



# AS Board of Directors

Friday, January 20<sup>th</sup>, 2017

4:00pm

YU 567

**Members:** *Present:* Stephanie Cheng (AS President); Mary Moeller (AS VP for Business and Operations); Alex Lavallee (AS VP for Activities); Erick Yanzon (AS VP for Academic Affairs); Aleyda Cervantes (AS VP for Diversity); Bryce Hammer (AS VP for Governmental Affairs); Wayne Rocque (AS VP for Student Life); Eric Alexander (Associate Dean of Student Engagement & Director of Viking Union).

*Absent:*

**Advisor:** Sabrina Houck (AS Board Program Director)

**Secretary:** Chrissa Browder-Long (Board Assistant for Internal Committees)

**Guests:** Casey Hayden (Coordinator of Student Activities); Emily Muth (Outdoor Center); Stephen Magnuson (Outdoor Center); Tatsu Ota (Outdoor Center).

**Motions:**

- ASB-16-W-7 Approval of minutes from January 6<sup>th</sup> and January 13<sup>th</sup> Board of Directors Meetings. *Passed.*
- ASB-16-W-8 Approval of all revisions to the agenda. *Passed.*
- ASB-16-W-9 Approval of the Resolution for Undocumented Student Services with the changes. *Passed.*
- ASB-16-W-10 Approval of AS Review Writer Job Description. *Passed.*
- ASB-16-W-11 Approval of AS Photographer Job Description. *Passed.*
- ASB-16-W-12 Approval of AS Review Editor in Chief Job Description. *Passed.*
- ASB-16-W-13 Approval of AS Review Assistant Editor Job Description. *Passed.*
- ASB-16-W-14 Approval to move the Faculty Tenure Bill to Action Items- Board. *Passed.*
- ASB-16-W-15 Approval to allow the Legislative Liaison to testify in favor of the Faculty Tenure Bill. *Passed.*
- ASB-16-W-16 Approval of all committee appointments. *Passed.*

*Stephanie Cheng called the meeting to order at 4:07pm.*

**I. APPROVAL OF MINUTES**

*MOTION ASB-16-W-7 By Hammer*

*To approve the minutes from January 6<sup>th</sup> and January 13<sup>th</sup> AS Board of Directors Meeting.*

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

**II. REVISIONS TO THE AGENDA**

Bryce Hammer stated that she could move Committee Appointment and Application Process from Information Item- Guest to Information Item- Board. Stephanie Cheng wanted to add to Julia Phillips to the Student Enhancement Fund Committee.

*MOTION ASB-16-W-8 By Hammer*

*To approve all revisions to the agenda.*

Second: Yanzon Vote: 7-0-0

Action: Passed

### III. PUBLIC FORUM

### IV. INFORMATION ITEMS - GUESTS\*

#### A. Outdoor Center Training Update

Stephen Magnuson stated that during the proposal process they were able to initiate their first 3 training sessions during Fall Quarter. He added that this is the first year to start to implement and build curriculum which has showed benefits to the trip leaders and the overall structure in the Outdoor Center. It has helped the Outdoor Center identify areas in need of improvement. Magnuson stated that one of the main takeaways is that the new curriculum requires a large time commitment from the trip leaders, who need to attend all aspects of the training which ensures that they all leave with the same knowledge. They have created assessments for the participants after all the trainings so they can measure the outcomes to make sure the trainings are making an impact, can watch growth of trip leaders and if any problems or accidents take place, they can look back and see that they were training to a certain standard. Participant evaluations will be completed to help make improvements to trips. One big project the OC is working on is the application recruitment process. They have finished their hiring brochure which they hope will help with recruiting a wider range of Western students. Magnuson stated that in previous years, it was difficult to get a job at the OC without already knowing someone who worked there. But the OC want to break down that barrier. The brochure clearly defines timelines and expectations for the jobs. Magnuson stated that the goal this quarter is to complete the participant evaluations and implement them. Budget wise, they are on track with good projections and are actually falling a little under the budget. Mary Moeller mentioned that the preferred qualifications in the brochure were somewhat confusing. The brochure stated that prior knowledge of recreational equipment was a preferred qualification but she had thought that the implementation of the training programs was going to make these jobs accessible to anyone regardless of their experience. She thought that having that in the packet communicates that it is not as accessible to those without experience. Magnuson stated that this is why it is under the preferred qualification but they need to find a balance between students with experience and students without experience. Moeller thought it would be interesting to add an aspect on leadership but added that even under the preferred qualification section, it might weight into the hiring process. Bryce Hammer thought the brochure was fine. She stated that the job title often doesn't explain the job. She said that if prior training is preferred then in the hiring process, they might end up turning away people with training but still accepting people without training. Alexander Lavallee stated that the accessibility part is an improvement from the past but would be interested to know what equipment knowledge is preferred and whether that could be included. Stephanie Cheng stated that including specifics in preferred qualifications becomes very limiting in the hiring process. Hammer thought that the gist of the brochure states that prior experience isn't needed and that the OC can provide trainings. Lavallee stated in his experience with hiring committees, there is more emphasis on soft skills and not hard skills. The hard skills are often provided in training for each specific position. He thought it would be good to know what populations are going to be receiving the brochures and have access to that information. Magnuson stated that they are planning on talking about that but the OC would like some input. Tatsu Ota stated that they met with the ESC Board and Student Outreach Services and are going to be attending President's Council on Monday. Hammer and Magnuson agreed that tabling in the VU or Red Square would be helpful in distributing the brochure. Wayne Rocque understood that those who have an interest in the outdoors would naturally gravitate toward the OC but wondered what steps they might take to reach

