

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

Friday, February 19th, 2016

VU567

AS Board Officers: *Present:* Belina Seare (AS President) Zachary Dove (VP Academics), Israel Rios (VP Activities), Patrick Eckroth (VP Governmental Affairs), and Abby Ramos (VP for Diversity).

Guest(s): Jamie Hoover (KUGS General Manager, KVIK Adviser), Casey Hayden (Student Activities Coordinator), Stephen Magnuson (Outdoor Center Program Coordinator), Chris Miller (Information Technology Manager), Jordan van Hoozer (KUGS Program Director)

Advisor: Eric Alexander (Associate Dean of Student Engagement and the Director of the Viking Union Facilities)

MOTIONS

ASB-16-W-27 Approval to move the Non-Emergency Field Communication Devices Proposal to an Action Item. *Passed.*

ASB-16-W-28 Approval the Non-Emergency Field Communication Devices Proposal for the \$4,439.07 out of the AS Discretionary Reserves with the preference of the \$3,716.59 amount by March 1st. *Passed.*

ASB-16-W-29 Approval of the Consent Items including the PC Graphic Designer Job Description and the Committee Appointments. *Passed.*

Abby Ramos, VP for Diversity, called the meeting to order at 9:09 a.m.

Belina Seare, AS President Arrived at 9:13am

I. APPROVAL OF MINUTES

II. INFORMATION ITEMS- Guests*

A. Student Disability Advocacy Committee

Ramos said this is a brand new committee brought by the AS Disability Outreach Coordinator. There is a university committee for this and there aren't many students on it and the membership of this committee would be primarily students and an advisor who is nonvoting. Ramos included the ASVP for Business and Operations because they will talk about Facilities and Services and it would be good to understand the VU and its operations. This committee would be looking at recommendations for campus. Rios said do they need both the ASVP for Diversity and the ASVP for Business and operations? He is worried about timing constraints on those two positions. Do they think they could handle more committees? Ramos said this committee would be meeting bi-weekly. Her positons would be necessary but maybe she could see not including ASVP for Business and Operations. Rios said he thinks both are necessary but he is thinking about the timing because they only have so much time in the week. Casey Hayden the Student Activities Coordinator said he had been talking to Annika Fleming and he thinks two Board members on the committee is a lot. They could always bring in the ASVP for Business and Operations when it makes sense to have them there. Rios thinks that's a good point. Rios asked if this committee would propose changes. The ASVP for Business

and Operations would see it at the next meeting when it goes to Facilities and Services Committee. It may not be completely necessary for that position to be on this. Ramos said she will take out the ASVP for Business and Operations from this Committee.

B. Non-Emergency Field Communication Devices Proposal

Stephen Magnuson the Outdoor Center Coordinator said he is bringing this proposal for non-emergency field communication devices. Currently the Outdoor Center has 5 “SPOT” satellite communication devices which allows trip leaders to check in with the OC by sending their GPS coordinates. They are coming to request for new communication devices because the current “SPOT” communication devices are not reliable. Trip leaders have to send a signal to the OC saying that they are alright, and it is only received about 25% of the time. With the safety of students in mind and risk management, they want to improve their communication. The device they are looking at is the inReach Explorer Satellite Communicators made by Delorme. These devices allows for two way communications. If the group was having an issue they would be able to communicate with the OC, and the OC would be able to communicate back. There was an incident where a student got sick and had this sickness before and had to be hospitalized for it, so the trip leaders sent a message back to the OC and the next day the OC got out there and by the time the OC got there, the individual was alright to continue with the trip. Instead of one way communication and wasting money this device would to hear from both ends. There are several advantages to these new devices. They can communicate both ways and It has the functions of SPOT. It would enhance their ability to communicate with the staff in the field and help with risk management. For the actual purchasing of these they would have a specific representative that would help make the purchase. They would get 25% off the devices if they buy them by March 1st. There are some activation fees and yearly subscriptions included. There are two different plans Delorm 1 and Delorma 2. Deloram 2 plan is what they are looking for. That plan operates on monthly plans. They can suspend subscriptions for those who aren’t in use. They can bring it down to 5 dollars a month and bring it back up when needed. They also are pro-rated if they don’t use it for the entire month. They are asking for a grant for this year and next year and it would be something they would budget for the following year. Proposal include the 1st year budgets. The total amount requested is \$3,716.59 which is the total cost would include all the first year costs. Ramos asked which budget it would be built into. Stephen said the WOOT budget or the OC budget. Possibly the FXXOCA which is the administrative budget because it is an overhead cost to the OC. Ramos asked what budget is requesting to take money from for this proposal? Stephen said the AS Discretionary Reserves because it is a one-time cost. Dove said but the prices are only until march 1st? Stephen said then goes up to that \$4,439.07 amount. Miller said this is crucial to have field communications. He did want to mention that any telecommunication services purchased university funds have to be vetted through the university contracts office to make sure it isn’t violating any other contracts. It’s one of those restricted items under purchasing. It shouldn’t have competing interest but they would have to make sure. Seare asked about the turnaround time for the university to get through this process? Miller said it depends on the situation. If they’ve seen it happen in the same day and sometimes a couple weeks, it depends on the workload. They could talk to purchasing before the funds are approved. Rios said if they are concerned about March 1st deadline they could vote on it today. The Board agreed.

