

**Western Washington University Associated Students
Facilities and Services Council
Thursday, October 17th, 2013 VU 543**

Present: Hung Le (VP for Bus Ops), Kirsten Zoba (CDC), Sarah Carlson (PC), Shelby Allman (Lakewood), Christina Rodriguez (DOC), Greg McBride (VU Assistant Director)

Absent: Kiva Stevens (RC), Jason Davis (OC)

Advisor: Jim Schuster, Director of VU Facilities

Secretary: Max Zentner

Guest:

Hung Le, AS Vice President for Business & Operations, called the meeting to order at 3:10 pm

I. Welcome!

A. Members introduced themselves, their positions, preferred pronouns, and favorite class.

II. Information Items

- A. Members reviewed the Charge and Charter. Jim Schuster explained that the Viking Union (VU) provides a multitude of functions for the 15,000 students at Western, which means that the Facilities and Services (FSC) meeting is important because it is a way to serve the voices of the student community.
- B. Le led discussion with committee members in regards to the expectations of the FSC. There are formal and informal approaches to meetings, both are acceptable, but there are specific times for formal meeting behavior, such as when passing a motion. There is an expectation to follow the time table given for meetings, such as starting and ending on time. There is also a timeline for getting documents and items on the agenda, which is the Friday, the week before the meeting. The minutes from the previous meeting will be attached to the reminder email for members to review before they are passed in the next meeting.
- C. Le described the General Repair and Replacement Reserve. Schuster gave a history of how it came to be. A number a years ago the Associated Students (AS) wanted to buy equipment and have money in the future to replace it when it is in need. Greg McBride explained that the equipment are program assets. Le stated that this committee's job is to hear the Repair and Replacement requests and make decisions as to whether or not they should be passed.
- D. McBride stated that the VU has a responsibility to the facilities that students use. Because of this the VU wanted to put in place a process for the students to make requests for what should be renovated, replaced, and added. The student's voice can help the VU understand what the students need. McBride may not view certain projects as being high priority, but this process allows him to understand how it impacts the students and how high it lies on their priority list.

E. Le gave a presentation explaining what the AS is and how it serves the student body.
The AS primarily provides services, resources, programs, and student representation.

F. Schuster reminded the members to encourage their managers to be creative with their departmental presentations.

III. Office Update

Lakewood: Business has been slow as most students are doing schoolwork.

CDC: New children have arrived this year. New legal changes where they are trying to up the care level a little bit. The state of Washington has created a new department of early learning and are requiring Western Washington University meet certain strict standards that revolve around the ratio of teachers and children. WWU CDC is now required to have a higher ratio than previously. Because of this, the CDC has hired two new full time and one new half time teacher.

DOC: Upcoming costume ball on the 25th of October. The DOC is hiring a work study and internship positions. Lots of new people who want to know about the resources have been visiting the office. The DOC is updating the resource library.

VU: There is potentially a successful bidder on the Viqueen Lodge well. This is the last year for Schuster which means he will be working on a lot of legacy documents.

VP for Bus Ops: Le is working on other committees including Divestment and Management Council.

PC: Lots of new staff in the PC. AS Review distribution has found the right suppliers of newspaper stands.

VU Assistant Director: Kate Stevenson left the office and McBride has to fulfill Stevenson's duties until Shalom Long, a temporary hire, arrives. At some point in the year a process will occur to fill that position full time. The CDC pumpkin carving contest will occur again this year. The kids from the CDC will vote on which pumpkin they like most and the winning office will get a pizza party. The event will occur on Halloween.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 3:57pm