



[Insert Charge from the AS WWU Student Senate By-Laws]

[Legacy Document]

(AS WWU STUDENT SENATOR FOR AT-LARGE SENATORS)

2018-2019

[Basic Office/Position Information]

Office Location #	Viking Union 504 E
AS Email	AS.atlarge.senators@wwu.edu
Office Phone Number	360-650-3281
Fax Number	
VU Admin Desk Information #	360-650-3450
AS Mail Stop	9106

[Predecessor Information]

Name: Nicole Ballard

Phone Number: (425)221-9208

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Name: Tatum Buss

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Name: Adah Barenburg

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Name: Courtney Yoshiyama

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[Check-List]

Things to do when first quarter of employment

4 or 3 Quarter Employees

- Read your job description thoroughly.**
- Pay your \$25 deposit at the Finance Office and get keys to the office from the VU Administration Desk.**
- Fill out your summer (or fall if 3 quarter employee) schedule including your office hours.**
- Enter all calendar information in Outlook.**
- Update phone voicemail**
- Look through your desk, find out where all your supplies are.**
- Familiarize yourself with the AS Website/Office Social Media.**
- Familiarize yourself with the notebooks on your shelves, especially your Legacy Notebook. There are some kept for historical information, but in general notebooks have been cleaned out if they are unnecessary. What is left should be very useful and informative.**
- Do the same with your files in your desk. Don't get rid of anything yet, after you know your job a lot better then you can get rid of things. Many people clean out**

their office at the end of their term, when they are sure what should be kept and what can be recycled. If you have a question, feel free to ask your advisor.

- Walk around the Viking Union** and try to get to know the different offices and conference rooms. **Introduce yourself to staff members** you don't know yet, and don't be afraid to ask for a short summary of their job, if you don't know what it is.
 - Go through Computer documents.** There is a wealth of information from the over 100 years of the organization. It's good to learn where it's located.
 - Understand Budgets and what they mean-** Schedule a meeting with AS Business Director to do Budget Training (even if you are not a budget authority to understand your office budgets).
 - Plan Tabling Events and get all material ready.** Beginning in August you will be attending many Summerstart Events, it's a great idea to work on articulating what services and activities the AS provides so that you can clearly and concisely share this with students during events.
 - Meet with the key staff/faculty members who work with your position.** Many legacy documents will include a list of relevant people.
 - Take some time to plan out what your schedule might look like** once the academic year begins. Look at the demands on your time and start to plan out how you will complete your duties.
 - Summit Publicity Requests in a timely manner**
 - Think of what you might delegate to other office mates.** Are there specific items on your to do list that could be delegated? How would you like to communicate with them?
- Make sure all supplies are purchased.**

[Important Organizational Forms & Documents]

[Department/Office Forms & Documents]

Please hyperlink important documents that are relevant/important to this office.

http://www.wvu.edu/facultysenate/B_ACC_Main/ACC_Main_Index.shtml

[Meet & Greet]

Staff, Faculty, Administrators, Community Members, etc that you should meet and how you work with them/why they are important.

Name	Position	Connection to [your position/Office]	Phone Number
Leti Romo	Assistant Director of Student Representation and Governance	Advisor to the Student Senate and will give you the best advice!! Literally ask her about anything.	leti.romo@wvu.edu
Eric Alexander	Associate Dean for Student Engagement and Viking Union Director	Served as an advisor to the AS Budget Committee and knows EVERYTHING about the Viking Union and a lot about the functions of the AS as well	
Cindy Monger	Fiscal Specialist	Worked with her on the AS Budget Committee and is very helpful when learning about monetary accounts	(360) 650-7736

Brent Carbajal	Provost and Vice President for Academic Affairs	Contact Melinda Assink his assistant, will take a while to schedule a meeting time that works.	360-650-3547 assinkm@wwu.edu
Donna Qualley	CUE Chair	Has served on the committee for years and is very open to meeting with you to discuss the history of the committee. Set up a meeting with her. She is very particular about grammar so have her proofread something if you need as an English professor.	360-650-3256 djq@wwu.edu
Lizzie Ram	Shared Gov Operations Manager Faculty Senate	The parliamentarian, she was present at most major meetings and can provide insight into the rules of what you can and cannot do during meetings. Also, if someone is breaking Roberts Rules of Order and you want to call them out. Fun fact! She trains dogs and if you're lucky you will see her playing with them near Old Main.	360-650-6808 ramhore@wwu.edu
Steven Erbe	Executive Chief Aramark	My favorite Steve of the two Steves. He is willing to set up meetings and dining hall tours basically anything you want that fits into your schedule. Super nice and easy to work with.	erbesteven@aramark.com
Stephen Wadsworth	Resident District Manager	Easy to work with but is not open to getting feedback from students in large groups. He can be very defensive and	T 360.650.4418 M 503.975.2784 F 360.650.7743 wadsworthstephen@aramark.com

		talk a lot during meetings but values students' opinions.	