out to those who wouldn't know about the OC. Ota stated that in addition to planned trips, there are opportunities for people to plan any kind of trip of their own which the OC will help execute. They have also been working with the ESC Board and the SOS to provide services for a wider range of students at Western. The OC has helped take about 20 people snowshoeing from the SOS and the SOS adds money from their own budget to decrease the cost per person. The International Buddies Program also helps provide funding to cut the cost per person. Emily Muth added that the OC has two events planned with SOS, snowshoeing and biking, and an additional event in the spring with the DOC. Rocque really liked having the International Buddies Program involved. He wanted the OC to make sure they target those who might be intimidated by the OC. He stated that International Students Scholar Services is always looking for programming because there is always a problem with international students getting involved in programs at Western. The OC are also getting involved with Ecology classes. They could work with different departments to incorporate the outdoors with academics. Aleyda Cervantes added that before they come to President's Council, they should talk to Simon Bahta on how to involve students of color on campus. She wanted to make sure students of color feel comfortable with using the OC.

### **B. Committee Appointment and Application Process**

Hammer explained that Octavia Schultz was supposed to be at the meeting to explain but they couldn't attend. Hammer stated that they want to change the process of choosing committee members to be more formal, like when hiring someone for a job. Hammer suggested that everyone reads over the document and ask Schultz any questions they may have. Moeller thought the timeline for review isn't good. The idea is well intentioned but isn't realistic to be only 1 week. They already try to approve committee appointments as fast as possible. Moeller suggested that at the beginning of the quarter, they wait to see if other people apply so they aren't just approving people as soon as their applications come in. She would like the timeline either eliminated or lengthened. Cheng stated that she liked the idea of adding two more questions to the application. Lavalley thought getting more information in the committee section on the website would be helpful so people have access to know what each committee does. He found that he would get a lot of applications with generalized answers for why the applicant wants to serve on that committee. Hammer thinks they should include general interests or hobbies in the application. Lavalley wondered it is possible to change the formatting of the application with the three committees that you apply for. Moeller stated that keeping the identity of the applicant more private could be a consideration. She also thought that the use of the word "diverse" could be changed to "unique" to eliminate the use of diversity as a buzzword. Hammer stated her concern with removing the demographic information section and removing the diverse perspective question because she would appreciate diverse perspectives on LAC. Hammer thought more flexible quorum rules in the first two months could be helpful to allow for committee appointments. Lavalley wondered how people would feel about a push for advertising for committees. Hammer thought there could be an accept, deny and waitlist. Lavalley expressed concern with a waitlist because applicants might fill up their time with other things. Hammer found that tabling at Summer Start was very effective for clubs, she thought that they should try tabling for committees at Info Lair. Kasey Hayden thought to replace the diversity question, they could ask for issues that are important to them or make a statement like "equity is important to the AS, what do you think you could bring to the AS". Hammer will bring the comments back to Schultz.

