

Western Washington University Associated Students

Board of Directors Meeting

Friday, March 4th, 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): Leonard Jones, Kurtis Willis, Casey Hayden (Coordinator of Student Activities), Emma Opsal (AS Assessment Coordinator), Rosa Maria Sanchez (MEChA), Elizabeth Garcia (MEChA), Osman Olivera (AS Business Director)

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

MOTIONS

ASB-16-W-36 Approve to move the Club Hub Job Descriptions from Information Item to an Action Item. *Passed.*

ASB- 16-W-37 Approval of the SPAC Recommendation of the Veterans Outreach Center and The Dissolvement of the Veterans Outreach Center and the Position will be held in the Veterans Service Office with the Contingency that it will be Reviewed for the Next Three Years, once every year. *Passed.*

ASB-16-W-38 Approval of the SPAC Recommendation for the Club Activities Office with the Contingency that they Will Prioritize Funding the Club Business Director Position and Waiting for Budget Committees Decision on Funding the Three Jobs. *Passed.*

ASB- 16-W-39 Approval of the Job Descriptions of the Club Hub. *Passed.*

ASB-16-W-40 Approval of the MEChA Conference Funding Request for Not to Exceed \$1,000 out of Discretionary Reserves for the Lodging Expenses. *Passed.*

ASB- 16-W-40 Approval of the Multicultural Center Resolution. *Passed.*

Belina Seare, President VPfor Diversity, called the meeting to order at 9:09 a.m.

I. APPROVAL OF MINUTES

II. REVISIONS TO THE AGENDA

III. INFORMATION ITEMS- Guests*

A. VU Budget Proposal

Brock said this has passed through Facilities and Services Council. Greg McBride the Assistant Director of the Viking Union will be speaking about the VU Budget Proposal. McBride said he is

going to give an overview of the budget and the proposal for 2016-2017. Some of it will be a proposal for a fee increase. First thing is the structure how the VU gets its' money. There is a number of ways the VU received money. The first is the non-academic building fee. They have a \$1.6 million bond payment which is like a mortgage payment they have to pay for the construction of this facility. That mortgage payment comes out of the building fee first. After that it goes into this flow chart. They have a couple different budgets on the flow chart. Some of the money is spent on things like salaries, Takewood and ViQueen. That currently runs as a deficit. Then there is the Non-Operating Accounts which is for things like replacing carpet and expanding the club hub. That also runs as a deficit. If there is anything left after their mortgage payment, it will go into those other two accounts. If there is anything left after all of that, it will go into thdr reserves. The reserves are used for big projects example new docks at Takewood are about \$500,000. Their finances are dependable on that flow of cash and they are cunently having a problem with that The Recycle Center has a different pool of money and it operates differently. They want to make sure students are engaged in the process. The Viking Union building gets its revenue from different places. They get some money from the Services and Activities Fee which is \$32 per quarter and it' s a fixed amount they can't change. The next pocket of money is the Non-Academic Building Fee which is \$39 a quarter and that goes to the Viking Union, paying off the bond. They also have services fees in Takewood, Event Services, Information Desk, VU Operations such as the ATM commissions and vendors row and finally ViQueen Todge. They are going to take away the Information Desk revenue this next year though. It doesn't make sense to have it because they are actually losing money with that. They are focusing on being a good welcoming place for the VU instead of selling items from the Information Desk. For ViQueen they chose not to allow reservations for alumni or non-students because they can't support it. In total, all of it comes down to the \$3 million dollars of revenue. McBride went over the expenses of the VU budgets. There are bond payment, salaries and benefits, supplies and materials, utilities, repairs and maintenance, operating equipment, institutional recharge which is the fee they pay some of the institution for Human Resources department and other services. All expenses add up to \$3.1 million. They are over spending by \$100,000 every year. They want to engage with students how to solve this problem and they went to Facilities and Services Committee to get feedback from them. They have some deficiencies in the way they run things. They do have a reserve that could help for some time but that's not good to spend out of your savings account for your day to day spending and operation costs. In 2011 was the last time they asked for a fee increase. They haven't raised their fee for students since 2011. Some of the changes are due to the 2014-2015 reorganization that took place in the Dean of Students Unit where the VU took on a number of salaries. About with an additional \$100,000 in salaries and benefits. There were significant dollars added into their budget. They laid out the options for Facilities and Services Committee and they included those options here. \$2.50 would allow them to break even which would raise their revenue about \$ 104,000. For plan B and their priority would \$3, which would be additional positions and would correct operational deficiencies. The extra 50 cents would support positions. These positions would lead in the daily activities for facility care Coordination of facilities maintenance services, support for Viking Union fixtures, furnishings, and equipment. They would promote sustainability, and accessibility in operations. It needs to be a reflection of what students want it to be. He hopes that this position would make some advances there. Plan C is the same fee increase but it is looking at non-operatingprojects. Some of the examples would be Takewood ADA parking spaces which is a \$120,000 expense. Another is the playground resurfacing at the Child Development Center which is about \$20,000. They could replace the VU 4th floor west carpet which is \$45,000. If they purchased ViQueen a composting toilet that is \$35,000. These are all examples of where that money could go and they can't all be done in one year. Plan D would be \$4 fee increase and that's option B and C together. They have been frugal for fee increases

