



# Western Washington University Associated Students Executive Board Meeting Minutes

October 5, 2023

5:30 p.m.

VU 567/You Tube Live

**Members: Present:** Keara Ryan (AS President), Gabe Wong (AS Senate President), Erin Godwin (AS VP Governmental Affairs), Morgan Whitt (AS VP for Diversity), Sophie Snyder (AS VP for Student Services), Liam Pratt (AS VP for Sustainability)

**Advisor:** Adam Lorio

**Secretary:** Rachel Kleffman

**Guests:** None

## MOTIONS

**ASB-23-F-1 Move the Vice President for Activities Appointment discussion to Action. *Passed***

**ASB-23-F-2 Move to table Parliamentary Procedure. *Passed***

**ASB-23-F-3 Move to fill Vice President for Activities by appointment. *Passed***

***Call to Order: Keara Ryan, chair, called the meeting to order at 5:31 p.m.***

**I. Consent Items** (*subject to immediate action*)

**II. Revisions to the Agenda**

**III. Public Forum** (*comments from students and the community*)

**IV. Officer Reports**

**a. Chair Report**

**5 minutes Ryan**

Keara Ryan opened the chair report with information about the Board of Trustees meeting. The Executive Board meeting time on October 12<sup>th</sup> was adjusted to 6PM in order to accommodate for a reception with the Board of Trustees. Ryan discussed finding ways for the Student Senate and Executive Board to work together in a collaborative way. She extended an invitation to the Board to attend a candidate forum taking place on October 10<sup>th</sup> for county sheriff. Ryan is participating in weekly classroom visits and encourages others to partake in residence hall or club visits that align with their position to give presentations on Student Government.

**V. Information Items- Guests\***

**VI. Action Items- Guests**

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

**VIII. Information Items- Board\***

**a. Introductions**

**5 minutes Ryan**

Introducing the 2023-2024 AS Executive Board - Keara Ryan (She/Her), AS President. Gabe Wong (She/They), AS Senate President. Erin Godwin (They/Them) Vice President for Governmental Affairs. Morgan Whitt (She/Her), Vice President for Diversity. Liam Pratt (He/Him), Vice President for Sustainability. Sophie Snyder (She/Her) Vice President for Student Services. Rachel Kleffman (She/Her),

**Student Government Assistant. Nely Vasquez (She/Her) Student Government Assistant. Adam Lorio (He/Him), Student Government Advisory, Special Project Manager for Student Services.**

**b. Ground Rules for Discussion 5 minutes Ryan**

**Ryan quoted Dr. Paul Chen's syllabus, which outlines important rules that Ryan admires and appreciates. The syllabus detailed that prior to disagreeing with one of the board members, or guests, that are here it's important that their view or position is understood. Ryan expressed the importance of the belief that others, including those you disagree with, are trying their best to do what is right, what is just, and what is good. During the meetings, it is important to maintain an atmosphere that is constructive. To close the ground rules, there was conversation surrounding how to address self and others. The Board decided on using first names in general discussion with others, and last names, including pronouns, when referring to self.**

**c. Sustainability Equity and Justice Fund Rules of Operation Charge & Charter 5 minutes Pratt**

**Pratt is remaining as co-chair, and Whitt is joining committee. The committee is opening another at large position to allow for students outside of the college of the environment to sit on the committee. A fully seated committee will be comprised of 10-11 members.**

**d. Legislative Affairs Council Charge & Charter 5 minutes Godwin**

**Godwin reviewed and summarized the Legislative Affairs Council's Charge & Charter. The Graduate Student Representative and ESP Representative were removed from voting membership. Godwin has started conversation with various groups and department heads about recruiting voting members, a formal invitation will be sent out on October 6<sup>th</sup>. Snyder raised a concern about achieving quorum with the amount of voting members listed. Ryan inquired about explicit approval from professional staff and advisors that oversee the student staff members listed, Godwin stated that explicit approval has not been acquired. Ryan wasn't comfortable approving the Charge & Charter without said approval. Ryan noted that 5-7 Students at-Large is a high number for voting membership, she stated that the most she typically sees is 3-4. Ryan stated that the Legislative Affairs Council Charge & Charter will be included in the next meeting agenda as an information item to further discuss.**

