

**Western Washington University Associated Students**  
**AS BOARD OF DIRECTORS**

March 7<sup>th</sup> 2018

Viking Union460

**AS Board Officers:** *Present:* Simrun Chhabra(President), Julia Rutledge (VP Activities), Erick Yanzon (VP Diversity), and Annie Gordon (VP Student Life)

**Advisor(s):** Eric Alexander (Advisor)

**Guest(s):** Jeff Bates

**MOTIONS**

**ASB-18-W-17** To Approve The Purchase of Video Office Equipment Totaling \$1,692, Out of FXXGRR. ***PASSED***

**ASB-18-W-18** To Approve The Surface Pro Equipment Totaling \$2,199, For The Use of The Communications Office, Out of FXXGRR. ***PASSED***

**ASB-18-W-19** To Approve the VU Gallery Director Job Description Changes. ***PASSED***

**ASB-18-W-20** To Approve The Change of The ASP Logistics Coordinator to The Assistant Director For Logistics and Approve the Assistant Director for Logistics Job Description. ***PASSED***

**ASB-18-W-21** To Approve The Job Description of The ASP Films Coordinator. ***PASSED***

**ASB-18-W-22** To Approve the AS Clubs Event Planning Facilitator Job Description. ***PASSED***

**ASB-18-W-23** To Approve the Communications Coordinator Job Description. ***PASSED***

**ASB-18-W-24** To Approve the AS OC Marketing and Resource Coordinator. ***PASSED***

**ASB-18-W-25** To Approve the AS OC Coordinator Job Description. ***PASSED***

**ASB-18-W-26** To Approve the AS OC Excursions Assistant Coordinator Job Description. ***PASSED***

**ASB-18-W-27** To Approve the AS OC Excursions Coordinator Job Description. ***PASSED***

**ASB-18-W-28** To Approve the AS Publicity Center Distributions Coordinator. ***PASSED***

**ASB-18-W-29** To Approve the AS Publicity Center Graphic Designer Job Description. ***PASSED***

**ASB-18-W-30** To Approve the AS REP Committee Coordinator Job Description. ***PASSED***

**ASB-18-W-31** To Approve Adding the Sustainable Action Fund Referendum to the Ballot. ***PASSED***

**ASB-18-W-32** To Appoint Chhabra as the LAC Council Chair and Yanzon as the Management Council Chair and Approve All Committee Appointments. ***PASSED***

***Simrun Chhabra, AS President, called the meeting to order at 3:13p.m.***

**I. APPROVAL OF MINUTES**

## II. REVISIONS TO THE AGENDA

Travel task force is being moved to an info item.

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

## IV. INFORMATION ITEMS - Guests\*

### A. Travel Task Force

It would be a committee to provide input on all travel related items. Rutledge said that the hope is to have a centralized committee to dispense travel funds in the future. Gordon asked when this would be and what the difference between a task force and a committee is. Alexander said that this would be a temporary group to advise the Board and future policy, and it would not be dispensing funds, it would be a committee about creating a committee to preside over funds.

## V. ACTION ITEMS - Guests\*

### A. Resource and Outreach Programs Restructure Proposal

Yanzon said that they had talked with students about it. They have not had a chance to meet and the Board should wait a week. Gordon asked if any concerns where something that should be shared. Yanzon said most concern was over where specific programs would go, but those changes would go in individual job descriptions. Gordon said that if a concern is with a job description it would be changed regardless of this document. Hayden said that job descriptions probably wouldn't change if this didn't pass. Chhabra asked the implications of passing this this week. Yanzon said that the only thing that would be changed was the name. Chhabra said that it might be worth waiting until job descriptions go through to make this change. Hayden said it is more than the name its more of the budget component. Chhabra asked if there had been a conversation with the business director. Yanzon said that yes. Alexander said that there will have to be a \$4,000 decline in some other funding. Gordon asked if passing this now would be more productive than not. Yanzon said that they believe the Board should wait a week.

### B. AS Video Office Equipment Request

The Board had heard this before and just had a few questions. Bates clarified the purpose of the video camera. Chhabra asked about the sustainability of buying surface pro. Yanzon moved to approve the purchase of video office equipment totaling \$1,692 out of fxxgrr. Gordon seconded. Chhabra moved to approve the surface pro equipment totaling \$2,199, for the use of the communications office, out of fxxgrr. Rutledge seconded.

