Call to Order: *Gabe Wong, Senate President, called the meeting to order at 5:06 p.m.*

I. REVISIONS TO THE AGENDA

   a. Take draft Senate annual report of the agenda

II. CONSENT ITEMS (*subject to immediate action*)

   a. Minutes of May 1st, 8th, 2024

   b. Appointment of Miguel Acuna-Martinez to the Sustainability, Equity, and Justice Fund committee

   **MOTION:** To approve Consent Items

   **Motion Made By:** Emily Carsten  
   **Second:** Ellen Esteves  
   ** SEN-24-S-51**

   **Vote Count:**  
   Aye: 11  Nay: 0  Abstain: 0

   **Action Result:** Passed

III. PUBLIC FORUM (*comments from students and the community*)

IV. SENATE REPORTS

V. INFORMATION ITEMS - Guests*
VI. ACTION ITEMS – Guests*

VII. PERSONNEL ITEMS (subject to immediate action)

VIII. INFORMATION ITEMS – Senate*

a. Amendment to the Senate Bylaws

Johnson, Durbin, Bernal, and Wong shared the changes made to the Student Senate Bylaws document. Johnson asked the Senate to look over the document before next week’s meeting, as they will vote to pass it.

b. Draft College Annual reports

- Graduate

Esteves and Miller shared their document to the Senate and noted that since they came later in the year, their document doesn’t cover work done from Fall quarter.

- Science & Engineering

Hardgrove gave an overview of the work he did throughout the year, and Absalonson shared the work she and Hardgrove did together.

- Fairhaven

Carsten gave a brief overview of her report, as she came later in the year.

c. Student Tech Fee Initiatives

Wong shared the Student Tech Fee document. She explained where the money would be allocated and why.

IX. DISCUSSION ITEMS

X. ACTION ITEMS – Senate*

a. Conference Committee Charter

Wong presented the Conference Committee Charter document.

MOTION: To approve the Conference Committee Charter

Motion Made By: SEN-24-S-52
Second: SEN-24-S-52
Melissa Bernal  |  Miguel Acuna
---|---
**Vote Count:** | **Action Result:**
Aye: 11  Nay: 0  Abstain: 0 | Passed

XI. **OTHER BUSINESS**

Wong gave an update from the Assistant Attorney General regarding the ESE, who said that there isn’t a defined answer with the Senators joining it. She also said there is an encampment in Old Main and will be meeting with someone from there after the Senate meeting. Friedman told the Senate to come talk to her if they need someone to talk to.

**Adjournment:** *Gabe Wong, Senate President, adjourned the meeting at 5:59 p.m.*
ASWWU Student Senate Meeting Minutes
May 22nd, 2024, 5:00-6:00 PM, Teams Hown Hall

Members:

Present: Miguel Esteves (Fairhaven); Lily Duong (Woodring); Mariana Flores (At-Large); Yasmin Flores (CHSS); MJ Dizon (CFPA); Dacey Durbin (CBE); Ellen Esteves (Graduate); Zoe Absalonson (CSE); Gabe Wong (Chair); James Dinh, Lauren Johnson (At-Large); John Hardgrove (CSE); Devin Moreno (CBE); Milla Miller (Graduate); Emily Carsten (Fairhaven), Melissa Bernal, Lola Thompson (CENV); Miguel Acuna (CHSS);

Absent: Leona Friedman
Secretary: Nely Vasquez
Guests:

MOTIONS:
No motions.

Call to Order: Gabe Wong, Student Senate President, called the meeting to order at 5: p.m.

Due to the Western Academic Workers Union strike, there was no meeting.

