

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

Friday, April 8<sup>th</sup>, 2016 VU 567

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

**Guest(s):** Ryan Roberts (AS Club Business Director & Net Impact Club Member), Jordan Butler (AS Legal Information Center), Jonah Falk (AS Productions Director), Linda Beckman

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

**MOTIONS**

- ASB-16-S-5** Approval of the February 26<sup>th</sup> 2016 and March 4<sup>th</sup> 2016 Meeting Minutes. *Passed.*
- ASB-16-S-6** Approve Not to Exceed \$1,500 to the Underground Coffeehouse from the AS Discretionary Reserves. *Passed.*
- ASB-16-S-7** Approve the Multicultural Center Referendum Language with the Changed Wording. *Passed.*
- ASB-16-S-8** Approve the ESC Marketing Descriptions and ESC Club Events Job Descriptions. *Passed.*
- ASB-16-S-9** Approve the Power of One LGBT Student Leadership Conference for \$2,140 from the Operating and Enhancement Fund. *Passed.*
- ASB-16-S-10** Approve the General Education with the Prior Stated Change. *Passed.*
- ASB-16-S-11** Approve the additional \$3,000 to be added to the Activities Council Grants/ Loans/ Underwrites budget (FXXGRN) the from the AS Discretionary Reserves (FXXRES). *Passed.*
- ASB-16-S-12** Approves the AS Election Public Finance Funding Request to Move to an Action Item. *Passed.*
- ASB-16-S-13** Approve the Election Public Finance Funding Request of Not to Exceed \$600 from the Operating and Enhancement Fund. *Passed.*
- ASB-16-S-14** Approve the Consent Items. *Passed.*

***Belina Seare, President VP for Diversity, called the meeting to order at 8:38 a.m.***

**I. APPROVAL OF MINUTES**

Dove said that he would like to make an edit to the AS Board of Directors Minutes on March 4<sup>th</sup> because it says that he wasn't there, and he was.

***MOTION: ASB-16-S-5 by Palumbo***

Approval of the February 26<sup>th</sup> 2016 and March 4<sup>th</sup> 2016 Meeting Minutes.

Second Dove Vote: 6-0-1 Action: Passed

**II. PUBLIC FORUM**

Ryan Roberts said that he is part of the Net Impact club on campus. They work a lot with corporate responsibility. They have been trying to work with the Sustainable Action Fund (SAF) grant. The SAF gets students who are feeling motivated to make an impact on campus with student dollars. It also helps put real life projects in students' portfolios. SAF is the number one way they can make an impact on campus and also contribute to their resume. They have been consistently turned down from the SAF. They have tried to change their proposal and bring speakers but it isn't what they want to do, there are really motivated students on campus. The Mountain Biking club is another one who has tried to access the SAF and couldn't get through. Palumbo said the SAF Committee met and they are changing some of the operations for the rest of the quarter. Brock said it's not necessarily the committee who made a decision. They were not informed that they weren't accepting any other applications. They have remained very strong to make sure it's accessible. They have taken a very strong stance on that committee they are trying to find some solutions. Roberts said he understands that the management is too intense or that they are getting too many applications. Net Impact has pursued working more with the SAF and he just wanted to bring attention to what was happening.

**III. INFORMATION ITEMS- Guests\***

**A. Know Your Rights Conference**

Jordan Butler the AS Legal Information Coordinator said one of the events they want to put on is the Title IX. It really helps to empower students. They really want to bring them here in light of what happened earlier this year. Brock said also funding the Supplemental Funding through Management Council. She would like to spend that down and there haven't been many requests for that fund this year. It would fit in the scope of that funding. They can connect with Brock on that. If they want to take it to Management Council on Monday, they can. Rios said this is a really expensive event. He would like to know more about the event. Butler said he was talking with people in the Sexual Awareness Center (SAC). It will be held on that Friday. Wednesday they would show the movie Hunting Ground which is about title IX and sexual violence. Then have a larger group gathering and then they will have folks on Friday for the workshop. They don't mind doing a larger workshop but they prefer a smaller one to get the ball rolling around organizing on campus. The group is willing to make it bigger. Ramos said they had students earlier in the year asking for things like this. Cost per student is good to take into consideration but they also have to weigh how much this training and information is needed on their campus. Seare said how are they going to be selected? Butler said it will be first come first serve. They won't have a selection process. There will be a waitlist if folks don't show up and it will be useful to gauge the interest for future events. Seare said not to say there should be a screening process, but there might be students more working on this and prioritizing folks among the applicant pool could be useful. Palumbo said they would have concerns with that because this is about topics around sexual assault. It becomes very sticky in this type of situation.