## **V. ACTION ITEMS - GUESTS\***

### **A. Resolution Regarding Undocumented Student Services**

Cervantes stated that the resolution has multiple changes. The word “protect” in the third point should be changed but she would like input on what word to use. Hammer stated that they could just say that “ WWU has not yet been declared a sanctuary campus for undocumented students”. The first segment should say “under supported” not unsupported because they do have some support. She stated that they want to include “doesn’t have as many resources as UW and WSU” in the fourth section. Those two campuses have offices that provide assistance for undocumented students. In the section about scholarships, it should change to “severely limited” options of study abroad for undocumented students. Cervantes added that it states “staff and staff” but should be changed to “staff and faculty”. She stated that the “be it resolved” commits the AS to be a sanctuary organization for undocumented students. The three main commitments from the AS will be to use funding to provide legal services (hiring a part time lawyer), to provide scholarships for undocumented students and to provide training for the AS staff with how to work with and support undocumented students. Sabrina Houck wondered if they had a timeline to make these things happen or if it is just going to happen at some point. Cervantes would like this to happen by Spring Quarter 2017. Hayden stated that a proposal would follow this to put it in action. Tavailee wondered if where it says “their staff” in the second be it resolved should be changed to “AS staff” to be more clear. Hammer stated that once they decide which scholarship will be repurposed to undocumented students, they might think about shifting it to the ESC’s jurisdiction. Cervantes stated that she would like the scholarships to remain in the AS because not all undocumented students are affiliated with the ESC. Houck explained that each of the VP is in charge of reviewing the applications for scholarships along with a direction and the ESC have their own group of faculty and students that pick the finalists. Erick Yanzon stated that ESC scholarships aren’t only for members of ESC clubs, as long as you identify with that scholarship you are eligible. So he thinks that those scholarships should be under the ESC. Cervantes said that they are evaluated based on things they have done with the ESC so it is somewhat limiting if you aren’t a part of the ESC. Hammer explained that the Board can state that they will move toward offering more scholarships but later they could wait to make it official. Cervantes stated that they should add “such as legal advice, training for staff and faculty” and also change “funding” to “tuition support” in the resolution. Houck thought it would be good to go to Management Council to make sure all the directors in the AS know about what the Board has been doing and how to keep everyone accountable.

*MOTIONASB-16-W-9 By Cervantes*

*To approve the Resolution for Undocumented Student Services with the changes.*

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

## **VI. PERSONNEL ITEMS**

### **A. AS Review Writer Job Description**

Moeller stated that the changes are uniform across the job descriptions for the AS Review, since the Review is moving locations from the Publicity Center. The changes include a change in the wage, who they report to and their location.

*MOTIONASB-16-W-10 By Moeller*

*To approve all the AS Review Writer Job Description.*

Second: Yanzon Vote: 7-0-0

Action: Passed

Hammer asked about the rule that the Review can't criticize the AS. Moeller thought that the Review could be considered more of a newsletter that disseminates what the AS as an organization is doing. She added that the job description doesn't mention that the Review is supposed to criticize the AS even though they don't tend to. Hammer remembers in training that the Board Members were explicitly told that the AS Review wouldn't criticize their decisions.

**B. AS Photographer Job Description**

Moeller stated that the changes to this job description are the same as the changes to the AS Writer Job Description. They no longer are affiliated with the PC.

*MOTIONASB-16-W- By Hammer  
11 To approve all the AS Photographer Job Description.*

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

**C. AS Review Editor in Chief Job Description**

Moeller stated that the AS Review Editor in Chief Job Description changes are the same. The Review is no longer affiliated with the PC.

*MOTIONASB-16-W- By Cervantes  
12 To approve all the AS Review Editor in Chief Job Description.*

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

**D. AS Review Assistant Editor Job Description**

Moeller stated that the Assistant Editor Job Description has the same changes as the previous job descriptions. The position classification changes from assistant coordinator to a coordinator. Even though their title is the Assistant Editor, the job is classified as an assistant coordinator.

*MOTIONASB-16-W- By Hammer  
13 To approve all the AS Review Assistant Editor Job Description.*

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

**VII. ACTION ITEMS- BOARD\***

*MOTIONASB-16-W- By Hammer  
15 To allow the Legislative Liaison to testify in favor of the Faculty Tenure Bill.*

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

**VIII. INFORMATION ITEMS - BOARD\***

**A. Faculty Temne Bill**

Hammer stated that LAC needs a decision by Tuesday so this item will need to be voted on today. Hammer explained that there is a bill being proposed in the House that says that for every two tenure positions that Western pays for, the state will pay for a third. This is at all institutions in Washington. This is important because tenured faculty are often better quality than non-tenured faculty and impact student retention. Hammer stated that the Legislative Liaison is looking for permission to give testimony on this in front of the House. Cervantes stated that sometimes tenure teachers don't try as hard as they would to teach and can pretty much do anything and not get fired. She wondered how everyone feels about that. Hammer replied that even though it is difficult to have tenured faculty fired, it increases the prestige of a school and allows for more qualified professors to teach at the university. Hammer thought the benefit to the students of tenured faculty is pretty substantial. She added that non-tenured faculty don't typically go to Faculty Senate or get represented by faculty unions so it shuts out some professors out of the governing system. It would also provide more of an incentive to spend more money on hiring tenured faculty because the state will pay for some of it. Some objections for this bill include the fact that a lot of money used to hire tenured faculty already comes from the state so it is mostly an incentive to get institution to hire more tenured faculty. Hammer stated that the limit to doing it is 5 times in a certain time period. The hiring would probably take place within the next two years and hopefully get it rewritten into the next bill. Typically, this would go to LAC but the hearing is on Tuesday. Yanzon said it would be good to have student board from each of the colleges in addition to the Senate to help discuss who should be tenured.

