

**Western Washington University Associated Students
Facilities and Services Council
Tuesday, February 12, 2013 VU 543**

Present: Hung Le (AS Vice President for Business & Operations); Dulcinea Rattet (Recycle Center); Mary Sanborn (Child Development Center); Shelby Albin (Lakewood); Tilly Chides (VU Support Staff); Megan Whiteside (OC); Joseph Levy; Spencer Peterson, Ariel Brownstein

Absent:

Advisor: Jim Schuster (Director of VU Facilities); Greg McBride (Assist. Dir. VU Facilities);

Secretary: Madeline Espeseth

Guest: Ethan Glemaker, Casey Hayden, Jeff Bates

The meeting was called to order by Hung Le, Chair at 4:07pm

MOTIONS

FS-13-W-1

Approve the following priority list:

1. Front Desk Remodel (\$3,500)
2. Office Furniture Upgrade (\$14,000)
3. VU 567 Table Request (\$9,000)
4. Service Counter Resizing (\$5,500)
5. Resource Area Furniture (\$6,600)

Passed

I. REVISIONS TO THE AGENDA

II. QUESTION & ANSWER SESSION

A. Front Desk Remodel - Jeff Bates

This change would clean up the mess and the clutter of the work station, giving the person working more freedom of movement and a better ability to help customers. The total cost is \$3,500. Bates clarified that the current desk meets ADA standards because there is reasonable access by entering the office through a side door; there was discussion about eventually lowering the desk to wheelchair height, but it was recommended that the change happen later when there is a renovation of the entire floor.

B. VU 567 Table Request - Ethan Glemaker

Glemaker explained that one of the priority goals of the AS Board for this year is to increase accessibility and visibility of the AS Board of Directors to the greater student body. The AS Board of Directors felt that an effective way of doing this was by making the meetings friendlier and so students felt more comfortable bringing their questions, concerns and ideas to the board meetings. The proposed changes would make it easier for the chair to see people and to be better able to read the climate of the room. Schuster said that based on his experience at other universities the proposed configuration is common and successful. The tables are moveable. Glemaker does not feel that \$10,000 is too much because it is an investment in the future because it will help future committees. McBride said that the AS could get 15-20 years out of the proposed tables.

C. Office Furniture Upgrade - Casey Hayden

Hayden believes that this will make a world of difference for the people who work in the office, as well as for the clubs who use the space. Hayden explained that in the past the space has been used for doing arts and crafts for the clubs so they can make posters. Now that the space has grown more towards an office space, the arts and crafts function has started to encroach on the office environment. The “banner room” will take over this function.

D. Service Counter Resizing - Fred Collins

Collins was not present at this meeting. Le emailed Collins last week with the questions from last week. Collins replied and said that if more space is created for bike stands then the Outdoor Center would be able to hire another bike technician, which would not cost any more. Schuster would like more information about peak hours and how long people have to wait. Schuster clarified that the desk remodel would not guarantee that a new bike rack and technician would come soon, but the space would be available for it to happen eventually.

E. Staff Area Couch

McBride said that there still is a couch available that is small enough to fit in the space. There was consensus to just give them the couch. McBride will give them the couch.

F. Resource Area Furniture - Angela Tsui

Angela Tsui was not present at this meeting. There are currently 2 chairs, 2 couches, and a bench available in the Outdoor Center resource library. These are all too heavy to reconfigure and move around. The new furniture would have 2 chairs, 1 couch, and 4 “soft” benches that can be used as seats or tables. These pieces are smaller and more maneuverable. There would be a 4-5 seat gain with the new furniture. Rattet thought it might be possible to add another chair. McBride felt that the main goal was to get rid of the heavy furniture. Schuster suggested that the committee take into account that there are not representatives nor have people been in communication with Le. McBride felt that it was not fair to speculate how the proposers felt about their proposals based on their absence. McBride said that he does not know how often there are trip leader meetings, or how many people attend them. He also said that there are plenty of conference rooms available in the VU for trip leaders to meet in.

III. ACTION ITEMS

A. Prioritizing

1. Front Desk Remodel (\$3,500)
2. Office Furniture Upgrade (\$14,000)
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4. Service Counter Resizing (\$5,500)
5. Resource Area Furniture (\$6,600)

There was consensus as this list was created.

MO TION FS-13- W-1 byLevy

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Second: Rattet

Vote: 5-0-0

Action:Passed

IV. MEMBER REPORTS

The Meeting was adjourned at 4:52p.m.