



Western Washington University Associated Students Sustainability, Equity and Justice Fund

Thursday, March 7th, 2019 1:00PM VU 462B

Members:

Present: Anne Lee (ASVP for Student Life), Scott Dorough (Campus Energy Manager), Nate Jo (ASVP for Business and Operations), Johnathan Riopelle, Tuner Campbell, Kate Rayner Fried, Emma Lewis, Grace Wang, Katie Winkelman (AS ESP Director), Aden Nevler

Advisor: Greg McBride

Motions:

SEJ-18-W-18 Approval of the minutes from February 28th. *Passed.*

Anne Lee called the meeting to order at 1:02pm.

I. Introductions

II. Additions/Changes to the Agenda

Lee added a Discussion Item to talk about a proposed hiring committee for the new SEJF position.

III. Approval of Minutes

MOTION SEJ-18-W-18 by Winkelman

Approval of the minutes from February 28th.

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

IV. Discussion Item

a. Committee Feedback Guidelines

The issue came up during the committee's discussion about the Student-Centered space in Huxley... How should feedback get communicated to the teams? Rayner Fried said that right now, their strategy is partially working. Since none of the OS employees were present at last meeting, there was a lack of communication. This doesn't usually happen, but there should be a mechanism in place for when it does.

Riopelle said that prior to this year, teams presented their conceptual document and there was an opportunity for feedback in the form of questions from the committee. The vote and discussion happened in the absence of the teams. Historically, SEJF team members have done a good job of communicating that feedback to teams, but last week, there was an unusual situation. He added

that the OS has a regimented email that they send back to teams, and maybe a paragraph could be added to include feedback, or attach the minutes.

Jo said that handing the project team a set of minutes isn't going to be particularly helpful, as that isn't what minutes are designed to do. Also, it shouldn't be the Board Assistant's job to write the minutes in a special way that will be useful for feedback.

The team decided that the Board Assistant will be CC'ed on the email to put the paragraph of feedback into the minutes.

b. Hiring Committee Logistics

SEJ discussed forming a committee to develop the position responsibilities for the new SEJF position. They will develop a rough draft of what the position responsibilities will be, as well as tweaking other similar positions to account for the new hire. The committee will start meeting most likely sometime in April. Campbell asked if this will be a pro-staff position, or if that is something that the committee will be deciding. Riopelle said that they are thinking of making it classified staff as either Program Coordinator or Program Assistant.

Anne Lee adjourned the meeting at 1:38pm.