[Main duties, responsibilities & activities]

Fall Quarter: All AS Senators were employed at the beginning of Winter Quarter and as such, have nothing to report for this section for the 2018-2019 school year. Unfortunately, campaigns were not opened until the end of November and as such, positions were not finalized until the end of Fall Quarter. Starting in the 2019-2020 school year, elections for AS Senators will be held in the month of October, so students can begin their representative roles in Fall Quarter.

Winter Quarter: As the inaugural senate, one of the main responsibilities and duties that we strived to focus on was informing the student body about who we are, and what the senate can do. At the start of your position, you will also be given a list of two to three committees that you have been appointed to. This year, these committees were assigned to us based on their specific roles and what aligned best with our class schedules.

- Adah and Courtney were appointed to sit on the **Committee for Undergraduate Education (CUE)**
 - Members of the CUE focus a lot of their conversations around GUR courses, and how to improve the criteria so that it better reflects the education of a liberal arts college. Two main projects that CUE focused on this school year were (1) approving GUR course requests and (2) how to improve the current eleven GUR competencies
 - To approve a GUR course (that has been requested), we usually look through the form submitted through Curriculog and check whether all the requirements have been met. Some of the requirements that prior

course request forms did not meet, which delayed their approval time, was because their course syllabus was not included, or they did not include a clear description of the course. Course changes where professors requested that an entire class's attributed GUR be changed, or its credit load be changed took more deliberation to determine whether the reasons were justified.

- One request made to us by ACC (Academic Coordinating Commission Committee) was to make the GUR competencies more comprehensive and easier to understand. As of now, many students and faculty do not know what the eleven GUR competencies are, or where to find it. This is problematic because the GUR competencies emphasize some of the goals that students should gain by taking a class. It is required for faculty members to include at least one of these competencies in their syllabus, but many either do not (possibly because they do not know about the rule), and there is no incentive for students to read them. To learn more about the GUR competencies, please visit <http://www.wvu.edu/gened/>. A significant portion of our discussions focused on how to improve the GUR competencies.
- Nicole and Tatum were appointed to sit on the **Academic Coordinating Commission Committee (ACC)**
- Tatum was also appointed to sit on the **AS Budget Committee**
 - Tatum joined this committee during the middle of Winter Quarter.
 - The main project that the AS Budget Committee was creating and preparing the budget for the upcoming fiscal year. During the preparation process, the AS Budget Committee would listen to multiple presentation from other AS Institutions to explain their budgets and request money needed for the upcoming year.
- All four of the senators were required to attend the weekly **AS Board of Directors meetings**. During these meetings, we all took notes about what the board of directors discussed and offered student input when we thought was important.
 - One of the exciting projects that the VP of Governmental Affairs and VP for Business and Operations took on this year was restructuring the AS Constitution to better reflect the goals of the AS in the next few years. A large part of the AS focused on redistributing the granted authorities, and how the powers of the board of directors should be divided with the senate. We frequently offered suggestions on how the granted authorities should we framed and gave advice that reflected how we would like to see the senate operate in the future.
 - Other activities brought up doing the board meetings were proposals to establish new hires for the Outback farm, discussions to change the elections

code during the VP for Business and Operations recall elections (per the election code, board members are not allowed to endorse any candidate; discussions were made about whether this rule should apply with social media as well), and a proposal to increase the public transportation fee to about 5%

Spring Quarter: This quarter tends to be really busy, but do your best to finish the tasks you have wanted to this year. This is when the Executive Board elections take place, so it is important for you to talk to your constituencies about turning out to vote.

