



AS Board of Directors

Friday, February 10th, 2017

4:00pm

VU 567

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

Absent: Aleyda Cervantes (AS VP for Diversity)

Advisor: Sabrina Houck (AS Board Program Director)

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

Guests: Octavia Schultz (Committee Coordinator); Hannah Spencer (Elections Coordinator); Emma J. Opsal (Assessment Coordinator).

Motions:

- ASB-17-W-24 Approval of the ESC Lobby Day Agenda for 2017 with edits. *Passed.*
- ASB-17-W-25 Approval of the Election Code for 2017. *Passed.*
- ASB-17-W-26 Approval of the AS WWU Environmental Legislative Agenda for 2017 with edits. *Passed.*
- ASB-17-W-27 Approval of the VU Gallery assessment document. *Passed.*
- ASB-17-W-28 Approval of the Special Events recommendation with the change of the word “reasonable” to “concise”. *Passed.*
- ASB-17-W-29 Approval of the Job Description for the Assessment Coordinator. *Passed.*
- ASB-17-W-30 Approval of the OC Challenge Program Facilitator job description. *Passed.*
- ASB-17-W-31 Approval of the ASP Logistics and Volunteer Coordinator job description. *Passed.*
- ASB-17-W-32 Approval of the ASP Special Events Coordinator job description. *Passed.*
- ASB-17-W-33 Approval of the job description for the Viking Union Gallery Director. *Passed.*
- ASB-17-W-34 Approval of the AS Elections Coordinator job description. *Passed.*
- ASB-17-W-35 Approval of the AS Local Liaison job description with suggested title change. *Passed.*
- ASB-17-W-36 Approval of the Committee Coordinator job description. *Passed.*
- ASB-17-W-37 Approval of the Organizing and Outreach Coordinator job description with suggested edits. *Passed.*
- ASB-17-W-38 Approval of the Job Description for the AS Representation & Engagement Programs Director. *Passed.*
- ASB-17-W-39 Approval of all committee appointments. *Passed.*

Stephanie Cheng called the meeting to order at 4:02pm.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA

Bryce Hammer stated that she will be talking about ESC Lobby Day, not Aleyda Cervantes. Erick Yanzon stated that he would like to add some committee appointments to Consent

Items. Wayne Rocque stated that the Sustainability Action Fund Charge and Charter item will be moved to next week.

III. PUBLIC FORUM

Emma J. Opsal stated that her doctor sent a message for students not to go to school due to how slippery the campus was but the administration didn't end up closing campus. Octavia Schultz stated that on Wednesday morning, they contacted the Equal Opportunity Office asking them to clear the pathway between Red Square and Arntzen Hall. They stated that they had plenty of time to clear the snow but didn't.

IV. INFORMATION ITEMS - Guests*

A. Committee Appointment Revision

Schultz stated that they edited the qualifications portion to have the first question to specifically ask about previous leadership and community involvement. Then under the reason for choosing that particular committee, the applicant would list their qualifications for that committee. Schultz stated that edits were made in regards to the two questions about inclusivity. They edited it so the first would address the individual's perspective and what they could bring to the committee. The second would ask about how they could represent other students on campus via the committee. Hammer thought that asking about the applicant's experience with diversity would be beneficial. They agreed that this question would go well in place of the first question. Schultz noted that the demographic information is optional and emphasized that it isn't used when choosing committee members. That information is used by the Club Coordinator for assessment purposes so that they can tailor their outreach in the future. They added that there isn't a way to hide that information from the reviewer even though it is only going to be used for assessment. Hammer asked if there was an update on adding students to a committee waitlist. Schultz explained that it is possible but they would have to figure out the process of it. They stated that in Orgsync, there is a "differ" button so if a committee is full at that time, the applicant could be differed. Schultz stated that the evaluations would be kept in a shared folder in the Q-drive but hopefully they can find a more secure place to keep them in the future. Having it in the Q-drive allows for constant edits as well as access by Schultz but they would recommend putting a hold on using the Q-drive until there is a more secure place to keep the evaluations. Sabrina Houck stated that since she has access to both Schultz and the Board, she could add the Board's evaluations to the committee folder. Schultz said that could be difficult with the constant updates. Hammer recalled that the issue was that Wyatt Chapman didn't want to create a semi-permanent folder because he isn't a permanent staff member but she wondered if the Board could tell him that is okay to create the folder. Houck stated that this item should be an Action Item but the Board can decide what they want to do with this item. Schultz stated that there isn't a policy regarding committee appointments and approvals but they brought this item to the Board because it directly impacts the Board Members' jobs. Schultz stated that next quarter they are planning on bringing an actual policy to the Board so this item could wait but a vote in regards to the folder in the Q-drive might be necessary. Eric Alexander said not to vote on the Q-drive issue because it is just a directive.

