



# Western Washington University Associated Students AS Finance Council Draft Meeting Minutes

February 22, 2024

4:00 p.m.

Teams Online

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

**Advisor:** Cindy Monger (VU Fiscal Analyst)

**Secretary:** Sam Hughes (Business Services Program Support)

**Guests:** Dr. Frederick Collins (Director of Student Involvement); Jenn Cook (Assistant Director for Leadership & Community Engagement); Parker Eckardt (Outdoor Center Marketing Resource Coordinator); Jamie Hoover (KUGS General Manager)

## MOTIONS

**FC-24-W-07** Approve the minutes of February 15, 2024. **Passed**

**Trent Austin, chair, called the meeting to order at 4:03 p.m.**

### I. Call to Order

### II. Approval of the Minutes

*MOTION FC-24-W-07 by Lee*

Approve the minutes of February 15, 2024

Second: Cheikho

Vote: 4-0-1

Action: Passed

**III. Revisions to the Agenda-** FXXVU was tabled to the next meeting due to lack of time.

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

### V. Information Items \*

#### 1. KUGS 89.3 FM

- a. FXXKUG- KUGS Admin: Hoover said this budget pays for student employees at KUGS and the basic operational expenses of the station, which operates year-round. The only change in the operational expenses area is the reduction of \$1000 budgeted for the phone landline, the cost of which is now being covered by Central Services. The \$1000 was then reallocated to different areas of the budget. Other areas of increase include cost of food for student appreciation, due to rising food costs overall. Another area of increase is for Event Services to run the pop-up events that create more activity in the VU. A recent pop-up event was for promoting the KUGS 50<sup>th</sup> Anniversary concert in collaboration with AS Productions. Tomorrow, they will be doing another pop-up event where they will be tabling with the Black Student Coalition for Black History Month in the Multipurpose Room. They will also be creating music from 11am-2pm tomorrow in the VU as part of the event. The main area of increase for this budget is in wages due to the minimum wage increase. To combat this increase, they have reduced by one employee and reduced the budgeted summer working weeks from 10 weeks to 9 weeks. Hoover said

the training hours are already budgeted in, instead of being separated out. Hoover also added that they previously haven't used any of the budget for registration fees for conferences, as the last time there was a conference in Seattle affordable enough to take all of the 8-9 KUGS student employees was in 2018. This year, that same conference will be in Seattle again in October. The conference is run by the College Broadcasters Association and is for student broadcasters all across the country. Hoover said this is a great way for the students to network with their peers at various universities all across the country. Hoover said they also plan to request money from the Student Development Fund to enhance the budget they currently have for the trip. Ryan asked if the students won't be working during intercession since the budgeted work weeks are being reduced from 10 to 9. Hoover said this reduction is for the summer only, and that students usually take time off during the summer. This decision was made by looking at the history of the hours students typically work in the summer. Hoover said that the students have a total of 120 hours to work over the summer, and they can either stretch that out or do something different, like 15 hours one week and 8 hours another week, depending on what their capacity is.

Hoover said the ADEI/Retention/Belonging Goals for this budget are that KUGS has been actively trying to recruit a diverse base of volunteers and student employees because that is how the diverse sounds of the station are created. Hoover said KUGS has all kinds of programming, which reflects the diversity in the student choices in what they're airing, as well as with staff working hard to find music that's not as mainstream. KUGS also works to create community through volunteer appreciation. Ideas for the appreciation events are shared round-table so people get to know their peers. In terms of retention, 5 of the 8 KUGS employees will be returning, and for some this will be their third year returning. For volunteers, they also recruit first year and transfer students. KUGS offers students a place to find their community and stay for the entirety of their time at Western volunteering if they choose to. Hoover said this also works with their civic engagement goals, with thinking about what it means to volunteer and give back to the community. Sixteen years ago, a staff member came up with a statement to describe what KUGS is, and they said that KUGS is a place that creates lasting memories. Hoover wants to keep that legacy going. Austin said that 5 of 8 students returning is really good, and that many offices don't have that level of retention. Monger said that 48 hours are being allocated for student training, and that she will work with Hoover to correct that in the budget.

