

Western Washington University Associated Students

Facilities and Services Committee Meeting

Thursday March 6th, 2014

VU 567

Present: Morgan Burke, Morgan Ambrose, Tim McEuen, Jason Davis, Sarah Carlson, Cristina Rodriguez,
Absent: Greg McBride, KivaStevens,
Advisor: Jim Schuster
Secretary: Max Zentner
Guest(s):

Motions:

FSC 14-W-I Approval of the minutes from November 14th, 2013. **Passes.**

The meeting was called to order by Morgan Burke, Chair at 4:35 pm

I. **Approve Minutes**

MOTION TSC 14-W-I by Davis

Approval of the minutes from November 14th, 2013.

Seconded: Ambrose Vote: 6 - 0 - 0 Passes.

II. **Introductions**

- a. Members introduced who they were and which office they represented. Morgan Burke reintroduced the Charge and Charter for the new members of the Facilities and Services Committee (FSC).

III. **VU Presentation**

- a. Jim Schuster gave a presentation on the Viking Union (VU). It was completed in 1959. The Viking addition was completed in 1969. The buildings were renovated in 2000 to connect the original union with the addition. He explained that the Viqueen Lodge is going through the process of being renovated. It will be adding hot and cold water capabilities. Those who rent the Viqueen Lodge get to it through a variety of methods. Schuster explained that he will be retiring in August of 2014. He oversees both the facilities and services components of the VU. Students pay many fees. Some of those fees go towards financing the VU facilities and services. Within the next fiscal year the VU will under go three projects: HVAC controls, the fifth floor east hallway carpet and the projectors in the fifth floor. They will cost and estimated \$160,000. The long-term VU goals are to make what they have better, use what they have more efficiently, and get more space.

IV. **Special Projects Budget**

- a. A few years ago, LSC was given \$25,000 to provide students with a voice in the facilities and services improvements. The various offices can submit proposals to

upgrade their workspaces. Last year the Club Hub got new furniture. The Publicity Center's front desk was revamped with the funds.

V. OC Challenge Course Helmet Proposal

- a. Burke informed the committee of the Outdoor Challenge Course helmet proposal. If the committee supports the proposal, it will be passed on to the AS Board of Directors. Currently they OC Challenge Course has nine helmets which are all long over due to be replaced. They are asking to replace them and also to acquire additional helmets. Morgan Ambrose asked Jason Davis to explain a little more about the program. Davis explained that there is a high and low ropes course that facilitates team building. Both on and off campus groups can be facilitated. He stated that it is more heavily used in the summer. Tim McEuen stated that the helmet is a good cost. He would like to know how many people use the helmets. Burke clarified that the helmet number corresponds to the average group size. Getting these helmets will allow the facilities to be utilized by more participants, which would produce more revenue. Schuster clarified that any equipment that this purchased for anything other than rentals, it is eligible for the repair and replacement fund. That is why the budget for the helmets is split across two funds. The committee members feel that the report should include more information as to the number of participants. This will help clarify the need.

VI. Timeline

- a. Burke explained that the proposals will be due April 15th. Most likely May 1st will be the first meeting that FSC will look at the proposals as an information item. The following meeting FSC will see the proposals as action items to be voted on. The various facilities and services fees deadline is March 21st.

VII. Office Updates

- a. Davis: The outdoor center has finalized the spring excursions schedule. The front desk is in the hiring process. Western Outdoor Orientation Trips (WOOT) positions are being hired as well. Many participants of WOOT will come back to serve as trip leaders in later years. Jonny Mayfield is looking to create a low ropes course that is mobile. Promotion efforts have been increased for the Outdoor Center. Fred Becky, a prodigious alpinist, is coming next Thursday to present.
- b. Rodriguez: The Disabilities Outreach Center (DOC) is working on budget proposals. She is planning disability awareness week for Spring Quarter. She is also looking for an intern.
- c. Ambrose: The Child Development Center (CDC) has an event for the families to come visit soon. They are getting ready for spring quarter. The four and five year olds are getting ready for Kindergarten.
- d. McEuen: A Publicity Center (PC) photographer is getting great photos to market and express the VU brand. The VU brand is being developed and expanded.

- e. Carlson: The PC has had an abnormally busy Winter Quarter. They had to extend the timeline for proposal submissions by about two weeks. New designers have been hired. Distribution has run out of banner backing board.
- f. Schuster: The well for Viqueen lodge is being drilled. They are constantly putting out metaphorical fires.
- g. Burke: The board is finishing job descriptions. They recently had a long meeting. The budget process is under way. The budget will go to Management Council first. Services and Activities committee will then see and vote on the budgets.

The meeting was adjourned at 5:44 pm