I. REVISIONS TO THE AGENDA

II. CONSENT ITEMS (subject to immediate action)

III. PUBLIC FORUM (comments from students and the community)

IV. SENATE REPORTS

V. INFORMATION ITEMS – Guests*

VI. ACTION ITEMS – Guests*

VII. PERSONNEL ITEMS (subject to immediate action)

VIII. INFORMATION ITEMS – Senate*

IX. DISCUSSION ITEMS

X. ACTION ITEMS – Senate*

XI. OTHER BUSINESS

Adjournment: Gabe Wong, AS Senate President, adjourned the meeting at 6:0 p.m.
Associated Students of Western Washington University Student Senate

College of The Environment Senate Report

2023-2024

Introduction
Meli Bernal (she/her): bernalm4@wwu.edu
Lola Thompson (her): loladthompson@gmail.com

Summary
This document will provide you with an overview of the projects that the 2023/2024 CENV senators worked on. Some of these projects are completed, others are ongoing. Though future senators have no obligation to carry on these ongoing projects, they are encouraged to do what you can to maintain the momentum. At the end of the document, there is a list of useful contacts which the 2023/2024 used both for general Senator duties and for collaborative projects.

Year Summary

Fall
1. Beginning work with the Outback Farm
2. Started talks with AS Bookstore operators
3. Met with dean
4. Attended committee assignments

Winter
5. Began drafting the Food Security Referendum
6. Attended committee assignments
7. Earth Week Planning Meetings

Spring
8. Finalizing and processing the Food Security Referendum
9. Attended committee assignments
10. Earth Week Planning Meetings
**Completed Projects**

**CENV Event Budget Recommendations to the Dean**

1. Context and Timeline
   a. The Diversity and Community Affairs committee was charged with making recommendations to the dean on how CENV events should be budgeted, and if any needed to be removed/altered.

2. Goals
   a. Assess the costs of each event and their impact on the CENV community
   b. Send out an email to both faculty/staff and students

3. Results
   a. For full detail and a copy of the report and table, contact the chair of the Diversity and Community Affairs committee, Nic Covell covelln@wwu.edu. In sum, the committee found that faculty, staff, and students would appreciate smaller scaled events with more structure. Food was a big contender in getting engagement from students. Recommendations included sizing down events like the faculty/staff college retreat, Fall BBQ, and the Grad Welcome event, reframing a holiday celebration as a faculty/staff appreciation event, and keeping the ENVS graduation celebration. To conclude this project, the assessment will be presented by the chair to the all-college meeting in early June.

4. Credits
   - Nic Covell (chair/CENV Admin)
   - Shalini Singh (Admin)
   - Caitlyn Wilson (ENVS student)
   - Alia Khan (Faculty)
   - Nabil Kamel (Faculty)
   - Meli Bernal (ENVS student)
   - John McLaughlin (Faculty)
Ongoing Projects

Securing Funding for the Outback Farm

1. Status:
   Throughout this academic year, the Outback Farm has been coasting on ASWWU reserve funds, but this revenue stream is not guaranteed and does not allow the Outback Farm to engage in the long-term planning which is critical to its success. John Tuxill (Outback Farm Lead) and student employee Kate Conway have been working with the CENV senators as a contact point between the farm and ASWWU.

   Most recent status as of March 2024: University President Sabah has affirmed that the Outback will remain open, but has not provided a material strategy to follow through with this process nor has he made a public statement. In response, Kate Conway created a flyer and email template (see Appendix A -> Outback Email Campaign Poster) encouraging Sabah to follow through and making sure that Sabah knows students are watching.

2. Context:
   The Outback Farm operates on south campus as center for agricultural research for various colleges and external programs. The farm is run by a handful of skilled educational and operational student employees, as well as John Tuxill with Fairhaven.

   For the last 16 years until 2023, ~$20,000 of The Outback’s budget was supplied by ASWWU, covering Outback Student Coordinator positions. Debates arose in winter and spring of 2023 about whether ASWWU should be the ones responsible for funding the Outback Farm. Before these debates were resolved and an alternative revenue stream could be established for the Outback Farm, the ASWWU decided to cut the outback from their 2023/2024 budget. This decision was made without consulting outback employees – no stakeholders were present / invited to the ASWWU budget filing nor passage to speak on the Outback’s behalf. For more information, see Appendix A: Outback Farm Supporting Documents -> Statement by John Tuxill.

