

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

Thursday, May 18, 2017

OM340

**AS Board Officers:** *Present:* Stephanie Cheng (President), Alex LaVallee (VP Activities), Erick Yanzon (VP Academic Affairs), Mary Moeller (VP for Business and Operations), Bryce Hammer (VP Governmental Affairs), and Wayne Rocque (VP for Student Life).

**Guest(s):** Dianne Bateman, Greg Smith, Casey Hayden

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

## MOTIONS

- ASB-17-S-34 Approval of the Student Technology Fee Report. *Passed.*
- ASB-17-S-35 Approval of the ESP Environmental Center Coordinator Job Description. *Passed.*
- ASB-17-S-36 Approval of the Graphics Production Specialist Job Description. *Passed.*
- ASB-17-S-37 Approval of the AS Personal Office Work Study Job Description. *Passed.*
- ASB-17-S-38 Approval of the Assistant Personnel Director Position. *Passed.*
- ASB-17-S-39 Approval of the Assistant Coordinator Advocacy & Peer Support job description. *Passed.*
- ASB-17-S-40 Approval of the Coordinator Event Programming job description. *Passed.*
- ASB-17-S-41 Approval of the Assistant Coordinator Identity Expression job description. *Passed.*
- ASB-17-S-42 Approval to move the Shared Governance Resolution from an info to an action item. *Passed.*
- ASB-17-S-43 Approval of the shared governance resolution with grammatical revisions. *Passed.*
- ASB-17-S-44 Approval of all consent items. *Passed.*

*Stephanie Cheng, AS President, called the meeting to order at 12:15p.m.*

### I. APPROVAL OF MINUTES

The Menstrual Product Survey Results item was removed from the agenda. The budget was moved into guest items.

### II. REVISIONS TO THE AGENDA

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

## IV. INFORMATION ITEMS - Guests\*

### A. Student Technology Fee Print Quotas

Bateman said that the print quota is officially 2.00 for 50 prints. She said that realized this year that they were still reimbursing ATUS for 2.50 for 50 prints. She put together an outcome of the scenarios and presented the third option—that they revise the student technology fee guidelines to 2.50 for 50 prints. She said that it would be really hard to go back and change things for the previous years because they would have to alter ATUS budget. Smith said that the print quota mistake was on the website and in the guidelines. He said that it is not a money issue but rather an issue of being more accurate. Bateman said that they have plenty of money that has been unspent. She said that there is a lot of money that is not used for the print quota. Moeller asked if there have been any tangible impacts and the answer was no. Moeller asked if ATUS receives the same reimbursement regardless of how many copies are made. Bateman said no, and that it was actually based on the amount of prints. Moeller asked where the extra money goes and Smith said that it gets saved into reserves, partially of which will be used to pay for the new WiFi system on campus.

Aleyda Cervantes entered the meeting at 12:24 PM.

Yanzon said that next year they will be reallocating the technology fee so that it is more consistent. Smith said that there will possibly be more options. Bateman said that she was asking the board to legitimize the error. They are not taking anything away, just changing the language for the future so that it's more clear. Bateman said that she is asking the board to act so that they can reimburse the ATUS. Hammer clarified that the fee is a fixed number, and that the leftover money is going to something for students, so it is important that they maintain the fee. Hammer said that she thinks that option 3 is a good option. Moeller suggested that they reevaluate how much they will be charging for printing in the future. Yanzon said that they would move this to an action item next year.

### B. Student Technology Fee Report

The board looked over the 17 proposals that the Student Technology Fee had approved.

**MOTION: ASB-17-S-34** by Hammer.

Approval of the Student Technology Fee Report.

Second: Yanzon. Vote: 5-0-0. Action: **Passed.**

### B. Resource and Outreach Programs Proposal

The first proposal was the grant for an additional position in the AS Womxn's Resource Center. This was for the AS Advocacy and Peer report. This position would be creating relationships with AS leaders and campus folks. The request for the increase in this budget is for the salary. This grant would be for three years. Within three years they would gain the sense of whether or not the position would be qualified. Wilson asked how this position duplicates what's expected of a professional staff position because she wanted to make sure that there was no overlap. Ramos said that this position would be solely doing advocacy surrounding gender. Cervantes said that with the new AS restructure they are trying to limit the amount of things that the VP for diversity does so this position would do that. This position will open in the fall if it is funded. Alexander said that they need to confirm the caps for all of the grants. Hayden said that the budget committee did see the proposal.

The next proposal was for the expansion of legal services in the AS Legal Information Center. She said that she thinks it would be great to be able to provide these services to students, so they want to find a lawyer that they can ask to dedicate 10 hours a week on campus. This would not be representation, this would be legal advice. They would also need to clarify that they would not be able to do anything that was not in alignment with what the university would want. Yanzon said that students don't know the difference between representation and legal advice. Ramos said that students are constantly going to LIC for advice. The person who decides to be the lawyer would have to make sure the students understand that they are not there to represent them but rather to give them advice. Alexander said that a legal person that he used to work with was on retainer, but then there was another that was hired because their background was in law. He said that it may be worth the time upfront to run this by the AG in order to get their feedback around how this can fit in with council here. They said that they could reside in the sexual awareness center. Hayden said that there is a lot of information that they can provide to help students interpret legal information.

