



# AS Board of Directors

Friday, March 10<sup>th</sup>, 2017

4:00pm

VU 567

- Members:** *Present:* Alexander 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); Mary Moeller (AS VP for Business and Operations); Stephanie Cheng (AS President); Eric Alexander (Associate Dean of Student Engagement & Director of Viking Union).
- Advisor:** Sabrina Houck (AS Board Program Director)
- Secretary:** Chrissa Browder-Long (Board Assistant for Internal Committees)
- Guests:** Keri Krout (Child Development Center Manager); Kurt Willis (University Residences); Emma J. Opsal (Assessment Coordinator).

## Motions:

- ASB-17-W-56** Approval to move the Legal Fee Referenda Language item to an Action Item.
- ASB-17-W-57** Approval of the Student Legal Services Referendum Fee Language with the suggested edits.
- ASB-17-W-58** Approval of the AS Local Agenda 2017.
- ASB-17-W-59** Approval of the Northwest Filipino American Student Alliance conference proposal for \$750.
- ASB-17-W-60** Approval to allocate \$400,000 of the Student Technology Fee financial reserve to the improvement of Wi-Fi across the Western campus.
- ASB-17-W-61** Approval of the Alternative Transportation Fee Referenda Language.
- ASB-17-W-62** Approval of the AS Structure Referenda Language with edits.
- ASB-17-W-63** Approval to move the Activities Council Charge & Charter to Action Item.
- ASB-17-W-64** Approval of the Activities Council Charge & Charter with edits.

*Stephanie Cheng called the meeting to order at 4:05pm.*

## I. APPROVAL OF MINUTES

## II. REVISIONS TO THE AGENDA

Mary Moeller stated that she wants to move the Child Development Center Fee Increase to Information Items - Guests. Bryce Hammer wanted to move the AS Local Agenda from Action Item - Guests to Action Item - Board. Alexander LaVallee stated that he wants to remove the Students for Sustainable Food Proposal from Information Item - Guests.

## III. PUBLIC FORUM

## IV. INFORMATION ITEMS - GUESTS\*

### A. Child Development Center Fee Increase

Keri Krout stated that she is the manager of the Child Development Center (CDC). She stated that this past year, they have had more student employees than ever before. They currently have 7 student volunteers and 4 practicum students will be coming in the spring. She stated that they are asking for approval of a 3% increase on their fees. Currently, students receive a

charge of \$750 per quarter. With the increase in minimum wage, they found that if they keep a tight budget, a 3% increase will carry them through next year. She explained that student fees are less than faculty fees but with the impact of minimum wage changing, the 3% increase for all families using the CDC would work. Eric Alexander stated that this is about the tuition that families pay and this is an advisory vote that would then go to the Board of Trustees. Moeller clarified that historically there has been a 3% increase every 2 years and this is the year it is supposed to increase anyway. Moeller added that this would be approved next week since it is an Information Item this week.

### **B. Communications Office Assessment**

Emma J. Opsal stated that the first change is to incorporate KVIK into the Communications Office. The traditional KVIK responsibilities are being shifting more toward volunteers and the services for the AS are being done by the paid staff. Opsal explained that KVIK would work under the Communications Office and responsibilities that don't involve the AS would be done in more of a club setting. The change would be implemented in the 2017-2018 school year. In the past, the equipment needed to put on certain productions was difficult to come by but now it is more accessible for clubs through ATUS not just through KVIK. The next recommendation is the onetime purchase of two AS-branded table clothes which will cost less than \$ 100 and would benefit offices that don't do much tabling but would have them available to them in case they need it. The proposal for that will come next spring. Another change would add reportage to the Communications Office in marketing based jobs. Opsal explained that an issue for the Communications Office is that no marketing based jobs in other AS offices have job descriptions that include reportage to the Communications Office. So each job description would add a bullet stating that they would have regular updates of their office events to the Communications Director. The next change is to build internships to help attract students. Opsal stated that at certain times, the Communications Office does get interns but it doesn't happen a lot in the AS. They have found that there is a lot of lost time the first few weeks due to the lack of internship description. The fifth change is to produce weekly events videos like WWU Upkeep out of the Communications Office. If the first change goes into effect, KVIK won't exist so WWU Upkeep would be transferred to the Communications Office. Another change is to begin the process of creating an AS- and VU-serving media center concurrently with the greater AS restructure. Opsal explained that the media-based offices in the AS, the Publicity Center, KVIK, AS Review and the Communications Office, would be located in the same area. Opsal added that it is just about consolidating and determining which space would be best for all those offices to be located.