- All four of the senators stayed on the committees they were appointed on
 - In CUE, Adah and Courtney continued discussions of the GUR competencies. One of the suggestions we gave to CUE was that we believed very few students would read the 11 GUR competencies if it was not presented in a simplified and comprehensive way and asked whether it was possible to have a graphic associated with it. The CUE took our advice and for a large portion of the meetings, we discussed how the graphic should look like including what the color scheme should be.
- One of the new committees that Courtney joined was the **Academic Technology Committee (ATC)**. This committee focuses on policies and procedures that will best serve the Information Technology Services Organization and evaluates how Western should invest in information technology facilities that will most effectively serve the needs of students and staff. One of the biggest responsibilities that I had was making sure I was recognized among the faculty staff. I was appointed to this committee at the beginning of Spring Quarter, and as such, did not have as much time to get to know the staff members, and the other way around. I was the only student who sat on the committee, and as such, I wanted to make sure that I was engaged in the conversations by asking questions and offering my feedback on issues I thought needed a student voice. Although I was not a voting member, one of my main responsibilities was to offer a student's opinion during the meetings so that it encourages faculty to always consider the needs of the students in addition to faculty and university administration.
 - To learn more about the ATC, please visit https://www.wvu.edu/facultysenate/D_ATC/Acad_Techn_Cte.shtml

[AS STANDARD YEARLY EVENTS]

Fall Quarter Events: We did not work this quarter or get an inauguration but in the future this would be great to have.

Winter Quarter Events: Staff training! While the training is not mandatory, having Senators attend the training demonstrates good examples for other elected representatives and shows how dedicated the Senators are to Student Senate and to the Associated Students as a whole. This year because Senators did not have offices it was important to go to staff training so that we could form connections with the many offices within the AS.

Spring Quarter Events: May 20th Red Square tabling event, Scholars Week Tabling 15th of May, May 29th Inaugurate AS Board, Spring Elections April 29th through May 3rd (go to at least one AS Candidate Forum).

[AS SPECIFIC OFFICE/POSITION EVENTS/TASKS]

[What worked well?]

Courtney:

Looking back on the experience, one of the things that worked out well was the student-to-staff interactions that we experienced in regards to the committees that we were a part of. Senators Adah Barenburg and I were a part of the **Committee for Undergraduate Education (CUE)**, and thoroughly enjoyed our experiences working with the faculty members. We appreciated how respectful they were of our opinions and always encouraged us to ask clarifying questions or give feedback during discussions.

Talking on behalf of my personal experience, I thought some of the projects we worked on with the dining services and a student-run club called *Shred the Contract* worked out well. One of the main projects we focused on this year was addressing the concerns regarding the dining hall systems.

Many students shared concerns with Adah and I about Aramark, and did not want Western to be affiliated with the company because (1) they are known to mistreat their employees, many of whom are hired from the prison systems (*this concern is in regards to the*

corporation as a whole, and is not specific to how employees are treated at Western), (2) students believe Aramark does not uphold Western's standards of sustainability and fair practice, and (3) many students have complaints about the options provided in the dining halls, criticizing the limited number of options provided for students of dietary restrictions as well as the lack of variety of food offered. Of the students we talked to, many students were in support of a self-operated dining hall system, but we have not seen a lot of work being done by housing and dining services to see whether this is a possibility. To address these issues, we meet with Aramark faculty and club members from *Shred the Contract*. I thought both meetings went well because the individuals were very open with meeting with us, and they offered perspectives to both sides of the issue. One of the projects I enjoyed the most was the dining tour offered by the Aramark executive chef at the school: **Steven Erbe**. Mr. Erbe was able to give Adah and I a tour of the Ridgeway Dining Hall kitchen, showing us how food is prepped, what their safety precautions are, and other logistical operations. I enjoyed the tour because it gave me a better idea of how our dining systems operate and what are some of the expectations that Aramark upholds. This experience helped me form a more holistic perspective on this issue which allowed me to become a more informed representative. I would highly recommend future senators to take this opportunity if you are interested in working on a similar project.

I enjoyed working on this project because it addressed the concerns of many at-large constituents. Unlike the other senators, we represent students who are not officially a part of a specific college, and these students tend to be underclassmen. Underclassmen are also the students that tend to use the dining halls the most and take up the largest percentages of on-campus housing. As such, I enjoyed working on this project because I felt like I was able to directly address the needs of the students I represent.