V. ACTION ITEMS - Guests*

A. ESC Lobby Day Agenda

Hammer stated that the first item on the agenda is Student Success, which was also on the Western Lobby Day Agenda. The second is Equity, Inclusion and Diversity. The third is Reducing Toxic Pollution in All Communities which is also on the Environmental Lobby

Day Agenda. The second item is similar to what the administration is bringing to Olympia but this one is more simple with the amount of administration they would like supporting marginalized students. They also added the Protect Oyster Dome section that is on the Environment Tobby Day agenda. Hammer stated that TAC has edited this document but all the content is the same, the only changes are grammar and language edits. She added that the letter used for this agenda is the same as the Western Tobby Day letter.

MOTION ASB-17-W- By Hammer

24

To approve the ESC Lobby Day Agenda for 2017 with edits.

Second: Rocque Vote: 6-0-0 Action: Passed

B. AS Election Code

Hannah Spencer stated that the dates and times were changed to match up with the schedule this year and wherever it stated "Program Assistant", it changed to "Program Coordinator". In section IB, all Alternative Activity proposals will go straight to the Election Coordinator and the Election Board Chair rather than going to the Board to be approved. The next change was in ID and in 4, she added a section on academic related events. In 4A, they changed "certification of results" to the "presentation of results". Spencer and Lisa Rosenberg will be responsible for certifying the results and would then report the results to the Board. Alexander Lavalley asked what would happen if one of the current Board Members were running. Spencer explained that the change removes the possible conflict of interest. In section 2, "as a sponsor" was removed due to redundancy and it removes the implication that they agree with the initiative. Spencer stated that in section 5, they made it mandatory to attend the Board Meeting and removed the number of signatures needed because it changes every year based on the number of students. In section BI, they added that they need to "provide the form no later than 2 school days after the passing of the language". In IE, they removed the last section since it doesn't seem to be in her position's job. In 1G, they clarified that the person with the initiative is the one making the statement and they have 250 words to explain the initiative. They also specified that only one opposition campaign is allowed. In Section 3, it discussed the use of logos in campaigns and clarified that no AS logos can be used. In the public financing section, the main change is that initiatives and referenda get the money first and then it goes to the candidates. They considered that referenda and initiatives could change policies on campus and have a longer lasting impact, they thought the money should go to that first. They added that the money can be used on social media to boost their candidacy. Schultz stated that some social media platforms now have a "wallet" function where users can send each other money so they thought that specifying that the money has to be used for post boosting and can't be used for anything else. Hammer thought that since it was being discussed in the online advertising section, then they don't need to worry about the money being used for anything else. Cheng thought that stating it as "paid promotion through social media" suffices. After discussion, Facebook boosts are not allowed for campaign promotion. The next section with changes is 7A which is the eligibility section and they added that they must be registered for classes by the last day to add/drop classes online spring quarter and this is because that is the last possible day to get the voter list in the system. In section 12A, they changed the first sentence to include majority vote. In section 12E, they removed the last sentence because it was no longer applicable since the public financing section changed. They added a portion to 13A on majority vote from the bylaws. In section 13A(ii), they removed the number of signatures needed because it would constantly be changing. 13D stated "verified signatures" to pair up with the bylaws wording. Mary Moeller asked if the Election

Advisory Committee had considered if a member of that committee wanted to run for the Board. Spencer stated that there was concern with conflict of interest because there isn't anything that states that anyone on the committee can't run for office. She clarified that if you are in the Election Board you can't run but if you sit on the Election Advisory Committee, you can still run. Hammer stated that the Board Members didn't know they wanted to run until later in the year but people are appointed to that committee at the beginning of the year. They didn't want to limit those who serve on the committee. Lavalley wondered if there was a review process for the posters printed using the election money. Spencer stated that they don't review the posters but there is a portion of the code that states that public financing has to be used for elections. She noted that the candidate packets all have the changes with dates and times but the only additional change was the adding the mailing address in the public financing section. The initiative and referendum packets have the same changes made in the candidate packets.