#### **IV. ACTION ITEMS - Guests\***

##### **A. Underground Coffeehouse Keyboard Request**

Brock said that they saw this last week. They are going to hold off on the tablet proposal until they get more information and talk to Chris Miller, the Information Technology Manager, more. Falk said they went over the specifics last week. The not to exceed amount is more than the cost of the products and it is so they make sure they don't go over with shipping and tax. Brock said how often do they think it would need to be replaced? Falk said there are warranties and it would probably be at least 5 years. They are getting a sturdier stand too. They are also getting a hefty case. Brock said for the budgeting process it would be good to keep track and show the usage of it. Faulk said yes, and there is a one-year warranty. Rios said where are they storing it? Falk said in the AS Hospitality Closet.

##### ***MOTION: ASB-16-S-6 by Ramos***

Approve Not to Exceed \$1,500 to the Underground Coffeehouse from the AS Discretionary Reserves.

Second: Palumbo Vote 7-0-0 Action: Passed

##### **B. ESC Referendum**

Ramos said she changed the language a bit from the last time. Tinda Beckman is here. Beckman said she went to the Board of Trustees meeting and they are so supportive of this project. The timing is great. This fee creates the kind of dollars they will need, along with the university, to build that identity. Dr. Coughlin spoke with Ramos and they worked with architect on some ideas. They have looked into above the bookstore and the Multipurpose Room (MRP) on the main level but still having its own entrance. They have looked into estimates on what it might cost to see how much they may need. Up to \$30 will accomplish what they are looking for. It will be dependent on the all the choices that the students decide along the way. Brock said roughly speaking, what percentage of this will be done by student fees? Beckman said with a 25-year bond and a conservative interest rate it looks like 65% will be from student fees. They have some of their reserve funds and then trying to get a university annual commitment. They also have some money coming in from the Enrollment and Student Service Reserves. The VU bonds refinance and got a savings that could go into the project. Beckman said total dollar amount 13-20 million for the full project cost including architecture costs and taxes. They are committed with the architects they have right now and trying to move forward on that. Martin asked who would decide the final cost? Beckman said they will be working directly with students to find out what is needed in the building and possibly holding an open forum. It's an AS board decision that goes to the Board of Trustees (BOT). Maybe the ESC Steering Committee would help with the decision as well. Alexander said they are setting a dollar amount without knowing the total cost yet. Rios asked when would the fee start taking place? Would it be this fall? Beckman said they could and the BOT could approve it in June. They would wait for the next fiscal year. Campus Recreation fee didn't start till it opened so that could be an option too. They need to see how much revenue they want to start with because the earlier they collect the fee, the more they will have saved up in the front end. Palumbo asked if it started this fall, could it get done faster? Beckman said when the fee starts doesn't impact the opening date because it still takes time to get permits and construct a building. It may get the fee down later on if they start it earlier. They can't do details completed until it gets approved. Rios asked why are they asking for a new fee, and why not increase the Non-Academic Building Fee? Beckman said that's a good question. That building fee was put into place through a voluntary student fee for the VU. It will be cleaner for a