- b. FXXKPB- KUGS Publicity: This budget is for publicity and marketing for KUGS and is a total of \$800. Donations that happen in the foundational account can supplement expenses, but usually every year they are around the \$800 mark. This covers incentives to volunteers in the form of t-shirts. The shirts also act as advertisement for the program and word of mouth recruitment. Part of their promotional items for the students is creating an inclusive sticker and offering other stickers designed by the Publicity Center. Hoover said everything they do is about community building and building a sense of belonging and connection.
- c. FXXKPR- KUGS Program/News- Hoover said this budget covers some of the operational kinds of expenses for the station, including the salary of the morning show host who works 6:30-10:00am Monday-Friday. They air starting at 7:00am, and host a different variety of music each day. This allows them to get the standardized radio experience and lets them explore all of the music that's in the collection from the last 50 years at the

station. Hoover said most people stay in that position for a year to a year and a half. Hoover said the rest of the budgeted items are all for software subscriptions as well as any programming, including their Pacifica affiliations and the Associated Press. The Associated Press is one of their more expensive things, but it is the one tool that they use to train between 100 and 120 people a year. During this training, the news readers come in and they utilize the Associated Press guidelines to create their 3-5 minute newscasts that air each hour. This acts as their training experience alongside their DJ training. Hoover said the station airs 15 hours per week of issue oriented public affairs programming for 52 weeks of the year. Hoover said it is a mandate from the Federal Communications Commission that they do community-issued programming, so to meet that they do programming that is of interest to the student population and serves as a bridge out to the community. Issues that they air range from national Native news to program Civic Ciphers, which is for Black and Brown voices and allies of those communities, for LGBTQ+ civil rights, and citizen action groups. This is also part of the ADEI/Retention/Belonging goals. Hoover said every 3 months they have to report what they are airing to the federal government. Wong asked if there is a reason that the wage for the morning show host is in this budget instead of the administration budget. Hoover said it is because the position has to do with programming, and that it is a matter of programming operations vs administration.

## 2. Publicity, Communications and Marketing

- a. FXXPCR- Wavelength: Hoover was assigned advisory responsibilities for Wavelength this year, as Casey Hayden (Assistant Director, Activities and Media) was taking on some other obligations. Not much was changed with this budget, and the only increases are wages due to the minimum wage increase. Some line items were moved around to be more transparent and equitable with how dollars are being spent.

Allocated working hours were kept the same because they will have a large turnover at Wavelength with students graduating. There will be 2 employees returning out of the 5, and the new employees are expected to need those hours to learn their position. Ryan asked how many hours are listed on the job position descriptions for this position, since the allocated 11 and 18 hours seem to be an odd amount of hours. Ryan asked if the job descriptions also reflect the 11 and 18 hours. Hoover is currently working with the Personnel Office to find those job descriptions, and Hoover was not the one that put in the 11 hours and doesn't know what the original intention was. Hoover would probably put 10-12 hours per week on the job description, and note not to exceed 12. Hoover said there was a little bit of overspending at the beginning of the year as people were getting into their position, but that can also happen at the beginning of the school year because of the planning that goes into programming, but by the time winter comes they have their schedules down and know what they need to do. Ryan said she is apprehensive about putting 10-12 for this position since the budget says 11. Instead, Ryan thinks they should put not to exceed 11, because if they get into the habit of saying 12 hours and each student works 12 hours, they can get into a sticky budget area. Hoover said that since this is what the hours are listed as now, they would be kept that way for the year and if there was any changes for the next year, they would ask for an increase or decrease and then update the job description to reflect that. Monger said this section of the budget is difficult to explain, but it is not always the same as what is in the job description because of holidays and other reasons that people may not work. Monger said it is pretty normal to say 10-12 hours or 15-18 hours for a position, and that the budgeting tool is just a tool to help keep track of what people are working.

Ryan asked for more explanation about the budget being a tool, as she was under the impression that this was the actual budget rather than a tool. Ryan is apprehensive about approving a budget that says 11 hours are allocated, but that the job description could say 11-12 hours and they are telling students they can work more than they really can. Monger said that there has been a trend of students not utilizing the full amount of allocated hours. Monger said this is because things like midterms and holidays weren't taken into account. For example, even though some areas went over their allocated budget as the AS attempts to right size wage budgets, other areas did not use their full allotted amount. Between July and December, there was about \$70,000 remaining in unused wage dollars. Monger said the wage calculator is just a tool to help estimate what they think student will actually work. Hoover said that an hours tracker is being kept, and prefers to let students define what hours per week they want, which is subtracted from the total allocation of 11 hours per week for 11 weeks. Cindy said she does the same for her student employee, and that there are weeks where the workload is more or less, or times when there are holidays. Wong agrees with putting 10-12 hours on the budget description. Wong said she wouldn't want to put a strict cap on the hours per week, since it is not the number of hours per week that matters but rather the total pool of money allocated. Wong said another thing that can happen is if they tell people they can only work 11 hours, there is no situation where they will work more than that, but there are situations that they will end up working less. If we have weeks where they are sometimes working above and sometimes working below, they will probably meet somewhere in the middle around where was budgeted. Wong said it makes sense to have that flexibility. The ADEI/Belonging/Retention goals for this budget are that Wavelength is a hub for student storytelling, digital content creation, and entertainment, highlighting topics that center around all human aspects of student life on campus. Wavelength is committed to providing Western students with a space of vulnerability through an authentic lens of the collective college experience. Hoover utilized Wavelength's mission statement for these goals. Hoover said that this is the second year of reconfiguring and redeveloping what was the AS Review into Wavelength, and it is much more centered on student storytelling and digital creation. Recently, they just did a podcast with the Black Student Coalition, and they have also been doing some tabling out in the community telling stories.