in the past. \$4 for a student fee increase is a significant increase and they do so with the consideration of the cost of higher education in mind. In addition to the mandatory fee increase, they are also looking at service fees that could potentially be increased. The more they can look at off campus groups and academic groups, they are hope it can contribute to the other balances. McBride said he will go over it with everyone individually if they need. He wants to be transparent. Ramos said so let's say they approve a \$2.50 increase, how quickly would they have to come back for another fee increase? McBride said probably pretty quick. That would cover were they are overspending currently and there are projects that are needed to maintain the building, not just upgrade it. They could cover some of it in reserves. They come as an advisory board because the Board of Trustees finally sets the fee increase. Alexander said last year they projected it and came to the Board to request and the Board said no, and they took it seriously and they didn't take it forward to the Board of Trustees. They take their recommendation very seriously. Rios said he had two questions. The first is about Takewood, it had a fee increase this past year correct? What type of difference did that make? The second question is about the VU room increases and he hoped McBride could talk more about it? McBride said there are a lot of off campus groups that have been endorsed by on campus groups so they don't need to get charged. They will bring a group from off campus and the off campus groups are benefitting not the students. The AS isn't doing it too much, on occasionally they might but very rarely. Rios said and the additional fee for equipment? McBride said for off campus groups too. Students already paid their fees so these increases aren't to students. They don't want to add more charges to student groups. They are looking at places that don't benefit students. Brock said the VU hasn't seen a fee increase since 2011? McBride said yes. Costs has gone up since 2011. They were frugal and since the organization restructure they have needed to take more into their budget.

B. Dining and Service Budget

Jones said they want to talk a little about the housing system. They met with RHA last night with the update on the budget. They got feedback from them. They talked about the improvements to things like Eden's North. There are some systems that need attention. They have employed a facility consultant to go around the facilities to give it a stress test. It came out 1,000-page report. In the next couple months, they will know everything about the facilities. They are taking this into consideration along with dining services. They heard regularly the need for "fresh fruit" in the dining hall. They tried to address it this year with Aramark. Students asking for longer hours for employment. Students are wanting healthier options. They have been working with students for sustainable foods and they will talk soon about their collective efforts. Every year they go around to the residence hall and hear from 30 to 40 students per section and they hear from them at night, in their environment and with their schedules and hear what they want directly from the students. They think the housing reflects their values. We are the lowest in the state with a double room. The next closest is \$700 more per year. The programmatic pieces are important as well. They had 50 to 70 students to attend the ESC retreat. Close to 800 students work for the dining and housing system. They came for Ideas and suggestions they will be very open to hearing any feedback. Willis said this is their opportunity to pull in all the information that they have gathered throughout the year and to put it into a 5-page document for others to comprehend. The housing and dining is like a small city. It is a self-sustaining enterprise. The budget is not just the dining and housing, it included the VU program too. Afterwards they roll them together. The budget is the representation of their values. They don't require students to live on campus and that's challenge with operating. Students can vote with their feet. It puts a challenge and urgency on them who run it well. They will do a highlight overview and they would