### **C. Housing and Dining Budgets**

Kurt Willis stated that the Housing and Dining system consists of University Residences, Dining Services Program (through Aramark) and the facilities/operations component of the Viking Union. When they present the budget to the university, it includes VU revenues and the building fees. He stated that they are proposing a 6% rate increase for on campus living for next year. Willis stated that the VU component has to be self-balancing, as they use the building fee for operations, they need to make that amount as revenue. If the building fee goes up, then all the expenditures could increase. He stated that with housing and dining, there are operational costs increases and non-operational costs increases. The operating costs can be covered with 2% increase. There would be a 4% increase for the non-operational costs which includes the renovations. They are starting on a 200 million renovation plan starting in the summer which includes a new residence near Buchanan Towers and the ESC remodeling. Wayne Rocque asked about the level of investment for the Capital Project because he had read that the BT construction was suspended. Willis stated that the project is debt funded. As

of now, they have only paid for the design fees but it isn't a huge piece of the rate increase. Moeller asked if the renovations are using the gender neutral facilities guidelines. Willis stated that they are working on introducing gender neutral restrooms currently but he isn't sure if they are using Western guidelines or international building code guidelines. He stated that he would expect there to be gender neutral restrooms in the new residences. Willis stated that the renovation scheme for the next 10 years is infrastructural enhancement of some residences so some may need to be shut down temporarily. The details for each residence are still being finalized but at this point in time, the university is hiring additional staff to work on the timeline. Willis stated that the dining services are contracted and the contract is specific with the charges and benefits. In the contract, there is an inflationary clause (3.5%) that is included in the budget. The commission to the university also would increase 3.5%. The contract allows certain adjustments like changes in minimum wage. Any of the repairs to the dining facilities (residential or retail) are supported by the housing system. Willis stated that the revenue assumptions and operating costs are noted in the summary of the document. They listed a high level view of the system finances. Most students don't select Western because of the housing and dining system, so they compared their dining system to peer universities. Western's goal is to be in the middle or lower than the rates of their peers. Willis stated that the information has come from surveys and feedback from students and staff.

#### **D. Legal Fee Referenda Language**

Abby Ramos stated that this is a student legal services fee that would pay for an attorney to be on campus to be utilized by students for free. The fee would be \$0.25/quarter (fall through spring). The attorney would be housed in the Legal Information Center. She stated that they haven't chosen a person but this person would be on campus for 10 hours per week but wouldn't be a representative for students. The fee would go into effect fall 2017. Moeller stated that the LIC work a lot with minors in possession charges so she thought that could be included. Ramos stated that the list is just various examples but she could add that. Ramos stated that the attorney would be hired in the summer. LaVallee asked if there was a concern with privacy on using the space of the LIC. Ramos stated that they don't have the Sexual Awareness Center anymore, so that office could be used for consultations. Moeller stated that she has been talking to the Counseling Center and has learned that there has to be 3 barriers between classified information and the general public. Hammer wondered if there was a problem with having it specified that it would be housed in the LIC just in case it was moved or the LIC changes its name. Ramos stated that she isn't concerned about that. Sabrina Houck stated that the due date was the 22<sup>nd</sup> of February but the rest of the paperwork was due by April 3<sup>rd</sup>. Moeller asked to change "but are not limited to" to "but is not limited to".

*MOTIONASB-17-W- By Hammer*

56 *To move this item to Action Item.*

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

#### **E. Womxn's Center Restructuring**

Ramos stated that the document details a history of how they are trying to restructure the Womxn's Center. She stated that she researched centers at other schools and they ended up having a retreat and spent 6 hours restructuring the Womxn's Center. Ramos explained that once the staff is hired, things would have to be worked on internally. She added that the name would be changed to the AS Wxmen's Identity Resource Center. They also changed their mission statement. It would include 4 positions and they would have the WIRC Coordinator, WIRC Advocacy Peer Support Coordinator, WIRC Events Coordinator and the WIRC