### 3. AS Subsidies

- a. FXWHLE- Western Hub of Living Essentials (WHOLE) Program: Cook said that WHOLE has been in a transition year moving into different places and into the AS. This past year, Cook took over the management of WHOLE and was running it on her own until Dr. Fred Collins was able to hire two student coordinators. Last year, one coordinator was budgeted, but they hired 2 coordinators. It worked out well because of the work they do in many different areas on campus, including in clubs and the community. For this budget, all that is requested is for the two coordinator positions working 15 hours per week. This is an increase from last year due to increased wages and additional position. The ADEI/Retention/Belonging Goals for this budget are that WHOLE works with other campus pantries and consistently focuses on meeting the dietary needs of all identities so that any student can benefit from the pantries. They are selective in choosing grocery vendors and food recovery organizations who can support all dietary needs. They are also starting to purchase skin and hair products for all types. They partnered with the Black Student Coalition (BSC) to put those products into the BSC office for Black students to take advantage of. They also do some stress relief projects with coloring, and trying to have people of all identities in there for the holidays. Ryan asked if the \$19.20 pay rate for the

coordinator position makes them a level 3, one of the higher levels of pay grade. Ryan asked why they are being paid that rate instead of \$17 or \$18 an hour. Monger said that with the minimum wage increase coming there is a big jump in pay rate. There will be an increase this May, as well as in January 2025 and in May 2025, which is resulting in about \$1000 per student of increased wages. Wong also doesn't think that is the right number. Monger double checked to confirm that the rate is indeed \$19.20 for May-December 2024. This illustrates the large change in student wages.

- b. FXXFIF- Fall Info Fair- Cook said in the past, there was no allocated budget for the student coordinator of the Fall Info Fair because it was funded through self-generated funds. They would charge off-campus groups or businesses and nonprofit organizations to attend the fair, which fed into the operational costs. But because of increasing costs and wages, this year Cook is asking for funds for the student coordinator position. This position works starting spring quarter for 10 hours per week, and they work through summer for 15 hours per week. Once the summer session ends, specifically in September, they are doing up to 40 hours per week (allowed because classes haven't begun). Because of that, they do not attend fall staff development. The Fall Info fair is in the two days before classes start, and they wrap up a few days into that week and get materials ready for the next year's coordinator position. Cook said they also have an AmeriCorps volunteer that is staffed through mid-August who will work with the new coordinator. The coordinator will then take over the logistics of the fair August 15<sup>th</sup>. Wong asked to clarify that historically the funding for Fall Info Fair did not come from the AS. Cook said that is correct, it was coming from the revenue collected from off-campus participants. The ADEI/Retention/Belonging goals for this budget are ensuring that clubs whose mission is to support Students of Color are front and center and ensuing performances are from a diverse selection. Cook said they are also trying to work towards making the event more accessible. For example, sound can be an issue since the event can be loud with the performances and with people talking. Something they have been doing is asking the people interviewing for the coordinator position what they would do to make the event more accessible and inclusive, and have been getting a lot of great ideas that way. Cook is hoping by having two people work on this (the coordinator and AmeriCorps volunteer) they can do some really great work towards reducing barriers.

#### 4. Professional Advisement & Leadership Development

- a. FXLLCE- Leadership & Community Engagement: Cook said this area encompasses a lot of programs, but for this budget they are focusing on leadership programming and the Community Service Center. The Community Service Center is brand new this year and they are doing some really great things and hope to continue this work. Cook said Dr. Joanne DeMark had been leading the leadership area for 15+ years, and now Cook has taken this over. Now they are focusing on leadership as it pertains to community service, and what that means. This has been a work in progress, and Cook has been in communication with other schools and partners across campus to see how they do that. Cook has some ideas moving forward, one being doing some cohort work with small groups of students and presenting some workshops throughout the year about what it means to be in service to your community. This year, they have focused on rebuilding the National Society for Leadership and Success, which is a club on campus and a chapter of the national organization. So far, they have been successful in recruiting members for that program and are up to around 40 members. They have also taken on three student leaders, a President, Vice President, and Treasurer, and will be registered as a club in the very near

future. This club helps student build leadership skills, and will also be doing community service together, fundraising for nonprofits, and doing great leadership work on campus.

