

**Western Washington University Associated Students
Facilities and Services Council**

Thursday, November 15, 2012

VU 543

- Present:** Hung Le (AS Vice President for Business & Operations); Catherine Peterson (Publicity Center); Shelby Albin (Lakewood); Tilly Chides (VU Support Staff)
Catherine Jorgensen (DOC); Megan Whiteside (OC)
- Absent:** Dulcinea Rattett (Recycle Center); Mary Sanborn (Child Development Center);
Joseph Levy
- Advisor:** Jim Schuster (Director of VU Facilities); Greg McBride (Assist. Dir. VU
Facilities);
- Secretary:** Madeline Espeseth
- Guest:** Fred Collins, Patricia Ashby, Jeff Bate

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

I. REVISIONS TO THE AGENDA

II. ACTION ITEMS

A. Funding Request From

McBride and Le revised the form from the last meeting. There were some grammatical changes that needed to be made in order to read easier. There was a second requirement that they added, that being “has a reasonable and realistic impact on service delivery”. Le created a timeline to help applicants know what to do, which McBride and Le revised in order to make it clearer for people who are applying for funding. Approved by acclamation

III. INFORMATION ITEMS

A. Fred Collins - Outdoor Center, WOOT, EDGE Program

The Outdoor Center is 40+ years old and has been incredibly safe for all of it. The center was started by students, both of whom are still at Western. Collins read an old mission statement that reflected how the Outdoor Center seeks to help students learn about themselves through interaction with the environment. The Outdoor Center has grown incredibly and now has multiple departments. The Excursions area is about educating people on how to properly plan and participate in a trip, starting from the pre-meetings to the end of the trip. There is a resource library with maps, books, CDs, and tapes, all about the pacific northwest and possible trips to go on. All of these materials are in the library catalogue system. The Equipment shop is the place where any and all equipment can be rented, and is competitively priced. The Bike Shop, one located in Buchanan Towers and one on the bottom floor of the VU, is set up to help people fix and maintain their bikes. This has allowed for a larger presence on south campus. Students can now use vouchers to use the Bike Shop services. The Bike Shop hires students with professional bike shop experience. The Outdoor Center has 9 different budgets that fund the different areas. There is \$20,000 available to pay employees. The Bike Shop and Excursions operate on \$22,000 each, primarily to fund transportation. WOOT has an \$8,000 budget. WOOT is a first year interest program that gets Freshmen together to form bonds and learn how to survive in the outdoors. Collins and Whiteside are looking at free opportunities for students to learn about the Outdoor Center. Future issues involve many people wanting to participate in WOOT. Every year the number of excursions has increased by two. They are

attempting to revive the raft program, but two rafts are needed. It would cost students under \$100 to have training for their raft trip and using the raft. This would be a part of the watersport program that includes kayaking and paddle boarding. The Outdoor Center is becoming more and more diverse in terms of the people who are working there. The Excursions program is using most of their budget on transportation which leaves the program almost broke by the end of the year. Collins wants to work to ensure that does not happen this year. Collins has been at Western since 1988, in the Outdoor Center for 5 years, and in this position for 2 years.

B. Patricia Ashby - Child Development Center

Ashby showed a video about the CDC. The CDC specifically serves students who are parents, as well as faculty/staff parents. The CDC seeks to ease their burden, as well as ensure that the child and the parent are developing healthy relationships. Support the campus community through the support of children and the empowerment of parents. The CDC works with many departments on campus and hires around 32 students a year. The student employees have learning outcomes they hope to gain. The CDC helps students create a sense of community, define their career goals, and introducing them to other resources in the university. Woodring faculty works with the CDC faculty to ensure the student employees are learning the best practices in the field. The CDC values nature, found objects, and natural materials. There are no plastic toys in the CDC. All the teachers have 4 year degrees in their fields. The CDC struggles with not having enough space. There are sometimes inconsistencies with student employees because students have busy schedules. There is generally a wait list for children to get into the CDC. The state is implementing tighter guidelines for who can be an assistant teacher in classrooms and the student employees do not fit those guidelines. The CDC serves 56 children, and they all come from very diverse backgrounds. The CDC fosters diversity and an inclusive environment. For student-parents the AS subsidizes part of the cost for full-time care. Funding comes primarily from the AS and childcare fees. Most of the funding goes to staff salaries. The biggest concern of the CDC is to have assistant teachers who meet the licensing requirements.

C. Jeff Bates - Publicity Center

Bates was pleased to see that the majority of funding from all the departments goes to employing students. This is Bates 22nd year in the PC. The PC started in 1991, and bought its first scanner in 1995. The PC used to have a printing press but it was difficult to manage and train people how to use it. The PC used to pass off the cost to employ the designers, but now they are subsidized and paid for by the funding that used to be provided to offices to pay for advertising. There are usually 26-28 student employees, including the AS review. Bates will primarily be talking about the PC because the Review has its own budget. The PC manages the distribution of the various posters and advertisements, as well as the various televisions on campus that advertise events. The PC works on graphic design, branding initiatives, large format printing, promotional item procurement, digital signage, distribution, photography, and educational internships. Graphic Design became its own department this year. Most of the PC budget goes to student salaries. It costs \$13,000 to print the AS Review every year. Bates discussed his role as the coordinator. The goals of the PC are to increase the number of screens on campus in order to decrease paper usage, increase the use of Basecamp (software that helps communicate with clients) collect and analyze customer survey data, develop better relationship with AS Communications and Marketing, expand academic internships, make PC more accessible to clubs, assist VU IT with web design and mobile devices, expand online AS Review, improve PC webpage, and solidify how the PC purchases promotional items. The most challenging thing for the PC has to do with keeping to timelines.

IV. OTHER BUSNIESS

A. The next meeting may be the last for the quarter. Greg McBride will be presenting next week.

V. MEMBER REPORTS

The Meeting was adjourned at 3:52p.m.