MOTION ASB-17-W- By Hammer

25 *To approve the Election Code for 2017 with changes.*

Second: Cheng Vote: 5-0-1 Action: Passed

C. AS Environmental Lobby Day Agenda

Hammer stated that the items on the agenda are Water Quality, Reducing Toxic Pollution in All Communities, Carbon Tax, Oil Transportation Safety and Protect Oyster Dome. She stated that the letter is new and she is going to correct grammar and sentence structure.

MOTION ASB-17-W- By Hammer

26 *To approve the ASWWU Environmental Legislative Agenda for 2017 with edits.*

Second: Rocque Vote: 6-0-0 Action: Passed

D. VU Gallery Recommendations

Opsal stated that there are no changes to the document.

MOTION ASB-17-W- By Moeller

27 *To approve the VU Gallery assessment document.*

Second: Hammer Vote: 6-0-0 Action: Passed

E. Special Events Recommendations

Opsal stated that the official version says "concise" instead of "reasonable".

MOTION ASB-17-W- By Hammer

28 *To approve the Special Events recommendation with the changing of the word "reasonable" to "concise".*

Second: Yanzon Vote: 6-0-0 Action: Passed

VI. PERSONNEL ITEMS

A. Assessment Coordinator JD

Opsal stated that they removed the sections that tied her job to SPAC but does include that the position could use SPAC if it would be most effective. They added the preferred qualification that they know some about the Associated Students. The Assessment Coordinator has to have a minimum of 5 office hours posted. Opsal stated that instead of chairing for Structure and Program Advisory Committee, they will lead assessment related committee meetings. They added “and relevant past assessment documents” because there is a lot of turnover every four years within the AS. Opsal added that instead of having the “do the communicating the requirements of SPAC in the AS assessment process”, it changed to a more abstract description of what they have to do. The job description has a few changes with the grammar. They removed the section about the position working with software and hardware because she has never done that in her position. They added a section to the job description that makes sure the Assessment Coordinator is holding people accountable in implementing past recommendations from previous assessment processes. They added working with the Personnel Director regarding recommendations that have personnel implications. Hammer wondered if they should specify that they serve on Structure Review Committee. Opsal stated that she thought it was enough since it still holds that position to serving on Structure Review.

MOTION ASB-17-W- By Moeller
29 *To approve the job description for the Assessment Coordinator.*

Second: Rocque Vote: 6-0-0 Action: Passed

B. OC Challenge Program Facilitator Job Description

Moeller stated that this position already exists but doesn't have a job description. So they are creating this to integrate it into the AS hiring process.

MOTION ASB-17-W- By Hammer
30 *To approve the OC Challenge Program Facilitator job description.*

Second: Rocque Vote: 6-0-0 Action: Passed

C. ASP Logistics and Volunteer Coordinator JD

Moeller stated that the changes specify that this position works with volunteers. They also added two points on how they would ensure successful communication.

MOTION ASB-17-W- By Hammer
31 *To approve the ASP Logistics and Volunteer Coordinator job description.*

Second: Moeller Vote: 6-0-0 Action: Passed

D. ASP - Special Events Coordinator JD

Moeller stated that the change specified what manner of events they were required to host but was discussed in the assessment document. Lavalley asked how they were handling the pay increase in the hiring process. Moeller stated that currently they are posting a minimum salary but they might be earning more than that.

MOTION *By Hammer*

ASB-17- W- To approve the ASP Special Events Coordinator job description.
32

Second: Cheng Vote: 6-0-0 Action:Passed

E. ASP - Viking Union Gallery Director JD

Moeller stated that the change reduced the number of exhibitions they need to hold per quarter.

