



Western Washington University Associated Students AS Finance Council Meeting Minutes

January 18, 2024

4:00 p.m.

Teams Online

Members: Present: Trent Austin (AS Business Director, Chair); Keara Ryan (AS President, Vice Chair), Sarah Cheikho (AS Club Rep), Ava O’Neill (AS Club Rep), Gabe Wong (AS Student Senate President) **Absent:** Bella Bedard (AS Activities Rep), Kasey Lee (Central Services Rep)

Advisor: Cynthia Sandstrom (AS Business Manager)

Secretary: Sam Hughes (Business Services Program Support); Cindy Monger (VU Fiscal Specialist)

Guests:

MOTIONS

FC-24-W-03 Approve the minutes of January 11, 2024. **Passed**

FC-24-W-04 Add \$20,000 to the Club Activities Coordinator grant proposal which was passed by Finance Council in motion FC-22-S-27. **Passed**

Trent Austin, chair, called the meeting to order at 4:06 p.m.

I. Call to Order

II. Approval of the Minutes

MOTION FC-24-W-03 by Wong

Approve the minutes of January 11, 2024.

Second: Ryan

Vote: 4-0-0

Action: Passed

III. Revisions to the Agenda

IV. Public Forum (comments from students and the community)

V. Information Items *

VI. Action Items

A. Club Manager Grant Amendment

Doc. 1

Austin said this grant amendment is due to a mandatory wage increase for Donna Wilson’s (Club Activity Manager’s) position due to a reclassification of the position by HR. The increase is for \$20,000 for the remainder of the fiscal year (until June 30th, 2024) and covers wages, benefits, and any overtime work for the position. Last meeting, there was a miscommunication that this grant was amending the Temporary Club Coordinator grant proposal passed December 6, 2023, which is incorrect. This is an amendment for the Club Activities Coordinator grant proposal passed in 2022.

Ryan asked for more background about the proposal. Ryan said she was under the impression that Wilson was in a permanent staff position. Austin said that Wilson’s position is a pilot program. The grant was approved for Wilson’s position in 2022, and there are plans to make it a permanent position. Ryan said what she understood was that Jenn Cook was in charge of the Club Hub, but is now in charge of the WHOLE food

pantry and the Leadership Center, and if Wilson's position went away that Cook would go back to being in charge of the Club Hub as well. Ryan asked how Wilson's position operates within the AS. Sandstrom said that Cook was moved to a completely new position (Assistant Director for Leadership & Community Engagement) and now oversees the LACE program and leadership. Cook is no longer part of the Club Hub, but does mentor Wilson in her work. Sandstrom said it is called a pilot position because the goal is to get staff in there with the goal of operationalizing eventually. If operationalized, the position would open up for hiring to maintain equity. Monger said via chat "yes hoping to have this position open and hired before June 30, 2024". Sandstrom said for now, Wilson's project position was reclassified to a higher level, which explains the wage and benefit increase. Sandstrom said Wilson's position does a lot of work, and is essentially running the show in the Club Hub. Last quarter the council approved a temporary employee who also used to work in the Club Hub through the end of the academic year. Ryan said she didn't realize that Wilson's position was funded from a grant proposal, and that this brings a lot of clarity to the proposal amendment.

Monger said that the proposed motion could be to add an additional \$20,000 from AS grants to cover increases for the position, then list the motion number it's being added to. Monger said that there would likely be another Club Activities Coordinator grant proposal very soon for a two-year non-permanent position. The plan would be to hire for a Club Hub Manager, then do a two-year grant for the Club Coordinator to see if that level of staffing works for the Club Hub and look at adding it to the operating budget in two years. The grant that was passed December 6, 2023 is completely separate from this request. Sandstrom said they are looking to see if it's integral for the Club Hub to have two permanent staff positions. Wong expressed hesitation about doing a grant for Wilson's position over again for two years and feels that the position was already proven to be necessary.

MOTION FC-24-W-03 by Wong

Add \$20,000 to the Club Activities Coordinator grant proposal which was passed by Finance Council in motion FC-22-S-27.

Second: Ryan

Vote: 4-0-0

Action: Passed

VII. Other Business

VIII. Accessibility, Diversity, Equity, & Inclusion Updates

IX. Adjourn

The Meeting was adjourned at 4:20 p.m.