

**Western Washington University Associated Students
Board of Directors Meeting**

Wednesday, November 18th, 2015

VU567

AS Board Officers: *Present:* Belina Seare (President) Hannah Brock (VP BusOps), Zachary Dove (VP Academics), Israel Rios (VP Activities), Abby Ramos (VP Diversity), Patrick Eckroth (VP Governmental Affairs), and Emma Palumbo (VP Student Life).

Advisor(s): Eric Alexander (Advisor)

Guest(s):

MOTIONS

ASB-15-F-49 Approval of the November 4th, 2015 minutes with the written changes. *Passed.*

ASB-15-F-50 Approval to Move the Board Assistant for Shared Governance to an Action Item. *Passed.*

ASB-15-F-51 Approval of the Board Assistant for Academic Shared Governance position for 5 quarters to funded as a grant from the Discretionary Reserve \$3,750 for Winter and Spring quarter 2015-16 and \$5,500 for Fall through Spring quarter 2016-2017, with the amendment to deleted the fourth bullet point under positions responsibilities. *Passed.*

ASB-15-F-52 Approval of the Committee Appointments. *Passed.*

Belina Seare, AS President, called the meeting to order at 6:09p.m.

I. APPROVAL OF MINUTES

MOTION ASB-15-F-49 by Palumbo

Approval of the November 4th, 2015 with written edits.

Second: Eckroth Vote: 5-0-2 Action: Passed

II. REVISIONS TO THE AGENDA

III. PUBLIC FORUM (*comments from students and the community*)

Jennifer (Last Name?) thanked them for the opportunity to go to the conference. It was a good way to get ideas on how they can take more action outside the clubs and roots they are in. It was good because there isn't enough change within the clubs and it provided spaces to have those conversations. It was good to help find personal identity. It was an opportunity for good connections between Oregon and Washington State and it's good to have the caucus spaces to find people to relate to. The only thing that they would have changed is to have the transportation to be better because it wasn't good for the seven people who went. It was so amazing, so they wishes more people could bring it back to campus and bring it back. They think it would be good for freshman. Ramos said she wanted people to come and talk about their experiences with the conference. She will be making a proposal to have set funds for that conference every year because it does have such a great impact on students.

IV. INFORMATION ITEMS - Guests*

A. International Student and Scholar Services Renewing Funding Proposal

Vicki said she was at the Board meeting about two and a half years ago to ask for funding to provide better service to the international students on campus. They didn't have an office or an advisor at that point, they had someone who could do some of the paperwork and that is it. They wanted to create an office, provide more advising, more clubs and activities. Thankfully they were able to do that, with the support that the AS provided. They have an up and running office that has expanded orientation from other countries. They help support a one quarter exchange student or students who are here for four years. They sometimes have a few extra issues to deal with depending on how long they are staying. The AS commitment was for three years. Their office currently does not have permanent funding yet. She is working on it and she hopes to have it really soon. They want to get funding short term to help support the operations until funding is locked in. Brock asked about the renewal amount and length. Vicki said the funding would not be for three years, perhaps a year because she is seeking funding. Before they were getting \$9,500 annually. Palumbo asked if there was anything the office specific funds. Vicki said mostly activities for students like a fall BBQ and they provide sessions to help understand how American banks work. Another session could be how to write research projects in English. Some of the funding does to the salary for the student peer advisor. Dove said why there so few international students? Vicki said they have less than 1% international students on Western's campus. Central Washington University and Eastern Washington University have 3-5% international students. University of Washington has over 12% and Washington State University has 10% international students. Until a year ago, international students could only apply to WWU in the fall quarter. It restricted the potential for international students to come, because they are on the quarter system. They had no admission brochures for international students. Ramos said she thinks it's a good use of student's funds. Dove ditto. Brock said she will bring any concerns to the Business office and Business Committee. It has been funded before for three years already and the way the grant system works is after they fund something for three years, they should put it in an operating budget. It's not healthy to renew something for another term. Ramos said that's a good concern. It would be for one year though, not the full three years. A lot of things move slowly. Changes don't happen easily on campus. It's important they consider the needs of these students, they are students on this campus and they are responsible to help other students, even those who aren't here as long. Seare said she would like to have a conversation with those who have this experience, but do they think there is a way to build more of a relationship between the AS and international students? Is that relationship there? If they are helping fund it, they should be doing their role as the student organization. Vicki said it would be great if the international student have a formal presence on campus. They can look at how they create it because it would help to make them feel visible on campus. Walter said he was invited into an intensive language class to talk about the club system. It was supposed to be 15 minutes long, but it was 35 minutes. They were very interested in the clubs on interest. There was also misinformation on whether they could even be part of it. They felt they couldn't be part of AS clubs. Ramos said she knows that for freshman, the AS has a presence at SummerStart. Kelly Mason, the AS Communications Director had workshops on the AS and how students can get involved. For the international students perhaps they can do the same. Vicki said that would be great! It would be very helpful as part of the orientation. Dove said referred to Brock's comment and asked if not funding a grant again, is it policy or practice? Brock said treat it as policy but it's more of a practice. Alexander said the challenge is always on how they help support this and help support finding the funding they need. To keep funding out of a fund balance is not a good long term solution. How do they help to support and help to move off of support at the same time? Seare said it's not good practice for the reserves. Is there any way to have dedicated budget for this? An effort to looking for other sources. She wants to get this funded. Brock said she was under the assumption for the three years that is what they were doing. Vicki said they have been doing that. This would be just until they get funding. They are getting funding from many sources and she is really close to getting solid funding locked down, which is why they are asking for only one more year. Seare said she wants to be sensitive to policies and how they restrict them. She thinks it would be okay to see it renewed. Eckroth said he is in support of it. At the Washington Student Association (WSA) they started talking about

