid at Director level salary and it is a coordinator level position. It would lower the salary to Coordinator level salary starting in 2015-2016. Ghant says they saw this document already in Personnel Committee and they approved it. This job description matched the Coordinator level not the Director level. Kohout wanted to clarify that the job description says coordinator but they have been paid at a director level pay and now they are just wanting to go back to a coordinator salary. They do not oversee anyone do they? Dugovich said no they don't oversee anyone. He said yes, it should be at coordinator level pay. Wolters asked for further questions. Wolters says we will see this next week.

B. Legislative Conference Funding Proposal

Kohout said Legislative Conference is a conference put on every year in Washington DC put on through the United States Students Association (USSA). Usually comes out of the Legislative Action Fund but because that is an unstableness right now, they want to have a conservative estimate. They decided five (5) students would stay within their budget. Working with Belina Seare the Social Issues Resource Center Assistant Coordinator has been working really hard on the proposals and have secured spots through other funding for six (6) students to go to this conference. In total there will be 11 students going to this conference if this proposal passes. It's really good to have a lot of representation from Western there because WWU is direct members with USSA. About 25 students have applied for this conference. This year they have used funding from the Operating and Enhancement fund for the Oregon Student of Color Conference and at the end of the year any unused funding from the Operating and Enhancement fund will go into the AS Reserves. If this request is passed they will still have to decide how to send the additional student. She would like the Board's input on how to select the additional person and hopefully it will get passed next week because flight prices are going to start going up. Dugovich asked who reviewed these applications. Kohout said it was a mixture of committees which depended on what fund it was coming out of. Dugovich said it should be as similar as the last process. Kohout said who would do that? Because they've seen the names on the applications previously. Kohout asked if the Board wanted to review the applications. Dugovich said no not the Board, the same people from last time. Kohout said there were three (3) different committees. Dugovich said try to make the process as similar to last time as possible. Kohout said this is to make sure there are four (4) students in each hotel room to make the funding requests they've already done accurate. The math was done previously for four (4) people in the room. It's also because there is a lot of money in the Operating and Enhancement fund and she would like to see as many people as possible go to this conference. Wolters said in the document it says "there are 11 students currently attending this conference and 12 students will fill the hotel room and make the most financial sense." This clarifies the request. Smiley asked with the additional person for this conference, one of the main concerns is about the time frame to

get the flights. Kohout said yes. Kohout talked to the training officer for the conference and she said they would give them the early registration price if they miss the deadline. Wolters said that Dugovich would like to be as consistent as possible. Would like to be transparent and say that some in this room have applied. Ghant said there may be a conflict of interest because she is the budget authority for the funding that this is coming from and she doesn't know if she should be looking at the applicants. Kohout said she doesn't know about that. She does know that other budget authorities who were involved in the process previously other than the Legislative Affairs Council which is made up of many students. Alcantar Soto said she thinks it would be a conflict of interest. She thinks that it should be given as a grant so that if the LAF has the money and they don't end up using all the money it should be given back to the Operating and Enhancement fund. Kohout said she doesn't think they'll have money to give back. Its not an underwrite, but it would go towards the flight. Kohout would fill out an ER and go through Ghant. Alcantar Soto said she was under the impression that this request came through because of the fee. Alcantar Soto asks if this fee is a quarterly or yearly fee? Kohout said it is a yearly fee. Students who are not receiving full financial aid are not paying the legislative action fund. It looks like they have the money, but financial aid will be taking out a huge chunk of the money if she doesn't figure it out with them prior to it. It looks like they have the money, but they don't know how much money they actually have. Alcantar-Soto said but at the end of the year, they will know how much money they will have overall so they can give this fund the additional money back if they have more money than they thought. Kohout said she wouldn't be comfortable with that because they have so much money in Operating and Enhancement and at the end of the year it just goes into reserves. For Operating and Enhancement they can only use it twice per conference and this is the first time using it for this conference. They can't use this fund for this conference every year. Alcantar-Soto said she wanted to make sure that although other offices haven't asked yet she wants to make sure there is funding available if the need occurs. If there is a fund specifically for this purpose it should be used for it. Kohout said there is still a considerable amount in the Operating and Enhancement fund, about \$8,000. That could fund a lot of requests. Alcantar-Soto said she wanted to bring it up for the Board to consider. Rodriguez said because it is the middle of January and they have over \$8,000 left, she is for taking it out of Operating and Enhancement Fund. Ghant said she thinks it is find to use the fund for this request. Kohout asked if there are any other updates folks want to see by next meeting. Dugovich said he would like to see the selection process. Ghant said she would like to see a not to exceed amount in the proposal.