*MOTION ASB-18-W-17 by: Yanzon*

To approve the purchase of video office equipment totaling \$1,692, out of fxxgrr.

Second: Gordon

Vote: 4 - 0 - 0

Action: Pass

*MOTION ASB-18-W-18 by: Chhabra*

To approve the surface pro equipment totaling \$2,199, for the use of the communications office, out of fxxgrr.

Second: Rutledge

Vote: 4 - 0 - 0

Action: Pass

**VI. PERSONNEL ITEMS** *(subject to immediate action)***A. Job Description Changes**

VU Gallery Director. Yanzon said that since the VU Gallery is going away the position is changing to be about all of the art in the VU. Chhabra suggested adding a section about them being a liaison for students. Alexander said that it might be possible to move the committee chair to a co-chair. Chhabra said that having the gallery was very important to some students and their majors. Yanzon moved to approve the change. Rutledge seconded.

*MOTIONASB-18-W-19by: Yanzon*

To approve the VU Gallery Director job description changes.

Second: Rutledge                      Vote: 4 - 0 - 0                      Action:Pass

ASP logistics coordinator, will become assistant director for logistics. Yanzon moves to approve the change. Gordon seconds.

*MOTIONASB-18-W-20by: Yanzon*

To approve the change of the ASP logistics coordinator to the assistant director for logistics.

Second: Gordon                      Vote: 4 - 0 - 0                      Action:Pass

ASP films coordinator. Duties that the position already do were added and some that aren't currently done taken away. Yanzon moved, Chhabra seconded.

*MOTIONASB-18-W-21by: Yanzon*

To approve the job description of the ASP films coordinator.

Second: Chhabra                      Vote: 4 - 0 - 0                      Action:Pass

AS Clubs Event Planning Facilitator. Two positions are being combined to something more like a board assistant. Rutledge elaborated that these positions used to be the same but got split as an experiment, now it's going back. Yanzon moved to approve the job description, Chhabra seconded.

*MOTIONASB-18-W-22by: Yanzon*

To approve the AS Clubs Event Planning Facilitator job description.

Second: Chhabra                      Vote: 4 - 0 - 0                      Action:Pass

Communications coordinator no substantial changes, Yanzon moved, Rutledge seconded.

*MOTIONASB-18-W-23by: Yanzon*

To approve the Communications Coordinator job description.

Second: Rutledge                      Vote: 4 - 0 - 0                      Action:Pass

AS OC Marketing and Resource Coordinator. The hours changed from fifteen hours a week part of the year and ten other parts to twelve a week. Yanzon moved, Rutledge

seconded.  
*MOTIONASB-18-W-24by: Yanzon*

To approve the AS OC Marketing and Resource Coordinator.

Second: Rutledge                      Vote: 4 - 0 - 0                      Action: Pass

AS OC Coordinators job description. Gordon moved,                      Chhabra seconded.  
*MOTIONASB-18-W-25by: Gordon*

To approve the AS OC Coordinator job description.

Second: Chhabra                      Vote: 4 - 0 - 0                      Action: Pass

AS OC Excursions Assistant coordinator. Minor changes, Chhabra moved, Gordon seconded.  
*MOTIONASB-18-W-26by: Chhabra*

To approve the AS OC Excursions Assistant Coordinator job description.

Second: Gordon                      Vote: 4 - 0 - 0                      Action: Pass

AS OC Excursions Coordinator, similar changes, Chhabra moved Yanzon seconded.  
*MOTIONASB-18-W-27by: Chhabra*

To approve the AS OC Excursions Coordinator job description.

Second: Yanzon                      Vote: 4 - 0 - 0                      Action: Pass

AS Publicity Center Distributions Coordinator. Minor changes. Yanzon moved to approve with changes, Rutledge seconded.  
*MOTIONASB-18-W-28by: Yanzon*

To approve the AS Publicity Center Distributions Coordinator.

Second: Rutledge                      Vote: 4 - 0 - 0                      Action: Pass

AS Publicity Center Graphic Designer, minor changes, Gordon moved Chhabra seconded.  
*MOTIONASB-18-W-29by: Chhabra*

To approve the AS Publicity Center Graphic Designer job description.