international students and how they aren't representing them well. They need to start prioritizing all students. He doesn't see any prioritize happening in the government. Palumbo dittos. Brock said she also dittos. This is an information item. She will take this information to the Business office and Business Committee and talk about it. Rios said he is in support of this. In 2013 the hop was that there would be enough money coming from the enrollment fee's to cover this correct? Vicki said yes, if they don't have the advertising they can't get the students though. In the three years they started a lot of enrollment efforts. They have a bit of the plan now, which before they didn't. They want to double the international students in the next five years. For Western that's pretty big.

B. Discussion with Faculty Senate Executives

Dove said Molly Ware (President of Faculty Senate) and Kristen Társon (Vice President of Faculty Senate) are here to talk to the Board about some proposals and information on how they can engage students on inclusive excellence. One of the things that came out of the conversations last year was that student leaders and faculty leaders should be meeting fairly regularly to collaborating on areas that need work especially on ways to engage students. Ware has been good about the outcomes of those conversations this year. Ware is going to bring 3-6 proposal ideas to Faculty Senate which is on the sheet in front of them all. Ware thanked the Board for having them there and she will be presenting on some of the ideas on inclusive excellence. These are ideas that will be presented at the next faculty senate meeting and they are ideas that her and Dove talked about. There are a couple mentioned that weren't on the sheet provided, was Somehow to continue the dialogues that started last year. Some of those discussions were how to work with faculty on how they respond to shifting demographic. Second dialogue was with students and faculty. One of the outcomes from that second session is that both students and faculty wanted to continue those dialogues. Staff had asked why it was just faculty and students and not faculty, staff, and students. If that is what faculty senate and students want, they will be working together on it. Some of the ideas came from as a response to the AS Inclusivity Resolution from three years ago. One idea was, with collaboration with students and faculty would be coming up with an informative assessment which would be an assessment students could take while the course is happening so they can respond during the class. So that faculty can respond while students are still in the class. They want to get a pilot process and faculty can opt. in on that process and take the data and learn from it without it being part of the formal evaluation process, which hopefully will encourage faculty to participate. Another is new faculty mentoring. Some requested about how do they retain faculty on campus? There are a lot of ideas. It's not feasible to do all of them and they have 4-6 right now. Társon said in all of this they are trying to find good ways to get faculty involved so they feel their contribution matters. So they are trying to find where their passions are and pick a few things that Faculty Senate can do. Some things that come up- a lot of faculty involvement with students, it's not really formally valued in how faculty are evaluated. One of the things they are talking about is how do they say as an institution value the interaction with faculty and students one on one on this campus. Especially faculty of color. She is excited about the pilot project about classroom climate. Hopefully both students and faculty get work on it. Ware said course evaluations to her feel essential to her. If they do it right, Faculty have wanted to create a system for students could give feedback for faculty while the course is still going on. Unless they are teaching the course again really soon, they can't adapt quick enough with the evaluation system they have in place right now. Ramos said she had an idea that not enough students know about the Equal Opportunity Office (EOO) and the idea would be to require information about it on on syllabuses on it and how to go about reporting anything. Társon said she thinks it's doable. Ware said another conversation being had is how to make it easier to see the structure of campus and where to go for things. Társon said it needs an informative graphic, there are so many offices and umbrellas on campus, and they need a zoomable graphic. It's a dizzying structure. It's really complicated and both faculty and students would benefit from a "power map". Dove said can they talk about how they are going to work on these proposals after they are chosen? Ware said initially she was thinking about taking three of the Faculty Senate meetings and making them work sessions. But they will try it once and see how people respond to it. They will pick a date Winter Quarter where people who are interested could