**e. Vice President for Activities Appointment Discussion 5 minutes Ryan**

**Ryan explained that the Vice President for Activities vacancy happened over intercession in between Spring and Fall Quarter. Ryan opened a conversation for the Executive Board to determine if appointment would be to the detriment of the student body. Godwin responded with the question of if it would be to the detriment of the students if the position were to remain vacant for a long period of time. Snyder added that there's benefits to appointment and election, but appointment may be faster in this scenario. Pratt pointed out that because the Board is comprised of elected representatives of the student body, the power and trust was placed in them to be able to make the decision regarding appointment.**

**Whitt asked if the previously elected Vice President for Activities ran unopposed, Ryan confirmed the race was unopposed. Ryan shared the lack of engagement in the election, stating that last year less than 5% of students voted. Lorio made an advisory note that the vacancy not being in the fall quarter is clear.**

***MOTION ASB-23-F-1***

***Motion by Wong***

***To move Vice President for Activities Appointment discussion to Action***

***Second: Pratt***

***Motion passed 6-0-0***

***MOTION ASB-23-F-2***

***Motion by Ryan***

***To table Parliamentary Procedure to October 12<sup>th</sup>***

***Second: Godwin***

***Motion passed 6-0-0***

**IX. Action Items- Board\***

**a. Vice President for Activities Appointment Decision**

***MOTION ASB-23-F-3***

***Motion by Godwin***

***To fill the Vice President for Activities by Appointment***

***Second: Wong***

***Motion passed 6-0-0***

**X. Other Business**

***Adjourn: The Meeting was adjourned at 6:49 p.m.***



# Outreach Task Force



# Agenda

Introduction

Goals

Teams

Projects



# What is the Outreach Task Force (OTF)?

OTF is a quick-paced, interorganizational unit specifically aimed to increase student engagement in student government and increase communication within the AS.



# Primary Goals

1

Increase student awareness of student government

2

Increase accessibility of government to students

3

Increase communication within the AS & create opportunities for inter-organizational collaboration

4

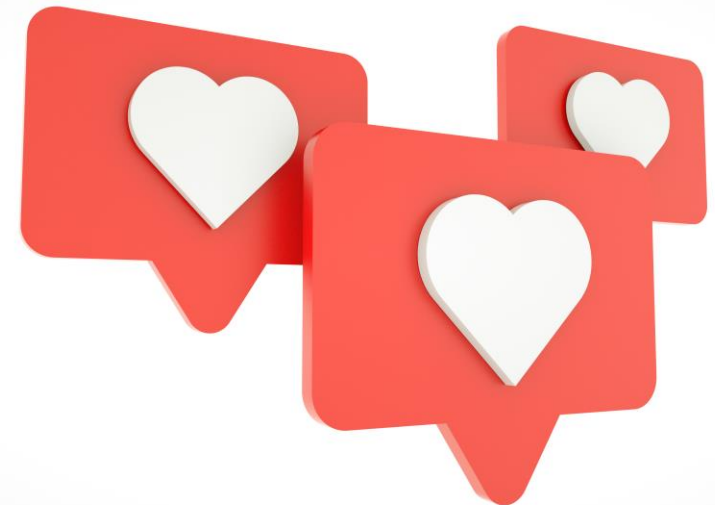
Manage Senate social media

5

Create Student government branding & tabling materials

# Social Media Team

- Manages all Senate social media
  - Instagram
- Writes TLDR Resolutions
- Partners with Comms
- Gathers info from other Senators and promotes their work







# Graphic Design Team

- Art!
- Creates posters, flyers, stickers
- Tabling materials
- Student government logo
- Publicity center requests