love feedback. They are proposing a 3% increase to residence hall and Birnam Wood apartments with a 1% contingency. They focus on that key theme of their “facility condition”. This is the students home and they need to make sure to respect that reality. There is definitely an impact of the increase. People don’t like paying more for what they have. They know there is going to be an impact. They do a good job, but it comes with a cost impact. He gave a summary of where the revenue comes from. It comes from occupancy in the dorms. About 93% of the freshman class live on campus. They rent things, they sell things and they list the revenue from that. They have similar costs to the VU budget but the scale is much larger than the VU. It included water, sewer, and garbage. They certainly haggle and nudge to mitigate for university recharges. They have to pay to get their work done. They break the expenses into two budgets, Operating and non-operating. They have a capital fund plan and they work with Alexander to make sure they are looking at next year and the next 15 years. They look for ways to spread of the costs out. They contact other schools and they are interested in what they are doing They do the best they can do with meal plans and double rooms. A value through the institution is they have a system that everyone pays the same price even if the rooms are nicer. Other schools don’t do that, in other schools if there is a nicer building it costs more. They provided a summary of where rates have been and some of it is inflation. They have been working with the Residence Hall Association (RHA) and gathering input and all that feedback and it is represented in the documents. Ramos said she appreciates that other buildings are charged the same rates and would want it to stay. Do they have to have a meal plan on campus? Willis said yes. They don’t have to live on campus, but it’s part of the program. Some of it is logistics, the facility can’t support 300 people cooking. Financially there is a value to critical mass and by having a certain base line costs, the cost can be spread out and lowered. Ramos said she would like it if the hours for getting food could be extended. She worked off campus, and couldn’t use those meals because she never was on campus when they were open. Jones said that is a good point and they are talking to Aramark Eckroth said he wasted a lot of his meal plan, are there no exceptions? Willis said there are but mostly with health and safety. They usually meet with the student and see what it is. It may not work because of jobs. Rios said as the plans increases, do they look at the rent in Bellingham? Willis said yes, they do a long study. They aren’t all created equal and they are aware of those off campus housing that is offered. Particularly they will be listening to the returners. Ramos said was it increased last year too, will it be increased next year? Willis said the budget mostly likely will. They need to make sure they keep up with the contracted items with their bond agreements. Jones said They have contractual obligation with bonds.

C. PC Graphics Production Specialist

Brock said this was a coordinator position and now it is an hourly specialist position. Ramos said when she worked on the AS Review, they worked with this position and it makes sense. Brock said the only thing that was conflicting was the 12 office hours because they aren’t in the office all the time. Ramos said what about working hours instead of office hours. Brock said she will check and see.

D. Veterans Community Coordinator Job Description

Brock said the Board has heard about this. There won’t be an office here, but it is going to be in the Veteran Resource Center (VRS). Some of the main changes is that it’s going to be a reduced salary because they are going to be maintaining about 10 hours a week. They will still be planning events but not meeting with students. Rios said the about this department section was crossed out, should

they add something in about that. Hayden said there won't be a Veterans Outreach Center, so there isn't going to be a department. Rios said perhaps about the VRS instead? Brock said they can add clarification about how they aren't part of that office but they work in that office. Hayden said he will get that information in there.

E. Resource and Outreach Programs (ROP) Restructure

Ramos said they didn't look at it all last time. Hayden said they have talked about looking into an advocacy group and it's not effective right now, so they want to dissolve what is currently there. They are now on the phases. It's a big undertaking. Phase one is what is going on now and what is now in progress. It's what they may still see between now and the end of the year. Disability Outreach Coordinator job descriptions may have some slight changes but not budgetary. In phase 2, some Resource and Outreach Programs (ROP) need to still take time to discover what they need to do. They got permission to not participate in SPAC because of the restructure. They may see a grant next quarter for the summer to do assessment. Should the Womxns Center, Social Issues Resource Center and Tegal Information Center join into one center? They don't know for next year. Another is the ROP Director and when they hire for next year, they will try and make it clear for transition stage. It's likely that they may rename the ROP. They think that the Queer Resource Center (QRC) may grow. It's doing well. It's creating a community space and It's ready to grow. Phase three is smaller because that's getting back to the normal routine. Tegal Information Center does well with peer guidance compared to other offices. There seeing if there is interested in providing time with an actual attorney. University of Washington actually does this already as a subsidized rate. Then he included some Appendix's. This is very draft stage. The last page is the budgets. There are some budget reductions and that are justified. They have been looking the last couple years. He is asking for about \$20,000. It may affect the Services and Activities fee process. Ramos said would it result in a fee increase? Hayden said it is possible, with an ask for \$20,000 and a fee increase may have to happen. There may not be enough existing money to make it happen. Osman said they shouldn't worry so much about being able to afford it, that's the Budget Committee problem. Took at the principles. Ramos said what are the options. Osman said they are in the decisions package process and there are about 6 decision packages total. Ramos said her priority would be the ROP. Seare said it's a very comprehensive proposal but they didn't mention anything about all the resignations and being under supported. For historical reasons they should include that. Hayden said he can do that work. Dove said will the new staff position completely erase the ROP director? Hayden said yes. The last couple ROP Directors have talked about how tough the position is, how tolling the position is and talked about 'surviving' the position. He can also bring students to let them know too. He was surprised that there was such a want for that position.