work on those things. Dove said it could be really helpful, it will be during the faculty senate time so they can be there, and to break off in smaller group will help it be more inclusive. Not having Roberts rules of order, having a group dedicated to working on these issues. These should be fluid and open space instead of some having voting rights and some not having voting rights. Ware said she has a follow up question to Dove's response. For the course evaluation, she is imagining a core group of people who work on thing while bring in others who would be more of that fluidity on the working group. Is that in contradiction to what Dove had just said? Dove said could be. As long as the core group of people could be fluid. He doesn't know what that would look like. He assumes certain people will be doing more work than others but making sure those avenues are still there to let people have their input. Seare said when are they voted on this? Ware said on Monday and they will get a response. Larson said she would like to vote on Monday, because they have gotten it out to senate in several different ways. How they do that, isn't determined yet. Ware said the intention is, she wants it to be a space where people can demonstrate and say "I really want to work on this". Seare said she has some ideas on outreach. Her and Dove wanted to create a list of core group of students to help get the word out. She thinks it's cool that they are getting a chance to see it, in their positions but she wants to make sure other students get to see it. She wants to intentionally reach out to those students who were part of the dialogue last year. If they can all do that, it would be great. So they have a chance to look at these and make sense on it, before Faculty Senate vote. Ware said they do have emails from all that participated. Last meeting on Monday November 23rd 2015. Larson said it's not about getting it quickly rolling, but it's to make that commitment to these things. Seare said students can bring that pressure the faculty may need. Ware said students have a different lens too. And it's great to bring that to the committee. Dove said he can work with her to draft an email to students. Ware said yes, they should about sending out email or something on a better social media. There will be opportunities to interact throughout the process.

Belina Seare and Abby Ramos left at 6:53pm and Hannah Brock took over as chair.

C. SPAC Information with the Club Activities Office

Walter Lutsch the AS Club Coordinator said the Club Activities office, known as the Club-Hub manages 200+ clubs in the AS. It's a place for the passions of students who get together with others who have those passion and actively pursue those passions and make changes in the world. It's a confusing office. Some people in the AS don't understand what the club hub does. What they do is far more important and intensive than just the office. They help with troubleshooting, supporting, answering questions. They help retaining members, and help clubs plan events better. They gather the clubs together throughout the year to hold events, one being the club boost is coming up. It's a leadership conference for the leaders where they selected a panel and they can talk about things they are having trouble with in their clubs. Some questions could be around retain members, fundraising, keep the goals in of the organization in mind. In terms of SPAC, initially their office was nervous about SPAC. Their office has been changing consistently every year since it was founded. That office has a lot of ideas on how to make it more effective, most of the things stem from lack of diversity and outreach. There may be a fantastic events and it doesn't fill out because it wasn't outreached properly. SPAC will want more answers for those questions. They added positions in the Club Activities office and they are trying to determine what those roles do. They are also looking into to streamline those roles and see what they are supposed to do. They basically just pick which task they are interested in and work on that. Perhaps they might set the duties more clearly who is responsible for what. Brock said it sounds like they have a good idea of what needs to be done. Dove said with the outreach issue, do they have any solutions yet? Lutsch said nothing that is a for sure the solution. If they had it they would have done it. Poster are their "official" advertising. They go to the Publicity Center for posters. There has been several talks about how effective those out. Do students even look at posters? However the clubs that don't have posters, there is a big difference in attendees. Purely digital doesn't seem to be fully effective either. Maybe more banner spaces? They are looking at mobile apps as well. If the Club Hub doesn't hear about an event a club is doing until late and

it's hard for them to help the club. It's standard to have a week and a half to have posters up. Maybe make it longer?