separate fee because the purpose of that fee was different and they would need to go back and reshape that fee if they do. It may be easier to process. Rios said it is making the VU bigger, it should just go towards that. Is there no time limit on this? Is this fee going to be in place indefinitely after the building is done? Beckman said it would be for the life of the bonds. Part of it will go to the operations and the facility and maintenance. They may need to replace in the future after the bonds to continue with any programming and maintenance costs. They could say when the bonds are paid off. Rios said are they still remodeling part of the VU? Beckman said the VU came to the Board and got the approval for a \$4 increase, with that, they can do some work in the VU. Alexander said the \$4 the Board approved earlier would go into that if the BOT approve it. Ramos said had a student meeting this week on Tuesday. They had a discussion about this fee. At first they were hesitant because it wasn't a standalone building. But after having conversations with Dr. Coughlin, it is clearer about what it really could be. If they add two stories to the MPR, it would be clear it was a multicultural center. On Monday she is having a student dialogue with DR. Coughlin to go over these potentials. Beckman shared some of the examples the architects came up with. Beckman said this is a good timing to do it. Palumbo said have they thought about what they are going to do if it doesn't pass? Ramos said they will have to bring it back again next year. They are planning on having an open public forum for the general population and having the enhanced graphics. Rios said he is thinking about waiting till next year to put this up. what about having the design fee out of AS Reserves and wait for year to put it up for student vote. They would have a clearer idea of what students will actually be paying for at that point. Ramos said she put a lot of effort this year, she is concerned that people may not have the same time or energy to put into it next year. She thinks its best to put it up as an option and if the students vote no, then they can do it again next year. Alexander said he saw referendums not pass before, they then tried to learn why students voted no. It would help with deeper campus conversations and try and figure it out why they said no. It could be as simple as they didn't understand it or they actually didn't want it. it feels like it may be rushed but there may be opportunities there to engage. Ramos said she would like to move this to an action item with the new wording.

***MOTION: ASB-16-S-7 by Dove***

Approve the Multicultural Center Referendum Tanguage with the Changed Wording.

Second: Brock Vote: 6-1-0 Action: Passed

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

**A. ESC Assistant Coordinator Job Descriptions**

Panelo said they are expanding their leadership in the ESC and providing more jobs in the ESC. They have been looking into areas for student leadership in the ESC and trying find ways to get them paid for the work they are doing. They have been trying to do some contracting with students to do some minor things like being a photographer for them. They found the AS could really support this. They took some time to really go over all the roles and where everything fits. They had to take apart some of the things they couldn't continue to hold together. They took away the marketing piece originally and now they are trying to figure out how to put it back in. They looked at the coordinator, and then they looked at it as an assistant coordinator. This will bring back the peer to peer support for large events. This will cover the logistics and day of event support. This will be one individual going this instead of spreading it out through their entire staff. They are all wearing multiple hats right now and this is one solution that could hopefully alleviate some of that. Brock said this passed through Personnel Committee. Rios said are these brand new positions? Panelo said yes, there are two ESC Student Staff members right now and one hourly student staff member. Rios said wouldn't

it be a small space for that many students? Panelo said this is for the long run. There are existing demands from Western for Center support. Hopefully as this conversation goes on, they have to have their current staff in mind with those decisions. Ramos said they have one conference room in the ESC that isn't used all the time, it could be useful for these additional staff members. Brock asked if this is going through Budget Committee as a decision package. Panelo said he believes so. Rios said if they are approving to fund these right now? Brock said no, that will be up to Budget Committee and the Board's final decision in June. This is just for the job descriptions.

***MOTION: ASB-16-S-8 by Brock***

Approve the ESC Marketing Descriptions and ESC Club Events Job Descriptions

Second: Dove Vote: 7-0-0 Action: Passed

**VI. ACTION ITEMS - Board\***

**A. Power of One Student Leadership Conference**

Ramos said they saw this last week. This is to fund 10 students to go down to the Power of One LGBT Student Leadership conference in Tacoma. The expenses would be \$2,140 out of Operating and Enhancement fund. Seare said they don't have a sustainable structure for conferences yet and they will be talking about it later today. Brock said would this be funding staff members from QRC? Ramos said yes. This is just for the students and there will be staff members going down as well.