**AS**  
**WWU**

**STUDENT**  
**SENATE**

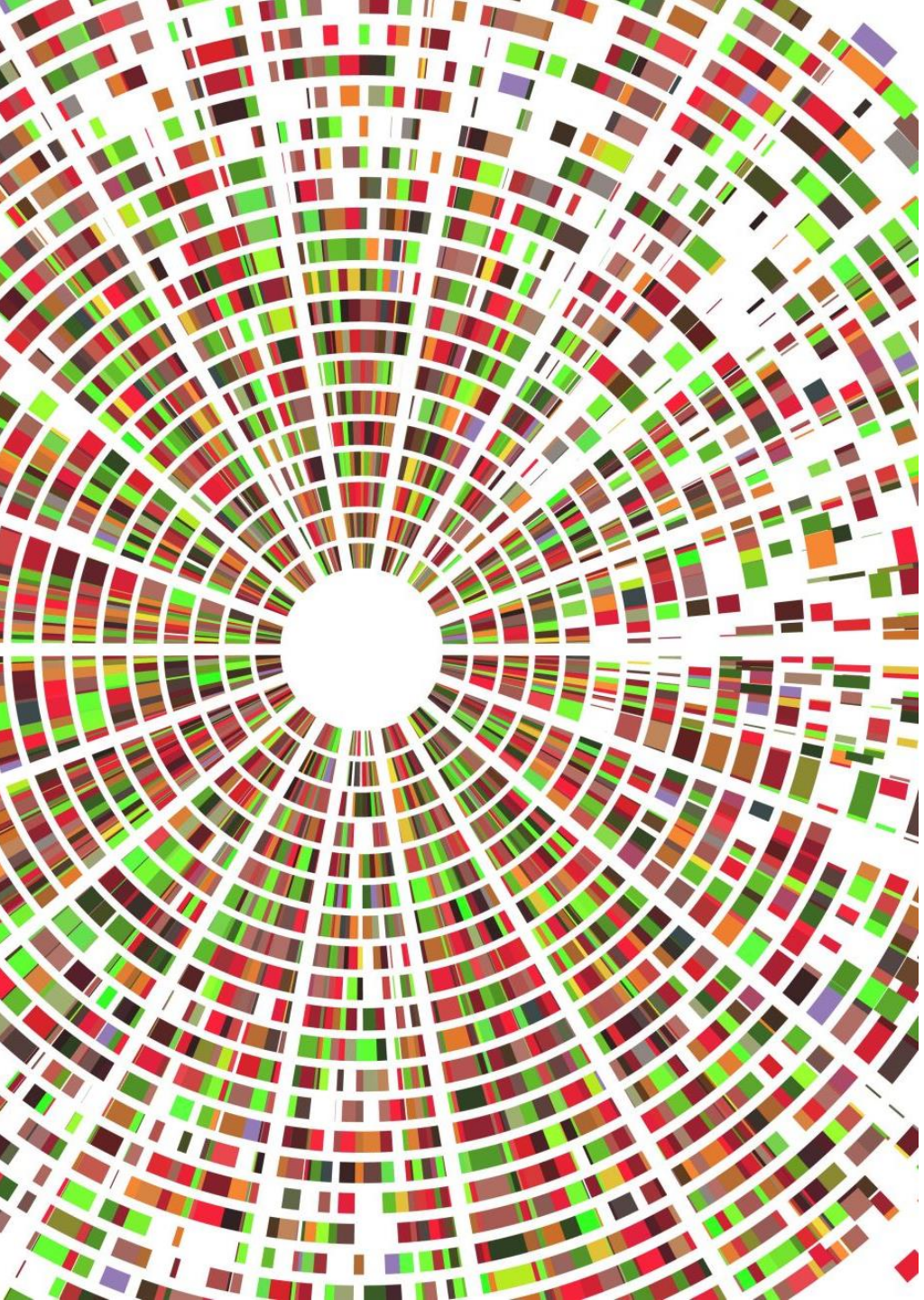
**BY STUDENTS, FOR STUDENTS**



# Event Connectors Team

- Connects Senators with events
- Visits events & clubs, connects to students & hears their concerns
- Promotes knowledge of student government
- Tabling





# Collaborative environment

OTF will include:

- Senate
- OCE
- Comms Office
- Ideally at-large students, Exec Board

All Teams will collaborate with one another

# Schedule & Attendance

- Weekly meetings
- Each team leader is required to go to each meeting; if unavailable, send a proxy
- First of the month is most important meeting to attend; everyone is required
- Each team will meet separately on their own terms