X. BOARD REPORTS

V. ACTION ITEMS - Guests*

VI. PERSONNEL ITEMS *(subject to immediate action)*

VII. ACTION ITEMS - Board*

A. Board Assistant for Academic Shared Governance

Brock said Personnel Committee approved this job description. They are looking at this week, before it's moved to an action item they should think about looking for to get funding. Then they would hopefully putting it to operating next year. It could be taken out of reserves this year. Dove said does that leave out the possibility for making this an action item? Alexander said do they want to move it to an action item with two board members gone? Brock said they need to post it and get it approved, but they don't have Belina and Abby. Eckroth said don't think it's that big of a deal without them. They have had conversation before and they know the importance of this issue. Palumbo said let's talk about the job description first then have that conversation about moving it to an action item. Dove said there is new language in there about how he is the elective representative and he could tell this person how to vote. As the elected representative Dove's position would have the say how they should be voting on issues. That was the areas that change. Nothing else changed on this since the last time they saw it. It's not a huge change, it's just clarifying. Eckroth said under position responsibilities he thinks the first bullet point and the fourth bullet point are the same. Dove said wants to push it to action item. It was in personnel item for a long time and because they have no Board meeting next week, he really see's the need to get this position posted. Brock said it came already to the Board.. Have they spoken with Belina and Abby though? Dove said they haven't. Abby is on Personnel Committee though. He never heard anything from Belina though. Brock said as far as the salary goes, it would be \$5,488, rounded up \$5,500. Palumbo asked if that was only for the rest of this year or both years. Brock said just for this year. They could have him submit a decision package for operating cost to budget committee for the following year. Dove said ideally he would want it for two years because it gets a quarter to take it, he would like this year and next year. Brock said they would still need to look it at the end of the following year. Eckroth said over the past four years there has been a demonstrated need for more support for that position. There is no question for the need. Brock said yes thinks it's necessary but is it fiscally healthy to approve this without Budget Committee looking at it? They want it to be permanent eventually so it should go into operating cost. Alexander said its common practice to pilot it through reserve then if it is successful it would go into operating costs but remember, adding to operating costs increases student fee's because the money has to come from somewhere. The AS Reserve is like a savings account. The operating budgets are the ones they keep seeing. Annual expenses that they count on having money. Every time they add positions, its student fees. Eckroth said as the Board, they can approve it and tell Budget Committee to find the money. Brock said yes although it should go through Budget Committee. Palumbo said are they talking about making it a pilot program for 2 years or talking about it going into an operating budget? Brock said they can't put it into operating this year. It could be a grant this year, but they are trying to decide about next year. It would \$3,750 for this year. And \$5,500 for next year. Alexander said budgets are due end of this term. Brock said she is in favor of the \$3,750 and an additional \$5,500 as a grant. Rios said if they approve the grant, it's difficult to cut once made. They have to come into it with the mindset that it may go into the operating budget eventually. Many offices last year were cut for new positions. It's important to note, the money will eventually come from within the AS somewhere or a student fee increase because the intent of this is to make it permanent. Brock said they don't know how much money this may need. Whatever they don't spend it will go back into

reserve. This position will carry a lot of weight for the AS Vice President for Academic Affairs and it going into the operating budget right away wouldn't give time to review it. Palumbo said they can approve this and next year. They don't need to decide whether they will have it forever. Eckroth said they need to decide by the end of the year because who knows if the momentum will always be there. Alexander said the AS Structural Review Committee will also be looking at how everything is running and that may help decide if this position is needed. It could radically change all of this. It could reshape how all the support is. Dove said ideally when that committee is finished, this can be reviewed.

MOTION: ASB-15-F-50 by Eckroth

Approve to move the AS Board Assistant for Academic Shared Governance to an Action Item.

Second: Palumbo Vote: 4-1-0 Action: Passed.

MOTION: ASB-15-F-51 by Brock

Approval of the Board Assistant for Academic Shared Governance position for 5 quarters to funded as a grant from the Discretionary Reserve \$3,750 for Winter and Spring quarter 2015-16 and \$5,500 for Fall through Spring quarter 2016-2017, with the amendment to deleted the fourth bullet point under positions responsibilities.