***MOTION ASB-16-S-9 by Dove***

Approve the Power of One LGBT Student Leadership Conference for \$2,140 from the Operating and Enhancement Fund

Second: Eckroth Vote 7-0-0 Action: Passed

**B. General Education Referendum**

Dove said so it turns out with this type of question there is a possibility that it could take weeks without not knowing the results. Chris Miller the Information Technology Manager for the AS is going to test the data from last year to see if they can formulate the results. There is the VoteNet software and then they have their own software. They are taking the time to test it and based on their testing they feel they can do the preference. What they are going to do, is delete their preferences before doing the general election results and that should be able to work in their software. Brock said would the second question be in ranked order then? Dove said yes. They can assume they can go through it. Dove said the first question would be providing how important it is and that will help Faculty Senate. Eckroth said although he doesn't agree with this, should they include the option of it not being a priority? Alexander said perhaps they could use strongly agree, agree, disagree, etc... Eckroth said if they are changing the language for the answers they may need to change the question. Dove said they could say improving instead of revising. So what are their thoughts on important vs. priority. Palumbo said improving is different than revising. Brock said she likes having a question instead of having a statement. Dove said how about "How important to you is revising general education (including GUR's) at western?" and using "Very important, somewhat important, Neutral, not very important, not at all important". Dove said so what do they all think about the second question? Palumbo said she doesn't understand 2A. Seare

asked about the campaign process for this? Dove said there will be multiple avenues for educating student. There will be a public forum for campus. There should be poster explaining the summary of the referendum. There will be plenty of education about both of these. He realizes not reading the report can be hard. Ramos said why they are not doing a survey instead? It's very confusing. Dove said a referendum has more weight. This question is getting at certain aspects of it. Ramos said could they break down some of the language they are using. It could potentially be creating this barrier. Dove said he agrees the answer should clear. How about improved diversity requirement. Brock said since it is more complex they may need to explain more than that. Ramos said they need to make sure that the people who are at the voting tables know information about it too. Eckroth said voting registration staff will be able to run those and they will make sure they are educated. Brock said asked about the difference between the answers D and G? Dove said it's more spread out. Brock said feels the option G is putting the options E and D together. Alexander said suggested putting something about spreading out the requirements across their college career". Dove said they can't do an option H because they can't do a write in.

***MOTION: ASB-16-S-10 by Brock***

Approve the General Education with the Prior Stated Changes  
Second: Eckroth Vote: 6-0-1 Action: Passed

**C. AS Activities Council Additional Funding Request**

Rios said they saw this proposal last week. An update from last week is that the Activities Council is getting \$2,000 back from one of their underwrites. It doesn't change this request though because they are still needing \$3,000.

***MOTION: ASB-16-S-11 by Palumbo***

Approve the additional \$3,000 to be added to the Activities Council Grants/ Loans/ Underwrites budget (FXXGRN) the from the AS Discretionary Reserves (FXXRES).  
Second: Dove Vote 6-0-1 Action: Passed

**VII. INFORMATION ITEMS - Board\***

**A. Structural Review Charge and Charter**

Brock said from the proposed direction that the AS Structural Review Committee is heading, she is proposing to change her position to Vice Chair and the AS VP for Governmental Affairs to Chair. She also is proposing to swap the AS VP for Student Life and AS VP for Diversity. Brock said it makes more sense for VP for Governmental Affairs to give direction of the conversation because it's role on the advocacy and governing side. Eckroth said now they have a lot of the basic structure for the next couple years they will get into the detail. They will look at who is being represented and how they are being represented. Ramos said they will have to change the positions in the chair section. Rios said it makes more sense for the Chair to be the VP for Business and Operations to him. It makes sense for AS VP for Governmental Affairs to be Vice Chair. Brock said it could be either of them. Alexander said this conversation happened last year. Diversity wasn't put on the membership because it was already so taxed. Palumbo said her position does a lot out of that structure and it makes more sense for her to have AS VP for Diversity on the committee. Eckroth said they will be doing some re-arrangement around representation and creating a check and balance for their government structure. He also only has one committee he chairs instead of the VP for Business and Operations who has many committees. Palumbo said asked if he could handle it during the preparations for Viking