Creative Identity Programming Assistant. She explained that currently there isn't a lot of clarity between the coordinator and the assistant coordinator. So the change creates one person solely responsible for events. Ramos explained that since the center is only open when students are there, they want to have it open from 8am-5pm by using volunteers. Since they are adding a position, there is a budgetary impact but they aren't sure what the salary is yet for that position. LaVallee asked what the responsibilities the volunteers would have. Ramos stated that it would be maintaining the office so it can be open at all times and giving students more opportunities to be involved in the AS. Ramos stated that the job descriptions would include the WIRC name change but this still has to go through Personnel Committee. Erick Yanzon wondered if the Advocacy Peer Support Coordinator should sit on LAC. Hammer stated that it would take up a lot of their time which wouldn't be that necessary and since they aren't paying for USSA anymore, they are taking more proposals which WIRC could utilize. Hammer explained that with the restructure, anyone who worked with advocacy could work with VP for Diversity and anyone who worked with programming would work with the Diversity Director. Ramos stated that she thought that advocacy could go through programming so having the reportage separate could be inconvenient. Hammer stated that they are trying to remove the supervision/reportage for the ROP, so the ROP could go straight to The Board but for funding requests they would go to Programming Council.

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

### **A. Legal Fee Referenda Language**

*MOTION ASB-17-W- By Hammer*

57                      *To approve the Student Legal Services Referendum Fee Language with the suggested edits.*

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

### **B. AS Local Agenda**

Hammer stated that it includes Housing Affordability and Livability, Equity and Inclusiveness, Public Safety and Criminal just Reform, Voting Accessibility and Environmental Stewardship & Green Jobs. Hammer asked Galen Herz about making the encampments more sustainable but he wasn't sure how to do that.

*MOTION ASB-17-W- By Moeller*

58                      *To approve the AS Local Agenda 2017.*

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

## **VI. PERSONNEL ITEMS**

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

### **A. Filipino American Student Alliance Proposal**

Aleyda Cervantes stated that the reason they weren't asking through Steering Committee is because they already asked them for \$1,800 and there is a \$2,000 limit. Yanzon stated that one document says they want \$750 and the other says \$800. Cervantes noted that in the proposal it states \$750. She stated that some other groups asked for money from Steering

Committee so that is another reason FASA didn't ask from Steering Committee. Cervantes stated that they have about \$30,000 in Steering Committee but that would be about \$2,000 for each club but each club takes different amounts but all the conference money has been used, so the rest is for programming. LaVallee asked if there was consideration of getting money through Student Enhancement Fund. Yanzon stated that SEF wouldn't work because it wouldn't be proposed in time. Houck stated that budgetary wise, it would be easier to track what is needed for conferences if it is in a central location. So Raquel Wilson may be coming to the Board to ask what conferences have been approved this year that came out of Reserves because that should be coming out of the SEF.

*MOTIONASB-17-W- 59 By Yanzon To approve the Northwest Filipino American Student Alliance conference proposal for \$750.*

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

### **B. Student Technology Fee Funding**

Yanzon stated that it would be spending \$400,000 for improved Wi-Fi on campus. Yanzon clarified that this is surplus money from the fees from the past 4 years.

*MOTIONASB-17-W- 60 By Hammer To allocate \$400,000 of the Student Technology Fee financial reserve to the improvement of Wi-Fi across the Western campus.*

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

### **C. Alternative Transportation Fee Referenda Language**

Rocque stated that the language hasn't changed. Hammer explained that the Alternative Transportation Fee and the WTA contract negotiations are two separate groups but the ATF pays for WTA contract negotiation but it hasn't been finalized but they have enough in reserves to cover it for a year.

*MOTIONASB-17-W- 61 By Hammer To approve the Alternative Transportation Fee Referenda Language.*

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

### **D. AS Structure Referenda Language**

Hammer stated that this is the only part that needs to be passed today and the constitution it is referring to could be passed next quarter. Moeller asked if it could say "adopting a new constitution" not a different governance structure. Hammer stated that it is adopting a new governance structure. Stephanie Cheng thought the way it is now is clear. Hammer changed it to "an ASWWU Constitution, which outlines a new governance structure".

*MOTIONASB-17-W- By Cheng 62 To approve the AS Structure Referenda Language with edits.*

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

**E. Activities Council Charge and Charter**

*MOTIONASB-17-W-*

*By LaVallee*

*64*

*To approve the Activities Council Charge & Charter with edits.*

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

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

**A. Scent Fee Zone Signs**

Moeller stated that since the policy process isn't functioning, Management Council decided that they would like to put up signs in AS offices regarding scent free zones without passing a policy. They want \$100 out of the Operational Enhancement Budget to get scent free zone signs printed. Moeller stated that she plans on having the Publicity Center create some signs. Rocque stated that they have a lot of events with food that create odors. Moeller stated that Management Council developed a working group to figure out a policy for events but this only includes AS offices. She added that it is about artificial scents and pollens, not food. She stated that some departments on campus have worked to develop that culture. Cheng wondered about VU staff. Moeller stated that she talked with Greg McBride about implementing it with VU staff as well.