*MOTION ASB-16-W- By Hammer*

*14 To move Faculty Tenure Bill to Action Items- Board.*

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

**IX. CONSENT ITEMS**

**A. Committee Appointments**

**Academic Honesty Board**

Kayla Owens	Junior	Behavioral Neuroscience
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**AS Activities Council**

Kayla Owens	Junior	Behavioral Neuroscience
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**AS Facilities and Services Council**

Maxwell Nelson	Junior	Business and Sustainability
Kayo Matsushita	Freshman	Business and Sustainability

**Campus Dining Committee**

Asuncion Aseko Eyenga	Junior	Management Information Systems
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**Parking Appeals Board**

Maxwell Nelson	Junior	Business and Sustainability
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**Student Enhancement Fund Committee**

Julia Phillips

Second: Yanzon Vote: 7-0-0

Action: Passed

## X.     **BOARD REPORTS**

**Stephanie Cheng, AS President** stated that the Student Enhancement Fund Committee is ready to go and the next talk time with Sabah Randhawa is on Feb 14<sup>th</sup>. Please let her know if there is anything to bring to the talk time.

**Bryce Hammer, VP for Governmental Affairs** stated that Western Lobby Day was successful with no complaints from any legislators. There will be a few more meetings with legislators on Feb 7<sup>th</sup>. WAS A is putting together a lobby day for students who are affected by or need a State Need Grant. There is a great push this year to fully fund that grant. LAC is working on a funding application to dedicate \$45,000 toward legislative efforts for students to participate in. But that money is restricted to people that know about LAC or know Hammer but they hope to make it more public. Hammer and Rocque are working on WTA negotiations. The WASA January meeting is next weekend in Olympia. She stated that last week WWU pulled out of USSA and she will be sending message to explain why to USSA. They moved Structure Review from Tuesday 3:00pm-5:00pm to Thursday 8:00am-10:00am and they would appreciate it if Yanzon and Cervantes could attend Structure Review this Thursday.

**Aleyda Cervantes, VP for Diversity** stated that she didn't have meetings for Steering or President's Council. She met with the Blue Group to talk about how to move forward with the Undocumented Center. They planned to have a working group from different organizations to help get the center going. The ESC Executive Committee met with the architect for the Multicultural Center and have been discussing the different offices that will be moved during construction. She said that she is going to see if they can give the Board an update with Eric Alexander. She added that she sent an email about leaving Winter Training early. She expressed her concern with how busy the Board is and wants to be mindful that she won't always follow her job guidelines because she will always choose to help students over the organization.

**Wayne Rocque, VP for Student Life** stated that the Alternative Transportation Fund Referendum language has changed for where the shuttle would serve. He and Hammer changed the language for the shuttle to serve the general Western area so it can be accommodating of all routes around campus. It will be brought to the committee next week. He stated that there have been some students who came to the AS and spoken to Rocque about how they have been intimidated, harassed and touched by professional staff members in university residences. He has a 15-page report to bring to the Board to have a more deliberate conversation regarding workplace violence. He stated that throughout the course of when he went to many administrators in the AS and in the university, he hasn't received adequate support. He wanted to know how they can support student workers if HR is absolutely complicit with workplace violence and doesn't take workplace violence seriously. He was told that the AS and the VPs should not involve themselves in larger university personnel issues but if student staff are unprotected how will they be able to work and feel safe at the university. He felt that the AS has an obligation to help Western's students and he has all the details but suggested having an executive session to further discuss the issue. He added

that there are so many allegations that it is a serious issue that warrants termination. Cervantes stated that she would like to discuss the issue today in Executive Session.

**Alex LaVallee, VP for Activities** stated that Activities Council has been discussing with KVIK and the Communications Office. KVIK will be transitioning to focus on internal videos. They are also working quickly to reformat their job descriptions. Lavallee will be working on the club system and will be bringing documents to the Board in the near future. He was informed that one club won't be returning to Activities Council since they are using DRAC funding.

**Erick Yanzon, VP for Academic Affairs** stated that they finished the application for Academic Support Committee and will continue tabling next week. He added that Student Technology Fee Committee is going to start next week.

**Mary Moeller, VP for Business and Operations** stated that SNA Committee is starting. She sent an email about decision packages which the Board will have to review. She added that KVIK has experimented with livestreaming meetings in Management Council.

## **XI. OTHER BUSINESS**

*Cheng adjourned the meeting at 6:37pm.*

*At 5:47pm the AS Board entered Executive Session for 20 minutes.*

*At 6:06pm the AS Board is extending Executive Session for 20 minutes.*

*At 6:26pm the AS Board is extending Executive Session for 10 minutes.*

*At 6:36pm the AS Board is exiting Executive Session.*