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

MOTION ASB-15-W-4 by Alcantar Soto

Approve Committee Appointments.

Second: Kohout

Vote: 7 - 0 - 0

Action: Passed

X. BOARD REPORTS

President

Annika Wolters reported she tweeted the two students who requested to have the 12th man flag raised at 11:45am tomorrow. She was asked to be in PeaceCorp video, and although she has thought about applying to the PeaceCorp she would like to see people who have been accepted to the PeaceCorp be interviewed. She also got a call from Malcom Oliver and he said that he would like to bring a number officers to some AS Board meetings. He was been invited to come at the end of the board meetings about 9:30am around board reports so conversation is more organic. Says he would like to bring about 10 officers, but Wolters thinks the 10 excessive. She is definitely interested in chatting with officers though. She welcomes any and all students at large to work on documents together with Board and Police Department. She said more and more heritage dinners are coming up and she invites everyone to the Chinese Student Association's Lunar New Year and encourages everyone to attend. They all receive one free heritage dinner in Blue Book. She concludes by saying she looks forward to the Washington Student Association meeting.

VP for Business and Operations

Chelsea Ghant reported that on Tuesday they had the Facilities and Services meeting and they talked about adding vehicles to motor pool were discussed. They discussed how they can expedite this process. They will be meeting again to clarify process and how they want to pursue this. This will be brought up to Management Council.

VP for Academic Affairs

Jaleesa Smiley had nothing to report.

VP for Activities

Giselle Alcantar Soto reported that attended Activities Council on Monday. They got 16 requests. They recognized seven (7) new clubs. They recognized WWU Rainbow Vikings, Investment Society, TayNation (Taylor Swift), A Novel Idea (Book Club), Ping Pong Club, Music Collective, Stars and Stripes. She also DRAC meeting and they have become interested in the AS budget process and how much the AS has in the AS Reserve accounts. Club Hub is putting on their annual showcase, where clubs are outside for two weeks to get people more involved. This Friday there is a raising of the Seahawks 12th man flag. Recently MTV is making a documentary on campus about race. They asked for permission to film on campus and that was declined. Students will still be asked and she wanted people to be aware of this.

VP for Diversity

Cristina Rodriguez reported that both the ESC President's Council and Steering Committee going well. There is over \$12,000 in budget and a lot of that will be used up for the heritage dinners. She organized a meeting time for POC students to talk about the needs of the ESC and the direction of the ESC. She is excited about the conversations that will bring. ROP has all of their positions filled.

VP for Governmental Affairs

Sarah Kohout reported that in the Legislative Affairs Council they passed the Local Agenda and they will all see this at the next AS Board meeting. She is looking into a couple of different lobby days, Human Services and ESC Lobby Day on February 16th 2015, and Environmental Lobby Day. They are currently drafting their agenda. If anyone is interested in attending those lobby days they can get

in touch with her. Working on the agenda. Sadie and Dugovich have been working on agenda. She is exciting to see WWU students down in Olympia. She is working on a Carver Lobby Day. She hopes everyone was able to attend State of Emergency meeting. WS A meeting this weekend at the Evergreen State College.

VP for Student Life

Zach Dugovich reported that the Green Energy Committee approved their first small grant for. Compass to Compost project is a grant for \$4,900. There will be compost bins off campus and they will take all of the things they don't compost during the year and they will take it to the yard and the mulch that comes from that will be distributed over campus with signs showing where it is. The Viking Shuttle's new route starts this Sunday. Environmental Lobby Day has 16 spots left. Earth Day on April 22nd is already being talked about. He would still like to do a canned food drive and the personnel office offered to help with this.

XIII. OTHER BUSINESS

The meeting was adjourned by acclamation at 9:31 a.m