The last thing was acceptance of the ROP position dissolving. Ramos said that she sees it as necessary to have a staff position there because students aren't able to cover everything.

### **C. Associated Students Graduation Cords Proposal**

Hammer said that given the amount that AS employees work and how it effects their grades she thought that the AS should get cords for students upon graduation. She then presented the budget proposal. Yanzon asked if folks who had worked in the AS but no longer work in the AS should be allowed to get the cords. Hammer asked if the board thought that students who do not complete their jobs should be allowed to receive the cords. They decided that the cords would be given upon graduation. Yanzon said that people who quit probably don't want to have anything to do in the AS anyways so they probably wouldn't want their cords. Hammer said that the communications office could be in charge of this. Hayden said that it might reinforce the exclusiveness of the AS. Hammer said that it would not reinforce that and that students should be rewarded. Cheng asked about students who serve on clubs but do not work in the AS. Cervantes said that they would like to appreciate the clubs and all of the volunteers, but that they cannot expand it enough to reach everyone so they should just cut it off. Moeller said that every fiscal proposal is supposed to come through her office. Cheng said that they should not make the AS pay for cords. Yanzon said that some offices have interns as well. Hammer said that if a student has done work, has been payed and has completed their contract then they should receive a chord. Cheng said it sounds like the majority of the members want to include contracted employees and interns.

### **D. Student Enhancement Fund Proposal**

Outreach funds are not included in the SEF funds and SEF has found themselves lacking funding. She is asking for 500 dollars to cover other expenses. The money would be set aside inside the fund and allocated for outreach.

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

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

### **A. ESP- Environmental Center Coordinator JD**

This a job description. The change is in the "About the Department" section and within the position responsibilities.

**MOTION: ASB-17-S-35** by Hammer.

Approval of the ESP Environmental Center Coordinator Job Description.  
Second: Yanzon. Vote: 6-0-0. Action: **Passed.**

#### **B. PC- Graphics Production Specialist JD**

**MOTION: ASB-17-S-36** by Hammer.  
Approval of the Graphics Production Specialist Job Description.  
Second: Yanzon. Vote: 6-0-0. Action: **Passed.**

#### **C. Personnel Office- Work Study JD**

They changed the position responsibilities and added that they have to sit on a search committee.

**MOTION: ASB-17-S-37** by Hammer.  
Approval of the AS Personal Office Work Study Job Description.  
Second: Yanzon. Vote: 6-0-0. Action: **Passed.**

#### **D. Assistant Personnel Director 1 JD**

Some of the language was changed but it is mostly the same. They got rid of the responsibility to do mid-quarter trainings. They will now be helping with larger trainings in the beginning of the quarter.

**MOTION: ASB-17-S-38** by Hammer.  
Approval of the Assistant Personnel Director Position.  
Second: Yanzon. Vote: 6-0-0. Action: **Passed.**

#### **E. WC- Asst. Coordinator Advocacy & Peer Support JD**

**MOTION: ASB-17-S-39** by Hammer.  
Approval of the Assistant Coordinator Advocacy & Peer Support job description.  
Second: Rocque. Vote: 6-0-0. Action: **Passed.**

#### **F. WC - Asst. Coordinator Event Programming JD**

**MOTION: ASB-17-S-40** by Hammer.  
Approval of the Coordinator Event Programming job description.  
Second: Cervantes. Vote: 6-0-0. Action: **Passed.**

#### **G. WC- Asst. Coordinator Identity Expression JD**

**MOTION: ASB-17-S-41** by Hammer.  
Approval of the Assistant Coordinator Identity Expression job description.  
Second: Cervantes. Vote: 6-0-0. Action: **Passed.**

#### **H. WC- Coordinator JD**

**MOTION: ASB-17-S-42** by Hammer.  
Approval of the Coordinator job description.  
Second: Cervantes. Vote: 6-0-0. Action: **Passed.**

Stephanie Cheng left the meeting at 1:50 PM.

## **VII. ACTION ITEMS - Board\***

## **VIII. INFORMATION ITEMS - Board\***

### **A. Menstrual Product Survey Results**

### **B. Shared Governance Resolution**

The only changes were grammatical issues and the last BE IT RE SOT VED was removed.

**MOTION: ASB-17-S-42** by Yanzon.

Approval to move the Shared Governance Resolution from an info to an action item.

Second: Cervantes. Vote: 6-0-0. Action: **Passed.**

**MOTION: ASB-17-S-43** by Yanzon

Approval of the Shared Governance Resolution with Grammatical Revisions.