**B. Activities Council Charge and Charter**

LaVallee stated that the charge & charter for Activities Council is being updated. He stated that he was approached by the Club Event Facilitators who asked if they could both be mandated to come to Activities Council. They talked to Jen Cook who approved the change. He also decreased the number of club representatives (5 to 3) and students-at-large (4 to 2). He also removed the sections by having "no less than 7 affirmative votes" because they have never had that at previous meetings. Hammer stated that she worries about having so many AS employees on Activities Council. She said she would be okay if the Club Event Facilitators didn't have voting power. LaVallee would also like to vote on this today so it could be active by the April 3<sup>rd</sup> meeting. He wondered if adding another student-at-large would help with Hammer's concern. He stated that the Club Event Facilitators are usually most informed about the proposals and don't show bias with clubs. Hammer stated that they can have voting power but she would like more students-at-large on the committee. He stated that making quorum has been an issue and they are having very long meetings. Cheng stated that '5 different clubs' should say '3 different clubs'. LaVallee asked if adding one to each group would suffice.

*MOTIONASB-17-W- By LaVallee*

*63*

*To move this item to an Action Item.*

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

**IX. CONSENT ITEMS**

**X. BOARD REPORTS**

**Stephanie Cheng, President** stated they she didn't get to see the candidates for Eileen's position but she would appreciate feedback from other Board Members.

**Aleyda Cervantes, YP for Diversity** stated that she met with Presidents Council and had a focus group for the strategic plan but not many people came. They had some requests come in so they are going to meet again or have it online for Steering Committee. They leave for Oregon next week to see their Multicultural Centers. They are working on the Undocumented Scholarship and it will be out by next quarter. She wondered how they could implement a zero tolerance policy on micro-aggressions. She has been receiving a lot of reports of micro-aggressions from employees of color in the AS. She thought that they could have conversations with advisors and directors and if there are grievances, they get fired immediately. Houck added that if someone were fired, the AS has the appeal process but the decision would be through the employment policy.

**Bryce Hammer, YP for Governmental Affairs** stated that LAC approved funding for Angela Davis to come to campus. Washington Student Association (WSA) bylaws are going through a restructure and she would appreciate any recommendations. She stated that the Academic Bill of Rights is dead which was proposed by the Central Washington University (CWU) professor. The state need grant bill also failed. The Expanding College Bound Opportunity Scholarships to undocumented students is also not looking good. SNA fee decoupling is doing well and has made it through both chambers. Student success is a possibility in the House Budget and hopefully the Senate Budget. She added that the capital budget request is at 41 million. They are having the general sciences building at priority.

**Wayne Rocque, VP for Student Life** stated that he is working with Free the Toiletry and they are on a good trajectory on having free feminine-hygiene products available in the VU. They are in the final stages with working with McBride and the Women's Center on the budget and what adjustments would have to be made to job descriptions regarding the upkeep of this project. Once they secure the products through funding, he will start working on the display cases for access. They are thinking of having them outside of the restrooms.

**Alex Lavallee, VP for Activities** stated that he wasn't able to attend DRAC but they are getting ready for SNA, adjusting to minimum wage and have discussed the issue with budgets of different departments.

**Erick Yanzon, VP for Academic Affairs** stated that the Academic Fee Committee approved new fee changes and tabled some. They discussed issues with transparency because students often don't know about fees they have to pay. Faculty Senate and ACC are still trying to figure out the GUR recommendation. The election for the senators is coming up soon. They are trying to figure out if the credit hours for certain classes are following the code. There is a student forum on the first day of Spring Quarter on accreditation. Academic Support Committee will meet next quarter and try to do a lot more programming to get more student input.

**Mary Moeller, VP for Business and Operations** stated that Budget Committee is almost done. However, they are looking more closely at unilateral budgets because it has been a source of tension in past years. She met with the Provost VP of Faculty Senate and the President of Faculty Senate about the snow issues and they asked for recommendations on what to add to their rubric. She asked Peg Goodwin to look into carrying menstrual cups in the AS Bookstore.

**XI. OTHER BUSINESS**

*Cheng adjourned the meeting at 5:52pm.*