Nicole:

Sitting on so many committees can be pretty overwhelming with how much information comes at you. I highly recommend taking notes during meetings to help you keep organized for your board report. I also try to communicate with people inside the committees that I sit one (especially ACC) on a regular basis so they know who you are. I do this through my REP position mostly but I would recommend introducing yourself or trying to make small talk. These committees can seem scary because your sitting in a room with faculty and staff, but most of them are pretty awesome! I would also recommend keeping in contact with the entire Executive Board as they have so much good information and know the ins and outs of the administration pretty well. I stayed in contact with a good portion of the Executive Board, not just the Pro Senate Tempore (even though Levi was great this year!).

Adah:

Congratulations!

Running for an elected position is hard. With everything else on your plate: homework, friends, family, and other important relationships, work, clubs and activities, and everything else in your life you are committing a lot. The Senate has been the most rewarding job that I

have ever had. It is not an easy job; it is flexible and requires you to be self-motivated. You will have to work on your own projects while also balancing the concerns that come up from your constituents during the school year. Your Senate experience will be very different than mine as I am a part of the very first elected and paid student senate. Now what is important for you to read in this document? I would read until you have a grasp of the history and the background of the committees you sit on. The biggest challenge that I faced going to my first committee meetings was confidence. Everyone who sat on my committees where professors and administration that seemed to know the background of everything being discussed. But they really don't if you spend a few hours acquainting yourself with the minutes from previous meetings it will greatly help you going into meetings and I really recommend setting up a meeting with the chair to discuss the committee it will make them want to discuss your opinion more. Ask questions even if you think they are dumb, usually questions lead to interesting discussions and it lets faculty know that you are actively engaged. The second thing I would recommend is attendance. Go to every committee meeting you can. Faculty have stereotypes about students just like we do about them. One of them is that students often lose interest in committees and stop attending. Students cycle through committees while some faculty sit on them for years so getting them to take you seriously is the main battle we have to fight. Don't skip class to work. Often meetings are scheduled that are not convenient for class schedules, but school should always be your top priority. The biggest advice I can give you is to make sure to read the meeting minutes and documents before meetings and come prepared with notes.

Tatum

Welcome to the Student Senate! I know those of you elected will make great At-Large Senators.

I know coming in as a Senator is very exciting yet can be intimidating at times. Own your position! Being a Senator is amazing and the knowledge you will gain through this experience and job is immense and will benefit you as you continue throughout your college experience.

One thing that went well for me during my tenure as a Senator was serving on committees. I served on three committees of which I thoroughly enjoyed: AS Budget, Academic Coordinating Commission, and the AS Board of Directors. These committees allowed me to delve into the functions of not only the Associated Students, but Western as a whole. In order to have a good experience, I would highly recommend putting the AS Senator job as one of your top priorities. There is a lot to this job, but asking questions and being open to listening to other AS employees and faculty members (whether you like them or not) is crucial. They offer a lot of background knowledge and previous proceedings which you might not know about. It is also critical to stand up for yourself, the students you represent, and the whole student body. On the other hand, whether you agree with an issue or not, please take your opinion and privilege into consideration, because your job as a Senator is to serve **undeclared and undergraduate students, not just you.**

[Issues from the 2018-2019 Year]

Nicole:

I think my biggest stressor this year was being pushed around by faculty because students typically are not thought of as equals to faculty even though you are all voting members. Definitely stand your ground and fight for the students voices no matter what. Sheila Webb (ACC Chair) was pretty shady and instead of letting her threaten student voices, I decided to public records request the email she sent to the journalism department, which called out student journalists by name and said that they did not follow the journalism code of ethics, when really the article just put a spot light on the ACCs inability to act on racist action. These issues are important to students and their safety on campus, so never give up! You have just as much say as the faculty in the room do and they are literally paid by student's tuition so they should be listening to you. If you feel like you aren't being respected in your committees, you should talk to the tempore and maybe the chair of the committee. You should feel validated in your committees and sometimes faculty/staff/administration really need to be put in their place. I've been on a couple of committees where the faculty in the room talk inappropriately to students, which should be called out!!

Adah:

With the election of the Board of Directors for the next year and the recall of the VP for Business and Operations came a lot of controversy regarding the Elections code. It is important that elected officials remember that during meetings you are not representing only your opinion but also that of your constituency. The board passed revisions to the agenda during an election which they later acknowledged as inappropriate but should have been something that we, as At-Large Senators, at the meeting should have noticed and helped balance the power between both branches of government.