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

### **C. ESC Committee Appreciation Proposal**

Cervantes said that she requested money from steering but that they have not done the reconciliation meaning that they do not know if they have enough money left. Cervantes said that she would like to say thank you to all of her committees because they do so much work on their committees and outside of their committees as well. She is asking to receive to money from reserves. Cervantes said that there had not been reconciliation done for this committee yet so they do not know how much money they have left. She said that this money is just out of the reserves. Moeller said that they could cut it down to 400 dollars and that it would be a good idea to do a budget breakdown so that future boards can see what the spending was used for. Cervantes said that she wants to have a large amount of money so that they do not run out of food. Alexander said that they need to have an estimated headcount so that they can put a list together and gather all of the names and be able to get a food quota for all of the people who will attend. Rocque asked if a budget approval is supposed to be done after every event, and Cervantes said that usually, yes but she is not sure how the training went. Moeller suggested that they limit the amount of money so that they do not have to spend so much money on the food. Wilson said that she thinks its great and that Cervantes should be requesting cooperation with Lafayette Baker. She said that they would rather spend the money that was allocated for that year rather than move it to the reserves because then it would look like they aren't spending it. Cervantes said that they have been pushing for folks to ask for every single penny so that they can get more money for the following years. She said that she is worried that the funding won't come in time to get the food if they wait too long. Wilson said that she is not sure that the money should come from steering. Cervantes said that she brought this to Lafayette Baker and he did not mention anything. Alexander said that he may not know that. Cervantes said that she is okay with going through the budgets in the ESC but that she didn't know that that was a possibility beforehand. Hayden said that there is historically a lot of money that is not spent in the ESC budgets. Yanzon said that this is also an issue with advisors and training as well. She said that they don't know if they need more communication between advisors and advisees. Hammer said that they tend to berate Cervantes more than any other board member when it comes to funding. Wilson said that there needs to be greater communication with advisors and communication. She also said that there will

also need to be work sessions for the board so that they all have a good understand about what advisors do and how they handle budgets.

#### **D. Sexual Assault Mishandling @ WWU**

Rocque said that he wants to know where the board stands on sexual assault issues. He presented a proposal that he has written up with reference to things that are Western-centric and things that are on a federal level. He then read the letter. The letter reaffirms the AS commitment to serving, protecting, empowering and caring for vulnerable student populations. The letter recounted the remittance of a student who had committed rape while attending Western. They said that the decision worked against everything that Western students stand for. Hammer said that the letter should specify that Ted Pratt was the one who said the inappropriate things in the letter. Rocque said that the student who was readmitted even though he has the money and resources to attend any private or public university in the state. Rocque said that if a student is deemed as not a threat to the university then they can be admitted. Moeller said that they need to specify that that reintegration should not be allowed just because students who have been offered a second chance in the past have been successful. Rocque asked if this letter could be considered an officially document at the same level as a resolution. Houck said yes. Hayden said that the quotes may not be clear. He said that they should take more of the quote.

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

##### **A. Committee Appointment Campus Public Safety Advisory Committee:**

Swetha Popuri Sophomore Political Science

*MOTION: ASB-17-S-44* by Yanzon.

Approval of all consent items.

Second: Yanzon. Vote: 4-0-0. Action: *Passed.*

#### **X. BOARD REPORTS**

#### **XL OTHER BUSINESS**

#### **X. BOARD REPORTS**

**Stephanie Cheng, AS President** did not give a report.

**Mary Moeller, ASVP for Business and Operation** did not give a report.

**Bryce Hammer, YP for Governmental Affairs** reported on the past WSA meeting. She said that they passed the budget for the WSA. They are approving a grant for the WSA office in Olympia for supplies and furniture. They had elections. Rosa was elected as the Outreach Coordinator for WSA. The legislative agenda was passed with all of the proposals from last year and a few new ones. The REP is looking for guidance and assistance for the elections coordinator for next year when folks are running for the student senate.

**Erick Yanzon, YP for Academic Shared Governance** reported that Academic Affairs Council will having their event next week collecting data in red square and Haskell plaza. The new faculty senate has been appointed as well.

**Aleyda Cervantes, VP for Diversity** reported that there would be no more Steering meetings because they ran out of money. She said that people found the committee to be really intimidating. She said that they had a lot of personnel meetings and the diversity committee award was given out. She said that Saturday is the ESC open house at 1:00 PM. Saturday at 7:00 PM will be the night market.

**Alex LaVallee, YP for Activities** introduced two new clubs, a pre-law club and the national organization for rehabilitation counseling. He said that he is going to the ree center advisory committee at 4:00 PM and the ree fee will be voted on soon.

**Wayne Rocque, YP for Student Life** reported that the menstrual product service survey has gotten over 1,000 responses and that it has been very positive.

## **XI. OTHER BUSINESS**

**\* All agenda items are subject to immediate action**

**Note: Proposed motions show what is being requested. The actual motion passed may be different.**

*Aleyda Cervantes, ASVPfor Diversity, adjourned the meeting at 2:15 p.m.*

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