3. Goals:
   The goal of this project is to ensure that the Outback Farm has a stable, long-term funding source which provides sufficient funds to thrive. This looks like a continuation of all current job positions as well as funding for new and ongoing projects. A secondary goal is to ensure that a situation like this never happens again – construct a mechanism within ASWWU to ensure that no decisions with dramatic impacts on an individual/group are made without that individual/group present.

4. Credits
   - John Tuxill (Farm Lead)
   - Kate Conway (Outback Outreach Coordinator)
   - Lola Thompson (ASWWU CENV Senator)
   - Meli Bernal (ASWWU CENV Senator)
5. Important Collaborators
   a. You will likely want to contact John Tuxill for updates and areas where you can help.

6. How to continue the project
   a. To continue this project, you will need to maintain contact with Outback Farm workers to see where they are at in the funding process. Along with this, you need to do what you can to ensure that people do not forget about the precarious situation that the outback is in – visibility is key.
   b. Perhaps the biggest loose end is ensuring that this does not happen again. It could be beneficial for you to, with guidance from your professional advisor, draft a resolution and directly engage relevant ASWWU councils to create robust safeguards to ensure that stakeholders are identified, invited, and represented at critical meeting. If such safeguards had been in place in 2023, the Outback Farm would have had an opportunity to sound alarm bells to the students who cut their funding.

**Food Security Funding Project**

1. Status:

   In the 2024 ASWWU Election, the student body elected to advance the Food Security Referendum created by Lola Thompson (CENV Senator). This referendum allows ASWWU to collect a $4.50 fee per student per quarter, or about $150,000 annually. ~$50,000 of this fund is earmarked to pay for a position through the AS’s WHOLE basic needs pantry to investigate and implement long-term food security solutions. The remainder of the fund is dedicated to purchasing food stock / toiletries to be distributed throughout all on-campus food pantries.

   Before the next steps can be mode to implement this fee, the University’s Board of Trustees needs to approve the fee. Your professional advisor will likely be presenting this proposal to the Board of Trustees in the fall of 2024.

2. Context:

   Currently, there are ~7 on-campus food pantries operating at varied capacities. Only one pantry, the WHOLE pantry, is funded and managed by the AS – all other pantries are operated by the departments in which they are housed. Though these independent pantries receive little to know university nor AS support, their independence allows them to build deeper ties with their users and curate a supportive space based on department/college level student needs. In interviewing the operators of these department pantries, it appears that it is critical to maintain
their independence while providing support on their own terms (see Appendix B: Food Security Referendum -> Pantry Operator Survey Results).

3. Goals

The core goal here is to alleviate food insecurity on campus. Keep in mind that pantries are not an ideal solution – they are inherently inconsistent, and they deny agency to their users. Western needs to enact robust changes to address the root causes of food insecurity. That being said, this fund will make material conditions better and will buy us more time / support in identifying more systemic solutions.

Another goal is to support the operators of departmental pantries. These individuals are overworked and make ends meet on a shoestring budget just to help students out. A goal of this project is to take actions / steps with their success in mind.

Finally, a goal of this project is to increase awareness of food insecurity on campus and encourage students to demand more from the University and from elected officials. The passage of this referendum got the word out a bit, but a hope is that seeing it as a recurring fee will encourage students to press the University to take on the responsibility for funding food security.

4. Credits

- Lola Thompson (ASWWU CENV Senator)
- Devin Moreno (ASWWU CBE Senator)
- Dacy Durbin (ASWWU CBE Senator)
- Leona Freeman (Professional Advisor)
- Adam Lorio (Professional Advisor)
- Jen Cook (WHOLE Pantry Operator)
- Renee Gayden (Parks Hall Pantry Operator)
- Grey Webber (CEED Pantry Operator)
- Abby Schell (Food Insecurity Network President).

