

Western Washington University Associated Students
Facilities and Services Council
Thursday, November 14th, 2013 **VU 543**

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

Absent: Kiva Stevens (RC), Sarah Carlson (PC),

Advisor: Jim Schuster, Director of VU Facilities

Secretary: Max Zentner

Guest: Richard Neyer, Jeff Davis, Jeff Bates, Greg McBride

Hung Le, AS Vice President for Business & Operations, called the meeting to order at 3:04 pm

I. Manager Presentations

- a. Recycle Center - Richard Neyer:** The recycle center is unique because it is an essential service that the university provides. If they do not fulfill their duties, recycling will build up and cause a lot of frustration across campus. The RC works hard not just to recycle well, but to provide quality student employment opportunities. Throughout the year the RC handles around a million pounds of recyclables. Western has been recycling for many years which have allowed its system to be capable of recycling so much material. The RC is self-supporting, which means that AS doesn't pay any funds to maintain the RC. They work in all conditions; wind, rain, snow. In recent years they have begun recycling furniture. They do so during their spare time. There is currently a 72% recycling rate on campus. The RC averages \$20,000 in recyclable material sales income. Western has used the RC success for their image. The majority of the RC budget goes towards wages.
- b. Lakewood - Jeff Davis:** Normalstad (Lakewood) was purchased in 1922 for \$800. It is an off campus getaway for students. Getting pushed around by wind and paddles is an ancient tradition. Carroll Haeske, the equivalent of the modern AS President, pushed for this purchase. Originally Western owned 100 acres. In 1959 all but 12 acres of the property was sold. Students, faculty, staff, alumni, and friends of WWU alumni can utilize the property. There are many activities to partake in at Lakewood. In the 2012/13 academic year 7242 individuals were checked out for recreation. Around \$40,000 per year goes to the student employee payroll. It is open Spring, Summer, and Fall quarters. A children's camp is offered in summer at Lakewood to develop water sport skills. The age range for these children is 8-17. Many children repeat over the course of the summer which allows the staff to develop a closer bond with them and the ability to see their skills improve. Many watersport skills are developed throughout the children's time at Lakewood. The classes are not designed to be revenue makers.
- c. Publicity Center - Jeff Bates:** The PC started in 1990 and was passed in 1991. Much change has occurred over the years as technology evolved. Graphic design has become a focal point of the organization. Around 26 employees work within

the PC. The PC and the AS Review are separate entities, but are both overseen by Jeff Bates. The AS Photographer works for both the PC and the Review, which is what will make the addition of a work study photographer beneficial. The only way to get into the residence halls or glass cases for advertisement is through the PC. The communications and marketing office is relatively new and its relationship with the PC is being developed. The PC does the AS Review, graphic design, branding initiatives, large format printing, promotional item procurement, digital signage, distribution, photography, and educational internships/ISPs. The PC budget is \$88,070.00 and the AS Review budget is 49,194.00. Wages are the largest costs for both organizations. Printing of the AS Review is currently done through the Bellingham Herald, but there is a push to make it more and more an online product. There are goals to expand the digital signage on campus.

II. Discussion

- a.** Hung Le discussed the Facilities and Services request timeline. In the winter, the FSC will hear requests from various offices on campus and will prioritize the requests. For these requests, having a positive impact on Western students and improving service delivery are important aspects. Shelby Allman suggested an expansion in size of the requests. Le noted that they do in the online form.

The meeting was adjourned by acclamation at 3:59pm