MOTION ASB-16- W-27 by Rios

Approval to move the Non-Emergency Field Communication Devices Proposal to an Action Item.

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

Rios said they suggest approving the higher amount of \$4,439.07 just in case it doesn't get through contracts in time for that March 1st deadline.

MOTION ASB-16-W-28 by Rios

Approval the Non-Emergency Field Communication Devices Proposal for the \$4,439.07 out of the AS Discretionary Reserves with the preference of the \$3,716.59 amount by March 1st.

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

C. SPAC Recommendations - KUGS

Emma Opsal the AS Assessment Coordinator said they are seeing the first SPAC recommendation. KUGS brought them 8 recommendations. Most of the recommendations are strategic and research recommendations. There are no budget complications for any of the 8 recommendations. There may be some one time expenditures in the future. The first recommendation is the need to clarification and identification for the funding source of Repair and Replacement of KUGS equipment and develop funding from the Associated Students to support the equipment needs of KUGS. KUGS gets its money from a couple different pools. It's housed in the Viking Union so it's part of the facility but it's also an AS program, and gets programmatic dollars. Because the money comes from different pockets of money, it's different every time something needs to be replaced. It would be better to predict costs of things and know where the money is going to come from that way when something breaks down, they get it fixed faster. Jamie Hoover the KUGS General Manager said that essentially means put the repair and replacement dollars together. They would like to figure out the cost of the actual program. Alexander said the trouble is where does the facilities stop and the program start? Facilities are the walls and all the stuff to make a viable facility? If KUGS wasn't in there, they wouldn't need the mixer board and that's the program thing. It could be offices and other groups. That's what defines the program. This would be creating some other fund that is tied to the program instead of tied to the building sometimes. Instead of depleting a foundation fund which is what they have been doing, it would be tied directly to the fund balance. Rios said are they asking new budget and new money or moving around existing money? Alexander said it would be in the reserve policy that would be amortized at some level before it got down the Discretionary Reserve. Rios said so it would be saved overtime? Alexander said yes, and they can do some planning around that. Hoover said they know some of the life expectancy of some of these equipment. When will they need to repair and when they need to replace. Head phones and cd players are replaced every two years for example. They do have some AS funds for helping with the replacement. But that covers things without emergency types of situations and over the last 3 years they have had more of those. Alexander said any projected costs of those emergency costs? Hoover said yes, it's part of the recommendations. From 2012 to date, for engineering costs, it was \$30,000 over the 4 years. Opsal said the second recommendation is to create an Equipment Repair and Replacement Schedule. If they can project when it's going to fail, they can project when they need to pay for it. They need to keep KUGS on air 24 hours a day. It can help prevent off air time. Opsal said the third recommendation is to research and evaluate the options and resources available to create a professional broadcasting staff position as an operation manager to assist the KUGS/KVIK General Manager. Hoover said there is no back up for her position. There are rules by the Federal Communications Commission (FCC) that say they have to have a main studio presences and having a manager available for the public between 9-5pm. The main task is the radio. Right now, the student staff maintains the station. Hoover and 2 student staff are considered the two full time staff in the

