



# Facilities and Services

Tuesday, May 19, 2015

5:00 p.m. VU 567

- Members:** *Present:* Chelsea Ghant, (AS VP for Business and Operations, Chair); Emma Palumbo (Student Representative, Viking Union); Camilla Paine (Student Representative, Recycle Center); Mirabelle Blech (DisAbility Outreach Center Coordinator); Andrew McKinley (Student Representative at Large)
- Advisor:** Greg McBride (Viking Union Director of Facilities); Eric Alexander (Assistant Dean of Student Engagement/Director of Viking Union Facilities)
- Secretary:** Emma J. Opsal (AS Board Assistant for Internal Committees), Octavia Schultz (interning successor)
- Missing:** Daniel Cole Blattenberg (Student Representative, Lakewood); Ian Fisk (Student Representative, Outdoor Center); Daniel Billick (Student Representative, Publicity Center)

## Motions

- FS-15-S-3 *To approve minutes from the May 5<sup>th</sup>. Passed*
- FS-15-S-4 *To approve the changes to the motor pool policy. Passed*

*Ghant called the meeting to order at 5:03p.m.*

## I. Approval of Minutes

*MOTION FS-15-S-3 By McKinley*

*To approve minutes from the May 5<sup>th</sup>*

Second: Ghant

Vote: 4-0-1

Action: Passed

## II. VU Fees, Rates and 2016 Budget Update

The committee voted at the last meeting in favor of the mandatory student VU fee increases. When taken to the Board of Directors, the increases were not approved. The fee increase would be taken on to the Board of Trustees where a final decision would be made at a later date. Ghant stated further updates would be emailed to the committee. McBride stated the Lakewood and VU fees were split. The increased Lakewood rental fees were approved but the VU fees were not. Ghant stated that an increase in Lakewood rental fees after ten years of static prices was appropriate. Palumbo posed the question of who would make the decision on whether both fee increases move on to the Board of Trustees or just the approved Lakewood fees. A decision would be made between McBride and Alexander, influenced by student feedback.

## III. AS Vehicle Policy Review

Ghant directed members to comments and edits in the text made by herself and McBride. Ghant stated that the comments would be hidden during voting. A stipulation was added in the policy to require an online class through Canvas before vehicle use. Comments made by McBride stated there were two combined training courses on Canvas. A discussion took place on the specific wording of the policy. Blech asked how students would gain access to the Canvas module, McBride explained that students would be registered for the class at the VU Administration desk. Completion of the course would be connected to the students' Western ID. The Administration desk would then verify the student's driver's license and review their paperwork. Ghant changed the wording to "All users must also complete the state's basic online driver training program. Only drivers who have completed this and signed the required paperwork may use AS vehicles." The committee agreed upon the wording. The title was changed to VU Reservations rather than Reservationist, as suggested by McBride. The change was to direct policies to an entity rather than an individual. In the text comments, Ghant asked if the \$50 cancellation fee in the policy would still apply. She stated the amount of the fee would not apply and the wording was changed to "Failure to cancel a reservation may result in a cancellation fee." This would allow for flexibility if the fees were changed at a later date. Paine asked if required payment of the fee was flexible due to the use of the word 'may'. McBride stated that it was standard to give a warning for first offenses. The cancellation fee existed to discourage groups from making multiple or long reservations and not following through with them. Blech made a point that a timeframe should have been added to the policy regarding cancellations to avoid ambiguity. The wording was changed to "Failure to cancel a reservation within 24 hours of the reservation start date may result in a cancellation fee." McBride stated that 24 hours is standard practice for cancellation timeframes. McBride posed the question of who would be allowed to access the motor pool, and whether AS organizations would have priority. Paine stated that it would be useful to explicitly state who would be eligible to use AS vehicles, in order to avoid confusion. The policy was changed to "AS programs, clubs, and VU staff may access AS Motor Pool." McBride suggested to remove the point about drivers having required approval to use AS vehicles because it is managed by the Travel Policy. Ghant suggested to strike a point about a process that was no longer followed. The committee agreed. Ghant posed the question of what the term 'local police' implied in the incident policy. Discussion followed and it was agreed upon that the term referred to the police in the area the vehicle was traveling. McBride stated that with any accident, drivers and passengers would need to get a police report, as instructed in the driver training. There was some discussion on the wording of the policy but it was ultimately left unchanged. Paine stated that if drivers had questions about the policy they would ask. Ghant questioned the wording of the next point in the policy regarding driver behavior while using the Motor Pool. Discussion followed. Paine suggested removing the phrase "on the image of..." to avoid confusion. McBride suggested the wording of the policy be focused on the reputation of WWU first, as most people would first recognize the vehicle as connected to the university rather than the AS or a specific organization. Blech suggested changing the policy from "behavior that reflects unfavorably on

WWU” to "behavior that is not in line with the Student Code of Conduct or AS Mission Statement” to be explicit. McBride stated that the Student Code of Conduct would cover things mentioned in the AS Mission Statement but would not include points on driving or the use of vehicles. Blech stated that the term ‘unfavorable’ was ambiguous and could be interpreted differently by each individual. Blech suggested directing the policy at both drivers and passengers, as passenger behavior would also be associated with WWU. McBride cited a past incident of passenger behavior that was reported to him. Blech suggested a change in the policy to "Drivers and passengers are prohibited from exhibiting behavior which would reflect poorly on WWU, the AS, and oneself.” McBride stated that there was a portion in the driver training that states drivers are required to "act in a safe and professional manner at all times” and is standard language in state driver training. Discussion followed. Blech stated that ‘safe and professional manner’ would be ambiguous and the policy needed clarification. McBride stated that drivers would be stewards of the state and representatives of the university, and would be expected to use state resources in a safe, professional manner. The policy was ultimately changed to "Drivers and passengers are expected to behave in a safe and profession manner. Any incidents may be referred to the Office of Student Life, following the Student Code of Conduct.” The wording was changed to the above as it would be easier for students to follow a positively worded policy. Ghant asked if anything should have been included about the employment policy. McBride stated that the Office of Student Life would also refer to the Employee Code of Conduct if the driver or passenger in question was a staff member. The position title in the policy was changed from "Assistant Director of Viking Union Facilities” to "Associate Dean of Student Engagement or Designee”. The return policy was changed to remove any requirement of checking or changing the oil in vehicles as it was deemed excessive by the committee. The requirement to return vehicles with half a tank of gas was left unchanged. Ghant stated the Outdoor Center would have its own vehicles that would not be covered by the AS Motor Pool Policy. She asked if the policy should contain a statement to direct users to the Outdoor Center if they would like to use the Outdoor Center vehicles. McBride suggested adding "Vehicles provided by the Outdoor Center are not considered AS vehicles” to the first paragraph of the policy. Ghant suggested adding "For access to Outdoor Center vehicles, contact the OC Manager.” McBride stated the policy should contain more generic wording as the position for the Outdoor Center could change, and departments other than the Outdoor Center owned vehicles that the AS Motor Pool Policy would not cover as the policy only covers the four vehicles that students can use through the AS. On McBride’s suggestion, the policy was changed to "This policy does not include departmentally owned vehicles within the AS and Viking union.”

***MOTION FS-15-S-4 by Blech***

***To approve the edited Vehicle Motor Pool Policy.***

Second: Paine

Vote: 4-0-0

Action: Passed

#### **IV. Next Time**

This item was not discussed, as it was the last meeting of the committee.

#### **V. Adjourn**

*The Meeting was adjourned at 5:49p.m.*