Courtney:

One of the more frustrating issues I encountered this year was working with the housing administration. Since many of the projects we focused on this year focused on housing and dining, Adah and I tried reaching out to faculty in the department to bring up student concerns and learn of their perspective on the issue. While I found dining was very easy to communicate with, and open to scheduling meetings, housing was not. Towards the end of winter quarter, I sent an email to Leonard Jones, the Director of University Residences, and Kurt Willis, the Associate Director, asking it if was possible for Adah and I set schedule an appointment with them. We were both interested in going over the housing and dining budget and what the options are if Western was to transition to a self-operating

dining system. Unfortunately, we received no response from them. A mistake I made was not following-up with the email and did not push to set up a meeting as actively as I should have, but it was disappointing to receive the service we did from the housing administration. Looking back on the year, I found it frustrating how slow the administration moves, and would recommend that if future senators would like to pursue future projects, that you plan weeks in advance when trying to schedule meetings. In addition, I recommend that you try to constantly communicate and follow-up with them so that it shows your assertiveness as well as how determined you are to work with them.

Although it was more of a challenge rather than an issue, I found it difficult to meet with the Provost and Vice President for Academic Affairs, Brent Carbajal. Although I thought Mr. Carbajal was a very cordial and friendly individual upon meeting him, his schedule is usually filled with meetings and makes it challenging to meet with him. As senators-at-large, one of the challenges we faced this year was not having a dean because we did not represent one of the specific colleges, such as the Fairhaven college and the College of Business and Economics. Technically, Mr. Carbajal was supposed to be our dean because he represents all academic affairs, and as such, it would have been great to meet with him more throughout the year. Unfortunately, his schedule is very busy and challenging to work with because we also had to keep in mind what would work best between all four of our schedules as they did not align perfectly. To schedule an appointment with him in March, we needed to reach out to his assistant, Melynda Huskey, in February.

Tatum:

An issue that I saw kept arising was issues of racism and 'facultyism'. A lot of faculty and administrators often believe that students do not know anything about the functions and workings of Western Washington University and as a result do not give students an equal voice. This is totally unacceptable, and students need to have a voice since Western Washington University IS A COLLEGE PERTAINING TO STUDENTS EARNING AN EDUCATION not pertaining to the adults who run the college.

[Ongoing Situations to be aware of]

Courtney:

One of the most concerning ongoing situations I find is important to be aware of is the discussion focused around the use of racial slurs in the classroom. During winter quarter, one of the faculty members in the Anthropology department was reported using the N-word in his classroom, making students feel very uncomfortable and frustrated, especially people of color. Our AS VP of Academic Affairs Levi Eckman as well as other faculty members pushed to have this issue be brought up during one of the faculty senate meetings.

The faculty senate is a governing body of Western that addresses matters that focus on academic programs and develop guidelines for faculty to follow. To learn more about faculty senate, please visit the website:

<https://www.wvu.edu/facultysenate/index.shtml>. However, the request did not appear

on the next agenda form and one professor was dismissed when trying to bring up the issue because the chair told her that it wasn't correct parliamentary procedure to discuss an issue during board reports. All four of us felt that faculty senate was not being flexible and were not open to student and even some faculty ideas. One faculty member, who was a woman of color, reported how she did not "feel safe" being in the room.

One of the justifications made for the use of racial slurs in the classroom was to promote academic freedom. Academic freedom is a tool that is supposed to allow professors the opportunity to teach students about topics, even if they may be uncomfortable or sensitive to some. However, both the student senate and AS Board of Directors believed that academic freedom should in no way justify the use of racial slurs in the classroom, and constantly tried to push for this discussion to be brought up to the faculty senate.