office. All hours between 9-5 must be covered and that means the students can't participate in any AS events. An additional professional staff in the office would allow the students the time to attend events and spending their time collaborating with other AS offices instead of being in the office. They have to be there between 9-5 right now. Opsal said Hoover is here all the time because there is no one there to cover for her. Hoover said it would allow her to be more present for KVIK. Seare said for the research and evaluation section, do they have any idea when they want this information gathered and perhaps when they want to establish this? Hoover said it would have to go through the process of university. They want to look at what are other campuses doing with this. Certainly they would try to get this complete before the 4 year SPAC process happens again. Seare suggested adding something with the intention of getting it done within the next 2 years. Miller said he wants to be sensitive about putting a specific timeline on it. It will happen in parallel with the AS Structural Review. Commitment language would be committing the Board to pay for a position post structural review and they don't know how that is going to be shaped yet. This would be acknowledging the need for the program. Jamie Hoover is running the program that is severely under supported for the program. Eckroth said with the current advising structure, would there need a new position? Alexander said he imagines that they will find some gaps in the structures once they start picking it apart. They may need to shift people around and they may need to need new people in other areas. The programs have run very lean. That lean model is present in a lot of places. Eckroth said with the structural review process, would it be 6 years when it's finally done? Alexander said it should be a 3 year process from now, 4 years total. Hoover said research and evaluate part of this recommendation was said intentionally. Seare said who would be researching? Hoover said over the year she has gathered a lot information. Advisers and supervisors have done research too. The AS at Western is different than all other campuses. This recommendation is tied in with some of the other recommendation too. Opsal said the fourth recommendation is to research and evaluate software and hardware to digitize and store archived music. They have a lot of music. Since they have things in physical copies, digital space would save the physical space for more music. Rios said do they physically each song on the turn table? Hoover said yes, that's why they are called a discjockey (DJ). Hoover said some of the questions they will be look at is what kind of systems would work best? Where would the person go to help digitize this? Miller said they want to do research to find out about different products to see what kind of labor hours they are looking at. They have 50,000 pieces of media and they would need help organizing it and digitizing it. Ramos said what would they do with the music? Hoover said it would be the archives and they can't sell it because it is owned by the university and the producer technically could ask for it back. Alexander said this is not something that could be sold by surplus. Seare said are they asking to hire students and if so is it on the recommendations? Miller said they are not asking for money to do research, it's to do research and they may come back with a proposal with how much they need. Hoover said they imply that it would have student employees. Seare said it seems beneficial to state there will be a grant for the next Board. Miller said it's good to look at these costs for software and hardware and they don't want to say it has to be students in case there is an amazing deal somewhere else. They want to have that balance it with giving the students the opportunity and being responsible with student dollars. Opsal said the fifth recommendation is to research and evaluate current radio automation systems. They are on the radio whenever they are live, and its 24 hours a day including intersessions. It's harder to get people to cover the holidays and intersessions because people want to go on vacations and take a break, which is understandable, they are students. This would help evaluate the options to help when people don't want to be at the station. This also means they would be broadcasting through KUGS when no one is there so there are no gaps. Miller said KUGS have put 1000 student voices on the air. It's student operated. When they are on the air they are hearing student voices. The system would not

be to replace that, it would be if students can't come to camps for safety or weather or from 2-4am they can't come in because car. It wouldn't be used to take student voices off the air. Opsal said the sixth recommendation to continue external marketing of KUGS and assessment of student listenership. Hoover said it's a continuation of what they had in their last SPAC Recommendations. They want to continue marketing and researching how students participate in KUGS. There was an assessments class about KUGS and that information is available for them. Currently they are doing tabling at Info Fair and SummerStart but now they have to be in the office from 9-5am and they can't go out and advertise. They gave away a radio earlier in the year, so people could listen to it. Opsal said the seventh recommendation is to research and evaluate the possibility of creating a media center to house KUGS and KVIK. Right now KVIK is on the 4th floor and KUGS is on the 7th floor. As they restructure the Viking Union, they should keep that in mind. If they could place them together, Hoover would have more of a presence with KVIK because Hoover is physically in KUGS. Miller said FCC main studio rules says they have to have two staff members in the station during the 9-5pm hours. She can't be in KVIK because of that. Ramos said have they thought about having a different advisor for KVIK? A lot of offices need to move around. Miller said he can't picture anyone who has the ability to advise anymore especially with the broadcasting knowledge that Hoover has. Opsal said the last recommendation is to institutionalize through trainings and materials the Associated Students and KUGS commitment to Inclusion language and attitudes. They get training for 2 weeks before classes but nothing else throughout the year. Van Hoozer said anyone who wants to work at KUGS can go through training to be a DJ. No specific major is required or needed and they can be any year in school. They go over on-air presence, Inclusive language and KUGS mission statement. They give the points of their training on inclusivity. They have a sheet for the news reader and DJ applications for preferred pronouns and they are updated quarterly. If anything changes they let them know. Hoover said some of the goals and outcomes are about what they wanted to work on and how to build community. Opsal said it's good because it takes care of people broadcasting and listening. Opsal said they took notes on the changes the Board recommended. Anything else they want to add? Miller said it's not a desire to find a new home for KVIK, it's to get more support for KVIK. Ramos said can they include more on their training? Van Hoozer said yes. Hoover said they have examples of the applications with preferred pronouns and that's in the supporting documents.