F. Club Hub Job Descriptions

Hayden said they go really well with the SPAC recommendations. One is an event planning facilitator and they are wanting two of those positions, another is a promotion and outreach specialist and then they have a training and development specialist. They would be specializing the positions. They will have some shared Club Hub responsibilities. Brock said what is the overall fiscal impact? Hayden said if they hired all four positions it would be about \$4,000 increase for salaries if they worked an average of 15 hours a week, if 12 hours a week, it would be about \$900 total. Rios said are they changing from salaried to hourly? Hayden said only the Club Coordinator currently is salaries. The rest were hourly. They have to be at the desk, they have to staff the area people are

going to. The hourly component is good for tracking accountability. Hayden asked to move it to action for hiring purposes. Brock said she thinks the job descriptions are good but she worries about the budgetary aspect. Hayden said if they can't get money right now, they would only hire one of the two specialists' positions.

MOTION: ASB-16- W-36 by Brock

Approve to move the Club Hub Job Descriptions from Information Item to an Action Item.

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

IV. ACTION ITEMS - Guests*

A. MEChA Proposal

B.

Ramos said they reedited a couple things on this proposal. MEChA is asking for \$1,000 and it will be used to fund some of the hotel expenses. Won't cover all of it, it will cover part of it. they are no longer going to Las Vegas. Brock said she was not their last time, were these unforeseen costs? Ramos said all the amount from ESC Steering because there isn't enough money, and a way group is asking for conference funding because it's not set up yet. They have done a pretty substantial amount of fund raising Eckroth said he is curious about the process for selecting students? Ramos said they already selected the 12 students who have been continually involved with MEChA and who had interested in it, and prioritized underclassman over upperclassmen, and upperclassmen those who haven't gone. They will also be putting on a conference in the spring and will be using this information to help them put on the regional conference here at WWU. Rosa Maria Sanchez the Co-Chair of MEChA and Elizabeth came. Rios said he has a question about cost, the LA hotel is 550? Ramos said they are not going there. They will stop there but then they are going to Arizona. Rosa said they just got a chance to meet up last so that's why some of this has changed. They are leaving around 4:30 because someone has a final until 4pm. They will be driving overnight and they won't be staying anywhere. They will be arriving at 12pm. After that they will go to Arizona and stay there. Friday morning is the conference and Saturday. Sunday they are planning to leave at 5pm to drive to LA and then heading home. Rios said he is trying to figure out what they new cost. Rosa said they are pretty sure they will get the funding from ESC Steering. Ramos said \$219 per night. For LA \$320 per night and they are staying there 2 nights. And total its over \$ 1000. Rosa said for transportation it should cost no more than \$ 1,600 at the most. Palumbo said she doesn't understand if the budget is \$2,000 less how the request is still the same. Ramos said that ESC Steering is paying for transportation and some of the food. Brock said she needs to see a line item budget before they vote on it. Ramos said out of operation enhancement. Brock said it's an ESC club, so they can't go to Activities Council. She was thinking it would be better used from Discretionary Reserves.is this something that they will see again or a one-time item? Ramos said it depends every year. Rosa said it depends because next year it may be at University of Washington so the cost would be a lot less. Brock said sounds like one-time expenditure. She needs to see it, to make a decision. Rios said main confusion they are having; the amounts have changed so much. He added up the costs and with ESC Steering, Fairhaven, fundraising and their contributions, this group would have an extra \$2,000. Ramos said she is pretty sure that the Fairhaven funding isn't going to go through. Rosa said they haven't heard anything back yet. Rios said but it's a possibility? They've asked? Rosa said yes but because they haven't heard back and the conference is so close, they don't think they will get that funding.