**We meet every Monday 12-1 in VU460**



# Executive Board Involvement

- Weekly meetings is A LOT for an Exec Board member
- ONLY first meeting of the month
- Bare minimum to approve joint student government designs
- Approve joint government designs, actions, etc.
- Team participation optional
- If can't make Mondays 12-1 once per month, agree to approve designs through email (even less work)

# Possible Projects

## Advisory/focus groups

- Create and manage student focus groups & collect all information given
- This gives us a direct line to student voices and how to reach out to them

## Visiting classes

- Connect with professors to speak at their classes for a short time
- Focus on GURs or core college classes
- Create a loose script for Senators to refer to when visiting classes

## Legacy wall

- Headshots of all Senators displayed in student government office
- General décor for the student government office



# Stakeholder Database

- Comprehensive list of all WWU stakeholders and resources
- Will be a resource for all student government officials to use

#	Stakeholder group	Existing relationship to AS?	WWU Colleges/Departmen	Stakeholder faculty/staff	Clubs	Events/misc
1	First-gen students	Club		<a href="https://sos.wvu.edu/first-generation-faculty-and-staff">https://sos.wvu.edu/first-generation-faculty-and-staff</a>	First gen club	
2	Disabled students	Clubs	DAC		ASL club Distracted Vikings	Wheelchair Basketball



Join OTF!

Join by emailing me!  
(Maximum 9 Senators)  
Temporary members welcome  
[ingallk2@wwu.edu](mailto:ingallk2@wwu.edu)



## Associated Students of Associated Students of Western Washington University

Committees ~~Taskforce~~ Charter  
Approved \_\_\_\_\_, 2023

Deleted: Council

### I. CHARGE

The purpose of the Committee Council is to appoint students to committees, and organize aspects of the committee process, enhancing the committee experience by:

- Connect with Chairs of different AS and University committees to review their process and give suggestions on possible improvements.
- ~~Create a process to~~ review and verify eligibility of at-large applications for ASWWU committees prior to a majority vote by the ASWWU Executive Board.
- Create schedule for ASWWU Student Government to review committee Charge & Charters on a 3-year rotating schedule by June 2024.
- Collect data on committee effectiveness and involvement. Retain information on at-large and employee membership of all AS committees.
- Examine ways for committees to be more accessible, attended, and effective.
- Bridge the gap between students and the Chairperson of committees and be the point of contact for anything around committees.
- Review and making improvements to the committee process.

Commented [KR1]: review committee applications and make recommendations to the Executive Board

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### II. MEMBERSHIP

Office Civic Engagement Director (Chair)  
Executive Board Member appointed by AS President (Vice Chair)  
OCE Civic Involvement Coordinator  
AS Board Program Coordinator (Advisor)

Deleted: Voting:

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Non-voting: ¶  
AS Student Government Assistant ¶

### III. CHAIR

The Chairperson shall be the Office of Civic Engagement Director. They shall convene the meetings, develop agendas, preside at all meetings, and create & manage the AS Committee Application form on Western Involvement Network. The Vice Chairperson shall be the Executive Board Member.

### IV. MEETINGS

Meetings shall be called by the Chair. The committee shall generally meet every other week with a minimum of twenty-four (24) hours' notice.

Deleted: Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership.

Deleted: seated, voting

Deleted: membership.

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In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast. ¶

▼

▼

**VIII. RULES OF OPERATIONS**

The council may adopt and amend the rules of operations governing its operation by a majority vote of the council.

**IX. AMENDMENTS**

This Charter may be amended by a majority vote of the AS Executive Board.

**X. REPORTAGE**

This committee shall report to the AS Executive Board.

**Deleted: <#>QUORUM¶**

A majority of the seated voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.¶

**Deleted: <#>SUBCOMMITTEES¶**

In order to provide for coordination and direction, the council may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the council with respect to procedure.¶

Western Washington University  
Associated Students of WWU

Charter  
(revised 2023)

The students of Western Washington University have the right and responsibility to participate in the shared governance of the university. For this purpose, the Associated Students of Western Washington University (ASWWU) has been established. The ASWWU is charged by the President and by the students it represents with promoting the general welfare of students by electing a student government (AS Government) which:

- Represents student interests and opinions to the university administration, Board of Trustees, and appropriate governmental agencies,
- Fosters participation and inclusion of the student body in university governance and operations as appropriate,
- Communicates with the ASWWU membership about institutional matters which affect them.