MOTION ASB-17-W- By Moeller

33 *To approve the jobdescription for the Viking Union Gallery Director.*

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

F. REP - AS Elections Coordinator JD

Hammer stated that her title was changed from ‘legislative affairs’ to ‘governmental affairs’. Moeller stated that the changes in election code language affected the language in this job description. Adding documents to the website was added into their duties.

MOTION ASB-17-W- By Hammer

34 *To approve the AS Elections Coordinator job description.*

Second: Cheng Vote: 6-0-0 Action: Passed

G. REP - AS Local Issues Coordinator JD

Hammer thought the title could be changed to Local Liaison since the functions of the Local Issues Coordinator and the Legislative Liaison are similar except one is on the state level and the other is on the local level. Hammer stated that it previously didn’t include that they sat on LAC but they do. She added that the other changes were adjusting job titles.

MOTION ASB-17-W- By Hammer

35 *To approve the AS Local Liaison job description with suggested title change.*

Second: Moeller Vote: 6-0-0 Action:Passed

H. REP - Committee Coordinator

Moeller stated that the position doesn’t actually take minutes so they removed section about taking minutes and also removed the campus activities showcase because that hasn’t taken place for a long time. Yanzon added that they are in the process of reviewing the AS Board Assistant for Academic Shared Governance and that would affect the duties of the Committee Coordinator.

MOTION ASB-17-W- By Hammer

36 *To approve the Committee Coordinator job description.*

Second: Cheng Vote: 6-0-0 Action:Passed

I. REP - Organizing and Outreach Coordinator JD

Hammer explained that they removed “direct references to their involvement with USSA” because we are no longer members. They also clarified that the position is required to go to monthly Washington Student Association (WSA) meetings. They also added that the position serves on TAC since they took over the role of the Western Votes President. Hammer stated that they would need to change ‘Total Issues Coordinator’ to ‘Total Tiaison’.

MOTION ASB-17-W- By Moeller

37 *To approve the Organizing and Outreach Coordinator job description with suggested edits.*

Second: Hammer Vote: 6-0-0

Action: Passed

J. REP Director JD

Hammer stated that the job description said that “they supervise the AS Student Senate Chair” but she doesn’t see the need to keep that section in. She explained the Student Senate Chair is currently on hiatus but even if it wasn’t, the REP wouldn’t be in charge of that position. Another change would be changing ‘Total Issues Coordinator’ to ‘Total Tiaison.’ The document refers to Henry Pollet as an Associate Director but it was changed to Director.

MOTION ASB-17-W- By Hammer

38 *To approve the job description for the AS Representation & Engagement Programs Director.*

Second: Moeller Vote: 6-0-0

Action: Passed

VII. ACTION ITEMS- Board*

VIII. INFORMATION ITEMS - Board*

A. Scent Free Zone Resolution

Moeller stated that she discussed with the Disability Outreach Center (DOC) about having a scent free zone established. Rocque wondered if it was possible to have it more as a policy instead of a resolution. Hammer thought this might be something Management Council could discuss but she doesn’t see the need for this to be a resolution. Moeller thought that they could remove the parts about only the AS but she thought a university wide resolution would be helpful. Moeller stated that since policy review has stagnated, it seems that they won’t be able to pass policies but she thought that passing this resolution would ensure that the issue is discussed next year. Alexander stated that he discussed the policy with Tisa Rosenberg and Greg McBride, he noted that the feasibility for events being scent free would be difficult because they are open to the public who might not know the policies. He wondered if there is denial of entry to office services if they are fragrance-free. He also wondered about cultural influences. Moeller explained that when there are heavy chemical scents in the area, it doesn’t create an accessible and welcoming environment. She hoped that it would be implemented into the AS employment policy. Rocque recommended that they include policies from Woodring because they implement scent free zones. Hammer thought they should also ask

made a statement on an undocumented student that testified and said that “Donald Trump may be the president but this is my committee and you belong here”. Washington Student Association (WSA) has a meeting next Saturday. Legislative Affairs Council (LAC) and Structure Review were cancelled but LAC is working with the Education and Social Justice Program in Woodring to bring Angela Davis to campus. Alexander and her will be working on the structural review referendum language soon.

XI. OTHER BUSINESS

Cheng adjourned the meeting at 5:54pm.

DRAFT