Second: Dove Vote: 4-0-1 Action: Passed

VIII. INFORMATION ITEMS - Board*

A. Sustainable Action Fund (SAF) Charge and Charter

Palumbo said some of the changes to this were adding in "or designee" for the AS VP for Business and Operations and the Environmental Sustainability Programs Director. They did add one more faculty representative back on and it was originally how it was. They moved too quickly to change it and they are finding there were some issues with only have one faculty member. Part of the feeling was making sure faculty were intergrading SAF into classrooms and they need faculty for that.

IX. CONSENT ITEMS *(subject to immediate action)*

A. Committee Appointments

Election Board

Aimee Gaza Business First Year

Parking Appeals Board

Sierra Howard Elementary Education Junior

Legislative Affairs Council

Henry Pollet Political Science First Year

ASB-15-F-52 by Palumbo

Approval of the Committee Appointments.

Second: Dove Vote: 5-0-0 Action: Passed

X. BOARD REPORTS

Zach Dove, VP for Academic Affairs reported that a lot of what he has been working on was talked about earlier with Molly Ware and Kirsten Larson and making sure they are good proposals. The Student Technology Fee Committee is going to start soon. He will be sending an email to all students detailing the process of applying for abstracts. He will deal with all student abstracts. The board would prioritize the abstract they want to see put forth. John Larson said he was not able to come to the Board meetings this quarter. He wants to see if there is any interest of scheduling a meeting outside the Board meetings. Eckroth said yes because that is a student fee funded program and it is not under student control. Dove said he will be talking to Belina on how to get that to the Board of Trustees. A whole separate fee may be in order. He will try to set up a meeting time.

Patrick Eckroth, VP for Governmental Affairs reported that the Washington Student Association (WSA) meeting was this weekend. WSA has general assembly once in November and once in May. They approved their operating budget. The WSA organization represents all higher education students. The met at central and it was a quick productive meeting. They pushed everything else to next meeting, they just did budget. They talked about the University of Washington's (UW) lack of payment. They don't have an organizing director and probably not till the next of this year until they get a payment. They went over WSA's General Lobby Proposals one being decoupling the Services and Activities Fee from tuition. It's a really bad model because it takes away the autonomy of student fees. Another item was to decrease waiting period people on disability accommodation. Legally they can have a wait-limit. WSA will be at WWU on December 12th and having a meeting at 10am in the Board of Trustee's room. There is an United States Student Association (USSA) person on campus. For the AS's Legislative Agenda, tomorrow they will be seeing all other items other than the one they already approved. They have starting to kick off the outreach for Viking Lobby Day and registration is open. The cap limit on students attending is 120 so hurry and reserve spots if they want to go. They will be training everyone to lobby and provide transportation. To register students can visit tinyurl.com/vld2016 . He has been working on Environmental Lobby Day and the Ethnic Student Center Lobby Day. They will be going into negotiation with USSA over their dues because it's much higher rate than in the contract. Instead of .40 cent per students to \$2 per student. Also if they know of any student that can sit on the Student Conduct Appeals Review Board have them apply because they are looking for students to sit on that committee.

Hannah Brock, VP for Business and Operations reported that they should be getting an email from Osman Olivera the AS Business Director about starting the budget process early. The really early due date for template will be due by the end of the quarter and sent to the AS Business office. Budget Committee is in full force. They have gone over employee evaluations and that will be coming to Management Council to make necessary changes and update anything that's needed. They had an AS Structural Review Committee meeting and started some trainings. She went to the University Planning and Resource Committee (UPRC) and they talked about what was prioritized as far as budgetary needs. They have their own decision packages in a way for both for capital and operating budgets. They went over last year's requests and what is still needed.

Israel Rios VP for Activities reported that yesterday the Student Publication Committee met and approved an editor in chief. There was a WSA this weekend. In Activities Council (AC) they approved one new club called WWU for Bemie Sanders. They approved the second Large Event Opportunity Fund request to Ecofemist. They are getting more applicants for that fund than they thought and it is draining at the speed they thought it would be.

Emma Palumbo VP for Student Life reported that the Sustainable Action Fund Taskforce (SAFT) is working on proposal next AS Board meeting. That is taking up the majority of her work right now. In Presidents Cabinet they decided to make a new committee called the Gender-neutral Advisory Committee. Administration put it together to review their facilities and set up a guidance on future buildings. They will be sending out charge and charter from both of herself and Belina. Please give as much feedback as they'd would like. It's also Israel Rios's birthday.

XI. OTHER BUSINESS

Hannah Brock, AS Vice President for Business and Operations, adjourned the meeting at 8:02 p.m.

DRAFT