Lobby Day. Eckroth said the Vice chair should be used more and they can always help during those busy times. Brock said her position makes sense to have in the beginning but they didn't envision it going this way. Rios said does it make sense to have the AS {resident be the chair? Seare said they have only been to one meeting, it would have been really good to go more, perhaps they could be attending the meetings once a month to know the process. She doesn't know if that position would have that much time to dedicate to this committee. She wasn't able to go to the Board of Trustees (BOT) and Presidents Cabinet because of class. Usually the position wouldn't have the time to be on another committee. Rios said they can't have four Board members there because of quorum so they wouldn't be able to do that. Rios said what if they removed AS VP for Business and Operations and replaced it with the AS President? Brock said her position knows more of the internal structure of the AS. Alexander said they make reports to Board in their Board meetings. Palumbo said Annika, Giselle, Zach all said the AS President shouldn't be on it. Brock said they should start doing reports during the Board meetings.

## **B. Conference Funding**

Seare said they have had some challenges and opportunities this year to look over their conference structure. She has been doing some work on this and wanted to get feedback from the Board. There are four main things she wants to cover. What is the purpose of this fund? What are they prioritizing. What would the budget be such as where in the AS Discretionary Reserves is it going to fall under and how much are they going to come up with? Also she would like to go over the long term vision of this conference fund. She thinks this is to provide funding for students to enhance their professional and personal development for their campus community. She wanted it to be vague, but they can do what they want with that language. She wanted to talk about how they have been funding conferences already. If they are in a club, they have Activities Council. If they are an AS Employee, they have the Staff Development Fund, if they are in the ESC, they have the ESC Steering, if they are environmentally based they can go through the Sustainable Action Fund. Palumbo said where would the MECHA come to this? Seare said there is some intentional flexibility in this fund. It is so they won't have students come to the Board for funding. They want to come to them as a starting point. Whatever can't be covered by these other areas could potentially come to that fund. Brock said she doesn't think it should say personal but it should say professional development. Personal can be a lot of things. Such as she wants to go on a personal vacation. It could be up to the discretion who decides. If they have a student senate, they could help to decide that. Seare said once they iron out the purpose, they will be able to figure out who makes sense to look at these. Palumbo said if someone has an idea for a conference and then they have to go somewhere else it may take too much time. It won't be realistic. Seare said for their long term vision of this, they really want a position to be created to be coordinating this. They would hold a banquet or a poster session at the end of the quarter for all those who got funded. She was thinking that this position could potentially be under the Business Office because of it's budgetary aspect. Palumbo said she think it's alright to keep personal and professional development in. Rios said could they use "individual" instead of "personal"? Eckroth said maybe individual but also benefiting the campus. Seare said how much should they be spending on this. Rios said they have \$24,000 in the Large Event Opportunity Fund that right

now. Seare said would it go before it, after it? somewhere else in the reserves area? Seare said it's new and it's uncertain where it will play out. Dove asked if it is a pilot program? Seare said yes after a couple years and then they can re-evaluate it. Alexander said then it would go under the first item under approved grants and then they can send a recommendation that it should go somewhere else in the reserves. Brock said what amount are they thinking and how long should they set as a trial period? Seare said \$25,000 a year. They should also talk about whether they should include summer quarter or not. Right now if they had summer it would be \$6,250 every quarter. Excluding summer, they would have \$8,000 each quarter. She doesn't know how much they've funded this year but It's been several thousand. Other expenses for this would include the banquet and a position. Advertisement cost would be included in this budget. Overall they could have \$35,000 in this. They need a starting number and then figure out what makes sense. Rios said he is concerned with such a huge fund. It could get really complicated. Seare said the position could help with that. Alexander said this just shows the need for travel resource person.

### **C. AS Election Public Finance Funding Request**

Eckroth said they have 22 candidates and two referendums, and they only have funding for 20 candidates for \$150 each. Because they have two extra candidates and two referendums they may need more money. Two of the candidates didn't apply for public financing. Any Opposition campaign would have had to be submitted. \$600 isn't as much as they needed but it would cover all their spots. It would go back to the Discretionary Reserves if they didn't use it all. Palumbo should they move this to an action item today? Eckroth said he would like it if they could.