Finally, a resolution was made in the faculty senate that how racial slurs should not be used in the classroom. Kristen Larson decided to propose her own resolution to the Academic Coordinating Commission Committee (ACC). This motion stemmed from the conversation that was had at faculty senate. The motion was passed 5-4 where all three students, Kristen Larson, and one other faculty member made up the "yes" votes to pass the motion. The following meeting, Sheila Webb, without any notices, announced that the executive board of ACC had brought this to the Attorney General and that we would have to take the motion back because of legality issues but did not mention this to Kirsten Larson (the person who created the motion) or the faculty member who seconded the motion. All the students voted no to take the motion back but we lost by one vote. Levi Eckman brought forth a new motion with more legal standing to the second to last meeting we had, and when presented, Sheila said she wished she would have been able to see this earlier and questioned the legality of it. She then requested to postpone the voting until our very last meeting of the year. This is also where Sheila's threatening emails come into play. We are currently waiting to see how the ACC will vote at our next meeting at the end of May and how Faculty Senate will vote next week. We all advise to please be aware of these issues and take note of how the adults in this committee did not always act in the most professional way. Unfortunately, from these meetings, we all felt that these faculty did not always act in the best ways that fit the needs of the students. However, it was also inspiring to see how some faculty members, such as **Regina Barber DeGraaf**, fought so passionately about these issues. As a member of the faculty senate, she put her reputation and possibly even her job at risk (because she was not tenured) by sending an email expressing her firm opposition of the use of racial slurs in the classroom and criticized faculty senate for their lack of action towards this issue. Although she repeatedly faced dismissive actions from the faculty senate, she was always willing to fight hard to bring this issue to conversation. Personally, I found it very inspirational to work with a faculty member who was as passionate as we were to address this issue.

Another situation I think is important to be aware of is the issue surrounding Aramark and the idea of a self-operated dining system. While I believe there are pros and cons to each side of the argument, many students that we have talked to are in support of ending their contract with Aramark and creating their own dining hall system. However, we are still unsure if this is feasible for Western. After many discussions with members from

Shred the Contract and faculty from Aramark, it is clear that if Western wants to create a self-operating dining system, there is a lot of planning that will need to be done, from figuring out how much this will cost and whether it is affordable for students, to where we will be getting the food. Aramark's contract ends in 2021 and as such, all logistical planning for a self-operated dining system would need to be completed in the span of only two years if we started now. The housing and dining administration has assured us that a committee will be formed in 2020 in order to assess whether a transition to a self-operated dining system is possible, but we believe one year is not enough time to plan all of the logistical operations that comes with developing a self-operated dining system from scratch. **Upon further conversation, Senator Nicole was able to meet with Leonard Jones, the director of University Residences, and was told that he will try to have the dining committee started in Fall Quarter of 2019, hopefully around October. We would all recommend following-up with Director Jones at the start of Fall Quarter to remind him of the promise he made to Nicole and ensure that some form of accountability can be maintained.** If there are any issues that arise from this, we recommend bringing it up with the AS Senator Pro Tempore, Adah Barenburg.

Unfortunately, from conversations with *Shred the Contract*, it appears that they have not been able to get far in their planning due to limitations of their research, and a lack of assistance or support from the housing and dining administration. However, a protest was organized by the club in Winter Quarter, where members asked students to avoid eating in all the dining halls and retail shops on campus from about 11:00 a.m. to 2:00 p.m. to show their lack of support for Aramark. At the same time, a protest was held in front of Old Main where supporters marched into the President's Office and handed **Melynda Huskey** a document describing what the protest was in support for. While we haven't heard much about the outcomes of the protest, I thought it was a good first step to spread awareness of what the club is to students, and what are some circulating issues around dining that students should know about.

Adah Barenburg:

There have been several WWU alerts that are concerning to students

- Racial slurs spray painted on campus
- A stolen MAGA Hat
- Man with gun near campus
- Voyeurism
- Lies Feminists Tell poster burning down (speaker said distressing things about students article by Western Front

<https://www.westernfrontonline.com/2019/05/16/lies-feminists-tell-event-is-met-with-counter-event/>)

Tatum Buss:

I agree with Courtney and Adah, there are a lot of problems on campus surrounding social issues and administrative issues. The social issues such as racism, sexism, and vandalism. It seems like these issues are rising and it scares the student population and the faculty seem unaware of how it affects the students.

[Advice and How-to suggestions...]

Courtney:

In regards to the self-operated dining system and Aramark issue, depending on how future senators view this problem, I would highly recommend taking a **very proactive approach** to this problem. The housing and dining administration is generally very open to meeting with individuals and listening to their opinions but will also not act if they do not see a lot of support for an idea by students. Echoing the advice that I have heard from many other AS employees, I have learned that faculty is only willing to act on a problem, or express interest in it, if a large amount of students show support or opposition for something. This can be very frustrating to acknowledge, but it emphasizes how important communication is between your fellow AS At-Large senators and especially your constituents.

