

**Western Washington University Associated Students  
Facilities & Services Council  
Thursday, October 18, 2012** **VU543**

**Present:** Hung Le (AS Vice President for Business & Operations); Catherine Peterson (Publicity Center); Dulcinea Rattett (Recycle Center); Mary Sanborn (Child Development Center); Shelby Albin (Lakewood); Tilly Chides (VU Support Staff)

**Absent:** Catherine Jorgensen (DOC); Alexander Holland, Megan Whiteside (OC)

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

**Secretary:** Madeline Espeseth

**Guest:**

*The meeting was called to order by Hung Le, Chair at 2:35pm*

**I. REVISIONS TO THE AGENDA**

**II. PERSONAL INTRODUCTIONS**

**III. DISCUSSION ITEMS**

**A. Facilities and Services Orientation**

- i. Charge and Charter- Le explained that this document is revised every year, and if we feel that something needs to be changed we can discuss it.
- ii. Role of the Council- Le explained the purpose of the council, the first being making recommendations to Schuster about facilities matters, the second to make programmatic recommendations to the BoD, and finally to be a general decision making body. If there are any concerns from the departments they can be brought to the council and then to the BoD. F&S has two areas where it can make decisions. The first being funding requests for general repair and replacement. This fund has about \$12,000 in it right now. McBride explained that this council is set up to give students a voice in where AS funds are allocated for supplies and facility changes rather than him and Schuster making all of the decisions regarding funding. McBride also explained that there will now be a proposal process in order to give priority to the projects this committee feels are the most impactful. This also gives those asking for money the opportunity to process through why they want supplies or changes. Schuster added that this council has the ability to make suggestions to the VU, but not necessarily fund the projects. This allows for having input on bigger projects that will exceed the funds this council. McBride said this is the first year the council has functioned this way.
- iii. Funding Requests- Fe discussed the process by which offices apply for funding. Schuster suggested we go through the process once in order to see what structural changes we might need to make. McBride asked what they timeline was on getting the document out to departments. Fe asked how we want to present the proposal form and process to departments. There was consensus for having a date when all the forms had to be returned so the proposals can be looked at all together. Sanborn said we should send it out as-is in order to get the process started. Schuster said that since we are a state agency things will take longer to come to fruition because of the regulations we have to follow. McBride is the “feasibility

checker” and is the man you have to go through in order to see if this is a project the council can even work on.

- iv. Introduce Manager Presentations- Each department manager will be presenting on their department at the upcoming meetings so the council can get a better idea of what their budget is and what they do.
- v. Deadline Schedule- Please be aware of the deadlines, and follow them as closely as possible in order to keep things organized. Please note that proposals are due to McBride the Wednesday the week before meetings. Contact information is on the bottom of the sheet. Schuster’s number is x3451.

**IV. INFO ITEMS**

**V. ACTION ITEMS**

**VI. OTHER BUSNIESS**

**VII. MEMBER REPORTS**

*The Meeting was adjourned at 3:28p.m.*