III. ACTION ITEMS - Guests*

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

VI. ACTION ITEMS - Board*

VII. INFORMATION ITEMS - Board*

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

A. PC Graphic Designer Job Description

Ramos said this is the Publicity Center Graphic Designer job description that got approved through Personnel Committee. The only changes were adding language about communicating

with the Publicity Center Account Executives and ensuring inclusivity and accessibility. It's an hourly position as well.

B. Committee Appointments

Student Academic Grievance Board

Kaylee Martig	Pre Med	First Year
Phaolan Class	Biology/Anthropology	Sophomore

Election Board

Phaolan Class	Biology/Anthropology	Sophomore
Kaylee Martig	Pre Med	First Year

Laboratory and Chemical Safety Committee

Phaolan Class	Biology/Anthropology	Sophomore
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MOTION ASB-16-W-29 by Eckroth

Approval of the Consent Items including the PC Graphic Designer Job Description and the Committee Appointments.

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

IX. BOARD REPORTS

Belina Seare, AS President reported that next week she is working with Student Trustee application Palumbo with be on that committee. They are going to look over the application and make any needed changes before it opens up. She is setting up a meeting with Brock and Alexander to get more logistics done for the conference funding proposal. She will keep updating them.

Abby Ramos, VP for Diversity reported that forum with Ethnic Student Center (ESC) and students of color and admin will be on February 23rd and they should all go. There is a Facebook event started. For Faculty Senate, there are subcommittee for questions about the pilot projects. It's a choice for the professor if they want to use the survey. They are coming up with diversity and accessibility questions and she is working with the Resource and Outreach Programs (ROP) to help develop them. She is doing through mini assessment with the ROP offices as well. And she is gathering a lot of information. They have been talking about restructure of the ROP. One of the recommendations they will see is the Veterans Outreach Center which will be dissolved.

Zach Dove, VP for Academic Affairs reported that he went to the General Education Taskforce and they have two more meetings left. They are working in subgroups currently and the last meeting is to bring them back and iron things out. Ramos talked about the pilot program for the Faculty Senate. They only have two more meetings for that as well. It won't go back to the Faculty Senate for a vote, so whatever they decide will be the tool is the tool. He is doing some preliminary student staff dialogue about classroom climate. The Student Technology Fee Committee has been working on the abstracts they saw earlier.

Patrick Eckroth, VP for Governmental Affairs reported that tomorrow they have their Washington Student Association (WSA) meeting in Olympia. They also have midterms coming up. The WSA meeting starts at 9am and goes until about 2pm. They will be having a Legislative Update to see if they can have an organizing director for next year. They had the Legislative Affairs Council last

night and they went through the United States Student Association (USSA) applications. Somehow the Council decided who was going in 4 hours.

Hannah Brock, YP for Business and Operations was absent.

Israel Rios YP for Activities reported that got last of the Large Event Opportunity Fund and after this it will be depleted. The AS Activities Conference Funding will be depleted shortly. They also added two new clubs this week.

Emma Palumbo VP for Student Life was absent.

XI. OTHER BUSINESS

A. Board of Trustees Email

Alexander asked if everyone get a chance to read the meeting request by the Board of Trustees and if they had any thoughts on how they should reply? Ramos said the meeting needs to be on campus. Eckroth dittoed. Ramos said before Paul Cock had said they were looking for a conversation during the Board of Trustees and now they don't it seem to want that conversation. Dove said he doesn't think students need to go through the AS. Rios said they should make sure they formulate an agenda for this meeting. Ramos asked if this is an open meeting. If so, they should make it very open and advertise this to students. Seare said she is confused of the purpose of the meeting, it's too broad and personally she doesn't know what to expect going into that meeting. Alexander said main question they are wanting to be answered would be how student voices should be represented at the Board of Trustee. Eckroth said yes the Associated Students exist but it doesn't mean others shouldn't be able to talk in those spaces. Alexander said it looks like there is a need to have a response and to make sure it's here on campus. They asked for it to be on March 3rd. Eckroth said Residence Hall Association (RHA) and Legislative Affairs Council (LAC) meet then. Houck said they could invite those groups to the meeting. Alexander said someone needs to respond with an agenda and clarification. Ramos said she will respond if someone will help craft the language with her.

Belina Seare, VP President, adjourned the meeting at 10:34 a.m.