#### ***MOTION: ASB-16-S-12 by Palumbo***

Approves the AS Election Public Finance Funding Request to Move to an Action Item.  
Second: Brock Vote: 6-0-1 Action: Passed

Brock suggested this coming out of Operating and Enhancement Fund because they haven't used much and it is enhancing their operations.

#### ***MOTION: ASB-16-S-13 by Brock***

Approve the Election Public Finance Funding Request of Not to Exceed \$600 from the Operating and Enhancement Fund.  
Second: Palumbo Vote 5-0-2 Action: Passed

***Patrick Eckroth left the Meeting at 11:12am***

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

### **A. Activities Council Rules of Operation Changes**

Rios said this is mostly just changing the club titles that include Western or WWU to have a more consistent term for their club names. They have been getting confused and so have the finance office.

B. AS Reserve Policy

Brock said already approved this, this is just in Peabody format.

C. Committee Appointments

**Counseling, Health and Wellness Services Committee**

Kevin Gorman Junior Biology

**Election Board**

Merril Hunt-Paez First Year ComputerScience

**AS Student Disability Advocacy Committee**

Kay lee Martig First Year Pre-Med

Marla Perez Rafael First Year Psychology

Madeline Henry Junior Communication

Faith Mayberry Junior Psychology

***MOTION: ASB-16-S-14 by Palumbo***

Approve the Consent Items

Second: Dove Vote: 4-0-1

**IX. BOARD REPORTS**

**Belina Seare, AS President** reported that They should have a work session next week. She wants to talk about participatory budgeting and how to get the student involved. She is thinking about having a survey going out to students and ask what they could the AS do with that money. She would also like to talk about the off campus bank account. She is meeting with Raquel Wilson with Lisa Rosenberg to go over the logistics for conference funding.

**Zach Dove, VP for Academic Affairs** reported that they are having an outside person train facilitators for the Student Faculty Staff Dialogue. The Grade Replacement Policy coming back to Academic Coordinating Commission (ACC). They will be talking about the amount of times that students will be able to repeat classes. Currently people who receive federal financial aid can repeat the course once more. He doesn't know if it will pass ACC. If the Board wants to, they can provide an official recommendation on it.

**Patrick Eckroth, VP for Governmental Affairs** did not give a report.

**Hannah Brock, VP for Business and Operations** reported that University Planning and Resource Council (UPRC) is looking at budget proposals from different departments right now. They will be saying why they should prioritize certain things. She is almost finished with the Structural Review Committee survey. They will be sending it out to the AS employees to fill out too. Next she sent out the tablet data survey and got about 40 responses and she is trying to decide what kind of tablets they should get and how much do they want to spend on them.

**Abby Ramos VP for Diversity** did not give a report.

**Israel Rios YP for Activities** did not give a report.

**Emma Palumbo YP for Student Life** reported that she has been having conversations with Leonard Jones about the housing rates with the 4% increase that the RHA passed and the Board approved of. It came to the Board with 3% allocated and 1% contingency that may happen. They had consultants on campus looking at their buildings and it looks like there is \$100-\$200 million worth of work that needs to be done. That 1% contingency is going to be spent on that. Every year it's a 3-5% increase. She is helping to plan for the Student, Staff, and Faculty dialogue. That event will be in May. In the Sustainable Action Fund (SAF) Committee last week, they talked about their concerns with the applications not being accepted. It was a really productive meeting on Wednesday. For now, they will not stop collecting the applications all together. For now, they will still be accepting small grants and conferences. They may be looking into hiring another staff member. Real food challenge has been signed on at WWU.

## **XI. OTHER BUSINESS**

### **A. Travel policy**

Ramos said she just wanted them to start thinking about club travel and business travel. They should consider when a Board member is going to a conference as a delegation, why it can't be considered business travel. Right now it's considered non business travel. They should work on that vocabulary. She was taking these students to the conference to represent the AS and WWU. When it comes to the Board by a Board member, she thinks it should be designated as business travel.

***Belina Seare, AS President, adjourned the meeting at 11:34 a.m.***