In addition, similar to what was highlighted in the previous section, I would always recommend **holding the faculty to their word** to help maintain some type of accountability. As students, sometimes it can be difficult to gain the same respect as a faculty member because you are perceived to be younger and less experienced. However, I've learned that even at times when I am nervous, it is very beneficial to express a confident and personable demeanor so that you can gain the favor of administration. It is important to make sure that you always try to follow-up with faculty members, and make sure to have some way of keeping them accountable so they have a stronger incentive to work with you.

I would also advise not to be afraid to reach out to individuals. One of the biggest time commitments that comes with this job are the meetings, which includes the mandatory ones we are required to attend as well as others you schedule on your own. This is because as a representative, it is important to reach out to your community and address student concerns. The only way to address student concerns is by scheduling meetings with individuals to determine the ways to resolve the issue. As such, I would advise not to be afraid when sending emails to faculty or other individuals. I have found that many faculty members as well as extracurricular club members were excited to meet with an AS senator because this is our inaugural year. All the meetings I scheduled were extremely helpful as it helped me meet some of the staff members within certain departments, share the concerns or complaints I've received from students, and help me gain background information around circulating issues.

Adah:

Be yourself, there are faculty that genuinely value getting to have more interaction with students. Some committee you sit on you are the only student in the room and most of what they talk about in committees is directly affecting students. You are a student first and a senator second. Get your course work done and mental health taken care of before your duties as a senator. Have Senate Pro Tempore for next year Adah Barenburg or email one of us about how to use Curriculog because it is a maze and is very difficult to navigate without prior experience.

Tatum:

My suggestion would be to talk to the University Police and discuss how these issues are handled internally to grasp a better understanding. Often times, it seems like the University Police do not do enough for this campus, yet I think if one were to hold a meeting with them would provide clarity to situations and how these events are dealt with.

[I Wish Someone Had Told Me...]

Tatum:

Time Management is very valuable, plan for travel time to and from committees along with carving out enough time for classes and homework. Additionally, plan for out-of-committee assignments! It's important to be prepared and informed for committee meetings, so you are able to add knowledgeable input and ask questions that have not already been asked (or have already been answered).

It was also difficult to find a common meeting time for all four of us and to be connected due to the various work, school, and committee schedules. Furthermore, in order to make sure everybody reads an e-mail, mark the e-mail you read as "unread" and only read e-mails pertaining to you or the group as a whole.

Nicole:

I think it is important to note that you do not have a boss, no matter what anyone says. I often felt micromanaged this year but that is not how it should be. The Vice Chair and the Pro Tempore should treat you as their equal, not as their child. If you ever feel like that, definitely speak up! I regret not saying something quicker. The whole Senate is equal and you should feel empowered to make change at this school! The At-Large Senators are typically on the younger end but you should feel like an equal to everyone else and you should know that you are just as powerful as they. That being said, make sure to be a team player and try to support other senators as much as possible! Go kick some butt!

Adah:

Set up regular meetings with all four senators. Even though it is very hard to work with everyone's schedules it felt like this year we were very disconnected because we could not find a regular meeting time that worked for everyone. Make goals for yourself and have a timeline to try to accomplish them. Senator Courtney and I both worked on multiple projects this year, but it was hard to see an end goal besides using the limited time we had to educate ourselves about issues. Focus your efforts on a few projects and see them through to a goal that you plan.

Courtney:

I think it is important to keep in mind that as senators-at-large, we do not necessarily have a dean like the other senators because we do not represent a specific college. While I enjoyed working with Mr. Carbajal, I did find that it was challenging to meet with him because I did not realize how busy his schedule was. I wished I knew this beforehand, so we could plan around that and try to meet with him at the start of the school year. I believe Mr. Carbajal offers very important insight and would have loved to meet with him more. If it is possible, I would recommend trying to get in contact with him and asking to set-up consistent bi-weekly or monthly appointments. This would ensure that you are able to meet with him, develop a closer work relationship, and receive helpful feedback on how to go about various issues and problems.