Eckroth moves to approve this to action item.

Ramos seconds.

Ríos said so many request at Activities Council that they didn't fully fund. They are paying hundreds of dollars out of their own pockets all the time, he doesn't understand why it is coming to the Board in the first place, he understands the need and it's something they discuss every time. If he were to bring the group's Activities Council couldn't fully fund, they would be seeing groups all the time. Seare said that is a personal choice by Rios not to bring those to the Board because they could have easily brought all of those requests. Ramos said they could have brought those to the Board and they have been going into debt trying to go to this conference in the past. Rios said have there been attempts to cut the cost down? Seare said she doesn't think that's the point of this funding request because they weren't there for the decision making process. It wouldn't have come here if it wasn't important. Brock said she is sorry for all the questions and she is in favor of funding this out of Discretionary Reserves and it sounds like a onetime expenditure. Palumbo said they are still confused. It highlights the need for conference funding but it's confusing how to process these requests. It's a valuable conference but still having a hard time with it. Rosa said if they don't understand what they will be doing right now, they can come to thdr regional conference in the spring. Brock said it would be good to have a new budget that is adjusted with the updates and it will help with the calculations. Eckroth said is this something if they moved onto the other actions items they could come back to it if they get that budget information together? Seare said okay.

Ramos left meeting to help. Eckroth left 11:08am

C SPAC Recommendation Veterans Outreach Center

Emma Opsal the AS Assessment Coordinator said there have been no new changes from last week. It is just the job description which was looked at earlier. Brock said so its if they have any more comments or questions. Seare said so this is still an AS position? Brock said yes. Palumbo said can they put in the stipulation for it to be reviewed in a year? Hayden said he think that is great, even if they said it will be evaluated for the next three years. Brock said Personnel Community approved it with the contingency that the Board level include something on that level

MOTION: ASB-16-W-37 by Brock

Approval of the SPAC Recommendation of the Veterans Outreach Center and The Dissolvment of the Veterans Outreach Center and the Position will be Held in the Veterans Service Office with the Contingency that it will be Reviewed for the Next Three Years, once every year.

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

D. SPAC Recommendations for the Club Activities Office

Brock said there are no new changes to this. Hayden said they will split the rep or tage between his position and Jenn Cook's position, in the future they will look at the club funding process. Rios said he wanted to talk a bit about the VP Activities position to the club hub in the future. Currently their connection to the Club Hub is through Hayden and the Club Coordinator and it isn't in any of the proposed job descriptions. They can approve this for right now and work on this later on. Brock said if they approve these recommendations they should probably do so with waiting on budget committee to prioritize these. This grant is ending to fund the Club Business Director, now they need to find it in the budget. Hayden said wondered if the Board could direct Budget Committee to keep the Club Business Director position.

MOTION: ASB- 16-W-38 by Rios

Approval of the SPAC Recommendation for the Club Activities Office with the Contingency that they Will Prioritize Funding the Club Business Director Position and Waiting for Budget Committees Decision on Funding the Three Jobs.

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

Ramos entered

MOTION: ASB-16-W-39 by Palumbo

Approval of the Job Descriptions of the Club Hub.

Second: Rios Vote: 6-0-0

A. MEChA Proposal

Ramos said they have brought back the expenses they will need for the conference. In total it will be over \$1,580 for lodging and they are asking for \$1,000 of that which still leave \$580 from their fundraising efforts. They made about \$900 from fundraising and the remaining amount will go back for other food for each of the 12 student going so about 15 dollars per student.

MOTION: ASB-16- W-40 by Dove

Approval of the MEChA Conference Funding Request for Not to Exceed \$ 1,000 out of Discretionary Reserves for the Lodging Expenses.

Second: Brock Vote: 4-0-2

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

VI. ACTION ITEMS - Board*

A. Multicultural Center Resolution

Ramos wanted to change it to 25% percentage points because it increased from 3% to 28%.

MOTION: ASB-W-16-41 by Rios

Approval of the Multicultural Center Resolution.

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

VB. INFORMATION ITEMS - Board*

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

IX. BOARD REPORTS

Rios wants to type up board reports and send them in for the minutes. All other Board Reports were not given.

XI. OTHER BUSINESS

Belina Seare, AS President, adjourned the meeting at 11:39 a.m.