Cook said that she has shifted around this budget a bit based on spending this year. For example, last year they hoped to bring in some leadership speakers, but that is not a priority right now so that was removed from the budget. Instead, they are focusing more on marketing for community service projects and programs, basic office supplies, cost of event services support, and providing food for workshops. This amounts to about a \$400 increase. There is also one student coordinator budgeted for 15 hours per week that is paid out of this budget, which is also subject to minimum wage increases. There is also one graduate assistant that supports leadership programs this year. One significant cost is for WIN. Right now, Cook is in contact with the corporation that owns WIN to get a new quote because they are nearing the end of their 3 year contract, and they need to decide if they are renewing. The consensus seems to be that we want to continue with WIN, but reducing some of the add-on features like paths. This budget has historically helped to support half the costs of paths, which is for putting in reflections about what you have learned from things like ADEI workshops. The Club Activities Office has also used it for club training, and path shows you progress in your learning for that. It is also used for event check-ins to track attendance. Instead, Cook hopes to acquire the add-on give pulse, which is a website that allows community organizations to post their volunteer opportunities. Students can directly sign up through that and it gets added to their involvement record. It all attaches to WIN, but outside organizations can also post their opportunities. Cook said it is an easier and more robust way to attract volunteers over sending them to the websites of other organizations. Right now, the majority of the costs for WIN is out of the club activities budget, but it is used across campus. The ADEI/Retention/Belonging goals for this budget is that they have several partners across campus and continue to build those partnerships, including with the BSC, MSS/ESC area, and Okanagan Charter with the intention of understanding the desires of Students of Color when creating service opportunities and programs. They are especially interested in incorporating Indigenous mindsets/values into their work so that leadership and service are not just boxes people check, but rather to create more meaningful, intentional community support to break down barriers.

- b. FXXVU- Student Activities Administration: This item was tabled to the next meeting due to lack of time.

## 5. Outdoor Center Large Event Request

Doc. 1

Parker Eckardt (Outdoor Center Marketing Resource Coordinator) said they are requesting funds from the Large Event reserve for the Outdoor Center Wellness Extravaganza. This event is something they have done for a couple of years and first started during the COVID-19 pandemic, so they had a smaller attendance and budget at first. From there, they quickly expanded. Last year, they requested \$13,000 and hosted over 800 people at Lakewood. During this event they fully utilized the resources allocated. This year, they are reworking their vision of the event and are wanting to enhance some of the things they offered before, and also add new things students would be interested in. Historically, this event has been a blend of outdoor recreation and mindfulness focused activities. They partner with the Counseling Center every year, and so there's a big aspect about mindfulness activities, mental wellbeing, and interacting with the outdoors in those ways. With that, they have always hosted water sports activities and different lawn games. Something they are hoping for this year is to put more of an emphasis on the mindfulness

aspect. Due to the high attendance last year, it was very busy and had a more upbeat festival vibe, which was fun but stepped away from the mindfulness core they were going for. This time, they are planning for more arts and crafts activities and 1 performing artist as opposed to three, with the performing artist having more of an acoustic vibe. They also want to bring in a guest speaker with mindfulness experience to lead guided meditations in a way that is useful, productive, and exciting. Another expense is for increasing the amount of food vouchers available for students. Last year they offered 250, which were used in the first hour of the 8 hour event, this year they are requesting 450. Another thing they are excited for is the professional shuttle service. Last year they did not receive a shuttle service, so it ended up being student staff driving university vehicles, which was a big workload and added to the hectic environment. This will hopefully streamline the process. Another increase is in student wages due to minimum wage increases, as well as increases in the expectation for student working hours so people have more time to prepare for the event. They are hoping to generate revenue for this event through parking, which will also encourage people to use the shuttle service since there is limited parking at Lakewood. Another way they will generate revenue is through a variety of concessions being offered at a low cost, which generates revenue and also ensures everyone can stay nourished and hydrated. Another change will be offering to let people purchase shirts, bandanas, or socks to tie dye instead of giving them out for free. This will hopefully encourage people to bring their own items for dying and reduce the material output from the event. Historically, they have received \$1000 from the Broad Reach Endowment Fund, which is also continuing this year. Wong said last year the Counseling and Wellness Center provided \$1000 in grant funding and asked if they are they doing that this year. Parker said they have reached out to the Counseling and Wellness center, and that they are unsure. The timescale is undetermined for getting back to them about funding, so they decided to go forward with the request not expecting the funding. If they are able to receive the funding, they would show that information as soon as they have it. Monger said the Large Event fund has \$43,000 left in the account. Wong asked if we are expected to have another surplus this year or a deficit for the large event fund. Monger anticipates there may be funding left over in the Operating Budget due to some staff vacancies, so there may be funding to replenish this account next year. The reserves are healthy right now. Lee asked if the request for this event of \$19,500 subtracts the anticipated revenue. Parker said that is correct.

## **VI. Action Items**

## **VII. Other Business**

## **VIII. Accessibility, Diversity, Equity, & Inclusion Updates**

## **IX. Adjourn**

***The Meeting was adjourned at 5:12 p.m.***