[Office marketing & outreach methods]

Nicole:

This year the Senate did not get office space but next year I would suggest 1. fighting to get that office space because y'all deserve it! And 2. holding office hours (maybe one hour a week) so that way people can come to you with concerns and it is more concrete on where you will be. Also, other senators did town halls which were not wildly successful, but I would suggest talking to the REP office or other offices that you are tied to and see if there is a way to do a joint type of thing. I always thought that would be fun but this year FLEW by.

Adah:

I attended a few hall council meetings (Edens-Higgenson and Fairhaven) to talk about student issues on campus and I would recommend reaching out to residence life in the future more to get feedback as we are primarily representing first and second year students. In addition, working with Anne Lee AS VP For Student Life was a great way to get in contact with administration about issues.

Tatum:

FIGHT FOR AN OFFICE SPACE! I know that if the Senators had offices, it would have been a lot easier to meet with constituents and adults if we had an office to meet in and had regular office hours.

[Social Media Information]

Nicole:

This year we did not get around to creating any social media platform but I think it would be awesome to create an Instagram account for the whole student senate to use since that would be the most accessible students. Then they don't have to follow individual accounts for specific colleges, but they could follow one for everyone and stay informed.

Adah:

I kept a personal Instagram as the Vice Chair of the Senate and would recommend making a profile in the future as well as that is how I interacted with some students in my constituency through. Working closer with the AS Communications Office could only improve the use of this platform to get more students involved with the Student Senate.

Tatum:

I did not create any social media either, but I agree with Nicole it would be great to create an Instagram or a Facebook page. This would ensure that students have a more accessible way to get in contact with their Senators if they are unable to come in for office hours or have quick questions.

[Great Ideas I Never Got To]

Tatum:

I pushed for once-a-quarter meetings that included the AS Board of Directors, the AS Student Senate, and the Student Trustee. I don't think this idea went anywhere, but a lot of people supported it within the AS. It would help build cohesiveness among the Associated Students and allow every governing body (and bodies) to be on the same page.

Nicole:

I fought so hard to start the process of revamping the current freshman welcome week but people are SO SLOW to getting back to me and ultimately, the attempt failed. I would suggest looking at the welcome week models at Chapman University, Cal Poly, and Fordham University. I really do believe that if we were to make our welcome week more innovative and give students the chance to actually be involved as soon as they get to campus, we can foster a better environment where people feel connected to the space and the people. I was thinking doing a concert on the Com Lawn or having some sporting events like volleyball or cornhole in Carver where people can earn points for their residence hall?? Or making a carnival themed day. Something that all students can be apart of and are kinda forced to make friendships! Anyways, if this is something you want to take one, you should talk to the VP for Student Life and see where to go!

Courtney:

One project that I really hoped to pursue but unfortunately did not get around to focused around the smoking poles around campus. I believe (but am not completely certain) that Western is trying to slowly progress to a non-smoking campus but cannot take drastic measures of removing the smoking poles or banning cigarettes because it would not be fair to the students that rely on it. During my campaign, I heard a lot of complaints about the smoking poles, specifically the one by the walkway from Old Main to Red Square because almost every student takes this route to get to classes every day. For students that have medical conditions, such as asthma, these smoking poles can present more than an annoyance because it affects their breathing. For other students, they have reported how it can be really frustrating to use the route because they do not like the smell of cigarettes and do not want to breath in the smoke every day, five days a week. I thought this was a concerning issue, and hoped to start a project to address this, but unfortunately was not able to while trying to balance other responsibilities. If future senators find this project interesting, and would like to work on a similar project, I would highly appreciate it! I think this type of project encompasses many student voices but also presents challenges as it can be a very controversial issue. When I talked to a few of the Board of Directors about it, the AS VP of Academic Affairs suggested that it would be helpful to offer more resources for addiction and drug usage as we pull back on the use of smoking around campus (if this does happen). I would highly encourage future senators to reach out to the health center to learn more about the resources Western provides and the ways of increasing them, possibly, if you believe Western should transition to a smoke-free campus. I found working with the AS VP of Student Life, Anne Lee, very helpful as they knew who would be best to contact and provided background information on current and previous projects related to this issue. Although the AS VP of Student Life position will be dissolving by the end of the year, the position will be replaced with the AS VP of Sustainability and AS VP of Student Services positions. Although the AS VP of Student Services will not share the same roles as the VP of Student Life position had, I would recommend reaching out to this board member as I am confident, they can help you with this project, and would be more than happy to help 😊.

[Anything I didn't cover ...]