Article I: Voting Membership

The voting membership of ASWWU shall include all full-time, part-time, graduate, and undergraduate students who are registered for at least one academic credit at any WWU campus.

Article II: Recognition

Section 1. The official student government of Western Washington University (AS Government) shall consist of the ASWWU Executive Board and Student Senate, with the privileges and responsibilities assigned to it by this charter. The ASWWU's authority to participate in shared governance of the university is established by the President of Western Washington University, with the consent of the ASWWU membership, and acknowledged by the Board of Trustees.

Section 2. The AS Government may only be abolished by a vote of the voting membership of ASWWU. In such case, the powers established in this charter become null and void at the end of the quarter in which the vote is held.

Section 3. The ASWWU may only be abolished by a vote of the voting membership of ASWWU. In such case, the ASWWU will be dissolved at the end of the quarter in which the vote is held.

Section 3. All amendments to this charter must be approved by the ASWWU Executive Board and the University President.

### Article III: Duties

Section 1. The AS Government shall make every effort to represent the needs and concerns of students through its participation in shared governance.

Section 2. The AS Government shall hold annual elections open to all registered students for the purpose of selecting representatives and deciding referenda on matters of importance to the student body.

Section 3. The AS Government shall consult with and report to university bodies on matters of concern to students.

Section 4. The AS Government shall encourage student involvement in the development of university policies which impact students.

Section 5. The AS Government shall inform the university community of actions taken by the AS Government.

Section 6. The AS Government shall adopt bylaws and establish structures as necessary to govern its organization and carry out its responsibilities in a manner consistent with this charter and the regulations, policies, and procedures of the University. It shall review those bylaws and structures at least every 5 years.

### Article IV: Granted Authorities

The AS Government is granted the authority to fulfill its duties within the provisions set forth in this charter and within the constraints of University regulation, policy, and procedure. In addition, the AS Government shall have the following special authorities:

Section 1. With regard to student fees, the AS Government has the authority to:

- a. Ensure that monies allocated to the AS Government by the Services and Activities Fee Committee are used to support continuous, safe, and efficient operations of the ASWWU,
- b. Provide recommendations regarding any increases and/or renewals of mandatory and voluntary student fees,
- c. Review all information pertaining to the expenditure and usage of student fee dollars,
- d. Ensure a majority of student voting members on fee committees overseeing mandatory and voluntary student fees, with the exception of operating and building fees,
- e. Exercise the right to appoint a student chair, with the concurrence of the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars, with the exception of operating and building fees.

Section 2. To fulfill its administrative responsibilities, the AS Government has the authority to:

- a. Obtain and review information on the affairs of the University,

- b. Appoint student representatives to standing University committees, and to other bodies as requested,
- c. Allocate funds to support the employment of student and permanent staff as needed to fulfill the goals and maintain the operations of the AS Government, consistent with the regulations, policies, and procedures of the university,
- d. Manage its allocated funds in accordance with regulations, policies, and procedures of the university and with fiduciary responsibility on behalf of students,
- e. Participate in the management of the AS Bookstore's net operating revenues, where applicable.

[Signature block]

**UNIVERSITY RELATIONS & MARKETING**

- **POL-U6500.04 Using University Trademark**

This policy was reviewed by groups and individuals across campus and revised to reflect their input. A 30-day comment period is required prior to the final draft review by the University Policy and Rules Review Group. The policy will be posted from **October 19 - November 18, 2023** and the campus community is encouraged to review the document at <https://policy.wvu.edu/policies-under-review>. Please feel free to pass this announcement on to other colleagues. Written comments may be sent to [Policies@wvu.edu](mailto:Policies@wvu.edu) or to University Policy and Public Records, Mail Stop 9044.

If you have any questions regarding this announcement, please contact the Director, University Policy and Public Records at ext. 2728 or at [akinrio@wvu.edu](mailto:akinrio@wvu.edu). Thank you for your review of the policy, your time and input is appreciated.