Second: Rutledge                      Vote: 4 - 0 - 0                      Action: Pass

AS REP Committee Coordinator. Hours during spring quarter moved from 15 a week to 14 a week. Ten hours added in the summer. Yanzon moved to approve with name change, Chhabra seconded.  
*MOTIONASB-18-W-30 by: Yanzon*

To approve the AS REP Committee Coordinator job description.

Second: Rutledge                      Vote: 4 - 0 - 0                      Action: Pass

Board is not approving the legislative liaison at this time.  
Chhabra thanked Yanzon and the personnel committee.

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

### **A. Sustainable Action Fund Referendum Language**

Gordon shared that there is someone who expressed having a focus group next year to talk about the name change. Gordon said that there will be a subcommittee next quarter to increase accessibility to the SAF. Gordon said that the people who were in favor were often the people who have been marginalized by that committee. Gordon said that there has been some people who were against it but they feel comfortable with this resolution. Hayden asked if the majority of the SAF would vote for it. Gordon said that they believe that most if not all of the students who serve on the committee would and many of the professional staff members may not. Gordon moved to approve the 2017-2018 proposal. Chhabra seconded.

*MOTION ASB-18-W-31 by: Gordon*

To approve adding the Sustainable Action Fund Referendum to the ballot.

Second: Chhabra                      Vote: 4 - 0 - 0                      Action: Pass

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

### **A. AS Personnel Policy**

Hayden took over the document and went through the changes. The Employment policy got changed to Personnel policy. It was changed so that elected student government officials are no longer governed by this policy. Chhabra asked if it said anything about eligibility. Hayden said no. Work study, volunteer and intern positions have been clarified and had changes to how they are authorized. Clarifications were made regarding hourly employees. The document was changed so that everyone must reapply for their position each year. Language was changed so that non student government employees may not work more than nineteen hours.

### **B. Ethnic Student Center Restructure Proposal**

Yanzon laid out the new structure. The Internal Coordinator is changed to the Advocacy Director. Specific of positions were changed. Assistant Coordinator for Marketing will become Marketing and Outreach Coordinator. Steering committee may be dissolved. Next week steering and presidents council are meeting to discuss it. These changes are happening because right now the ESC is currently not consistent with other AS offices. People in the club hub are also aware of these changes and how it would affect their positions. Yanzon said that this one was harder than ROP restructure because the entire office will turn over this year but they think it is still important.

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

### **A. Designate Chair for Legislative Affairs Council and Management Council**

Yanzon said that the Board could let management council elect a vice-chair and they would just act as chair. Chhabra said that they still think a Board member should be on the Council's. Hayden said that in the future it is likely that no Board members will be involved with management council. Chhabra moved to appoint Chhabra as the LAC council chair and Yanzon as the Management Council chair and approve all committee appointments.

### **B. Committee Appointments**

AS Elections Board

Kyle Kaltenbach                      Freshman                      Undecided

AS Student Enhancement Fund

Trajan Gering                      Junior                      Biological Anthropology

Committee For Undergraduate Education

Marissa Johnson                      Junior                      Behavioral Neuroscience

*MOTION ASB-18-W-32 by: Chhabra*

To appoint Chhabra as the FAC council chair and Yanzon as the Management Council chair and approve all committee appointments.

Second: Gordon

Vote: 4 - 0 - 0

Action: Pass

### **X. BOARD REPORTS**

**Simrun Chhabra, President,** reported that they have been attending FAC and on Monday they will be tabling. The WSA general assembly trip is on April 22<sup>nd</sup> in Olympia. Eider and I are attending GSAC and talking about how to represent grad students.

**Julia Rutledge VP for Activities,** reported that the Publicity Center is putting out a flier for the Boards out-of-office office hours. There is an SAF request in the works for the food pantry.

**Erick Yanzon, VP for Diversity,** reported that the national association for ethnic studies changed their name to the association for ethnic studies, the conference is tomorrow they are leaving tonight. The undocumented student working group is meeting to create a protocol for when ICE is on campus. The multi-cultural center will have a tentative groundbreaking ceremony on April 20<sup>th</sup>.

**No other reports given.**

### **XIII. OTHER BUSINESS**

*The meeting was adjourned by acclamation at 5:01 p.m.*