

**Western Washington University Associated Students  
Management Council Meeting  
Monday, May 20, 2013                      VU567**

**Present:** Hung Le (AS Vice President for Business & Operations); John von Volkli (AS Assessment Associate Director); Mario Orallo-Molinero (AS Communications & Marketing Director); Daniel Espinoza-Gonzalez (AS Ethnic Student Center Program Support); Lauren Stelling (AS KUGS Program Director); Jonathan Mayfield (AS Outdoor Center Equipment & Bike Shop Coordinator); Sara Richards (AS Personnel Director); Daley Smith (AS Productions Director); Jered McCardle (AS Representation & Engagement Programs Associate Director); Brandi Ball (AS Resource & Outreach Programs Director); Megan Thompson (AS Review Editor in Chief); Marina Philip (AS Publicity Center Account Executive); Jarred Tyson (AS Clubs Coordinator).

**Absent:** Nina Olivier (AS Environmental & Sustainability Programs Associate Director);

**Advisor:** Lisa Rosenberg

**Secretary:** Cindy Monger

**Guest:** Maria

**MOTIONS**

**MC-13-S-05**                      *Add amendment to Program Standards Part III., section 2, subsection iii*  
iii. AS offices and programs are to utilize the AS demographics menu when selecting student and community groups of interest of which they will keep track.  
***Passed***

*The meeting was called to order by Hung Le, Chair at 5:10 pm*

**I. BUDGETS**

**A. Board of Directors Priorities**

Le presented the process for the Budget. It is an opportunity for people to provide feedback. Dorji and Le wanted to make the budgeting process sustainable, objective and clearer for submitters and reviewers. They wanted to make sure the Board of Directors was held accountable to the students at large. All the justifications and decisions made by the budget committee were based on the priorities list. Last year was the first year for zero based budgeting and they continued that this year. The justifications were really the backbone of this process and helped to show how student dollars are being spent. They are looking towards making a budget authority guidebook to help in the future. The Board came up with three priorities: valuing every student dollar, meaning allocations should accurately reflect costs. The second, current operations should be funded first. The last is that the AS should only fund sustainable operations. Sustainable operations include the new grant process as a way to sustain pilot programs. Each budget now falls under a category to make it more understandable; the categories are Student Representation, Services & Facilities, Resources, Activities, and Organizational Administration. Le hopes to move justifications to the same page as the dollar requests to make it more readable.

**B. Budget Committee**

Le was pleased that the Budget Committee was only one week behind their schedule, which is still earlier than previous years. The committee is composed of diverse student representatives from many different colleges. They were extensively trained and have been meeting from 3-5 on Fridays all quarter. He thanked the committee members for their dedication and hard work.

**C. Budgets**

The AS Budget grew about \$105,000 this year in funding from Services & Activities. The total budget is 2.53 million for 91 budgets. The total of requested dollars was 2.57 million, which is higher than dollars available. In the end they had \$42,000 in unallocated dollars and may be able to bring some budgets up to the requested amounts. Only 13 budgets were decreased, and only 7 of those budgets that saw reductions were not requested. There is a new grant process-part of that is the Vagina Memoirs 3 year grant, as was the Veteran's Mentorship program, and the ESC two day retreat. Some budgets are being absorbed into other budgets because they are now irrelevant, such as the TAP into Board Admin, DOC awareness into DOC administration, QRC weekly series into the QRC administration budget. Le explained that the Outdoor Center was recommended to have a carry forward from last year's budgets. Le came up with a sheet to help show the budget in a different way. Le explained that if the budget was between a 0-4% increase it is green, increases over 5% increase is blue, and yellow indicates decrease. There were 13 decreases, 6 of which were requested by the office. Operations grew by over \$100,000. Le explained that the grant for \$9,500 for International Student was brought before the AS Board of Directors who voted to help support a hiring an additional advisor, the AS is partially funding this position for 3 years to help build support from those students. These dollars will be coming from reserves as per the Board of Directors decision to spend down the reserves fund. Marya Kampmann, the SAC coordinator, asked Le to explain the requested to monitor supplies. Von Volkli said this is in line with the SPAC recommendations. This is mainly about tracking RAs and students coming in and using the free bulk supplies. Von Volkli said that they want to know how often and who is coming in to take the supplies; von Volkli clarified that they are not rationing supplies, just trying to have a better idea of who is using the supplies. Cathy Dang, AS Productions Assistant Director asked about the AS Productions promotions budget; she did not understand the justification. Le said that there was some confusion as to the crossover between the Communications office and the promotions budget. Dang said that the budget is used for all promotional items such as for swag at the Info Lair and the Taste Test promotions. She felt that it is crucial for people to be aware of ASP of they want to sell tickets, otherwise it could result in losses much greater than the \$2,500 requested. Smith clarified that it is explicitly not to be used for t-shirts but for promotional items. AS Clubs the request was for \$30,000. Per Club funding is a lot less within Activities Council. Espinoza-Gonzales asked if there was a possibility of increasing the funding for Steering because of the new ESC Clubs that were recently added. Le said that he personally disagreed with carrying forward the budget and that the rational was because Activities Council funds more clubs and has less money, so those clubs get less funding overall then the ESC clubs. Le said that when this is presented to the AS Board of Directors he will first present the budgets, then he will share his personal beliefs and he will make it clear that he thinks the Steering budget should be increased to \$50,000. Orallo-Molinaro said that he has done budgets for a few years and this year has been really great. There were many snaps from the audience.

## II. ACTION ITEMS

### A. Demographics, AS Program Standards

Von Volki would like to put the demographics data at the end of the Program Standards. This seems like an appropriate place to put this information so that people can find it easily. The document approved by Management Council last quarter would be moved to the end of the Program Standards. Le didn't want to use two weeks of time to do this because they have already reviewed the demographics, this is just clarifying where it will be placed.

*MOTION MC-13-S-5*

*ByOrallo-Molinaro*

*Add amendment to Program Standards Partili., section 2, subsection iii*

iii. AS offices and programs are to utilize the AS demographics menu when selecting student and

community groups of interest of which they will keep track.

Second: Smith

Vote: 10-0-0

Action: Passed

### **III. OTHER BUSINESS**

#### **A. Feedback From This Year**

Le asked the committee if they would like to meet during dead week to have a closing discussion and do a review of the year. People are encouraged to bring their successors to the meeting to help talk about Management Council. There was consensus to meet on 6/3.

### **IV. MEMBER REPORTS**

*The Meeting was adjourned at 5:51 p.m.*

*Minutes approved by Hung Le, Chair, 6-13-13.*