5. Important Collaborators

a. You will want to get into contact with the Food Insecurity Network, a campus club dedicated to projects like this. They are a wealth of knowledge and support.

b. Equally important are the pantry operators. Though Jen Cook leads the WHOLE pantry where the paid position will be created, you need to give equal weight and attention to the voices of the other, largely underrepresented pantries across campus.

6. How to continue the project

a. Work with your peer advisor to discuss the results from the Board of Trustees meeting and discuss next steps. This may include the creation of supporting
materials like 5-year budget projections or an analysis of what the paid position might look like.

b. Meet with as many pantry operators as possible to check in with them, see how familiar they are with the Food Security Fee, give them a status update and fold in any advice they have.

c. Work with Jen Cook to discuss the best way to implement the paid position, but remember that the job description should benefit all pantries, not just the WHOLE. Also, this job description must prioritize long-term solution scouting.

**Carving out space for a Grocery Store on campus.**

1. Status:
   
   Currently, the AS Bookstore has a small space dedicated to providing foodstuffs and wants to expand it to provide a diverse array of affordable food on campus. Their major limitation is vendor issues. Per the Chartwells contract, the AS Bookstore can use most all vendors Chartwells has access to, but only once Chartwells lets the AS Bookstore access their vendor system. As of early 2024, this access is pending and the AS Bookstore has been forced to use an interim vendor which does not have much in the way of food. The AS Bookstore employees are passionate about food security, and want to do what they can to help.

2. Context
   
   WWU's campus is a food desert and students are food insecure – there is no affordable food within easy walking distance, and the closest affordable grocery store is an hour and a half bus ride away. The obvious solution is to install an affordable grocery store on campus, a space to challenge Chartwell's current monopoly on food sales.

   Per the [Chartwells / WWU Contract](https://wwu2-my.sharepoint.com/:b:/g/personal/thomp295_wwu_edu/EVn5nVkh2BNgobmEqRTvglBrq2kCQ3fWTxnCLirYpVRGQ?e=In9u81), the only non-Chartwells spaces that can sell food are Vendors Row, bake sales, and the AS Bookstore. Attempts were made to assist the AS Bookstore in providing affordable food by finding a way to subsidize food. The bookstore workers are very eager and on-board with all of these attempts, but the primary accountant raised serious legal and practical concerns with any form of subsidy system. Ultimately, this project ended up pivoting into the Food Security Referendum.

   Chartwells Contract:
   [https://wwu2-my.sharepoint.com/:b:/g/personal/thomp295_wwu_edu/EVn5nVk_h2BNgobmEqRTvglBrq2kCQ3fWTxnCLirYpVRGQ?e=In9u81](https://wwu2-my.sharepoint.com/:b:/g/personal/thomp295_wwu_edu/EVn5nVk_h2BNgobmEqRTvglBrq2kCQ3fWTxnCLirYpVRGQ?e=In9u81)
   Chartwells Initial Proposal / “promises:”
   [https://wwu2-my.sharepoint.com/:b:/g/personal/thomp295_wwu_edu/EdZH5FMCWQ9DvB4A8X10h6cBFWGizMI5jzbXyWiE-Sv7PQ?e=iR9Esg](https://wwu2-my.sharepoint.com/:b:/g/personal/thomp295_wwu_edu/EdZH5FMCWQ9DvB4A8X10h6cBFWGizMI5jzbXyWiE-Sv7PQ?e=iR9Esg)

3. Goals
a. Expand the AS Bookstore food selection to challenge Chartwells prices and food diversity.

b. Explore the idea of establishing a dedicated, marketed “Grocery” section within the bookstore – opening ceremony, new signage, the whole works.

4. Credits
   • Jenny McDowell (Bookstore Manager Assistant)
   • Ueli Stadler (Bookstore General Manager)
   • Dee Dee Chapman (Bookstore Accountant)
   • Lola Thompson (ASWWU CENV Senator)
   • Devin Moreno (ASWWU CBE Senator)
   • Reed Riker (Student)
   • Leona Freeman (Professional Advisor)
   • Abby Schell (Food Insecurity Network President).

5. Important Collaborators

   For any work in this area, you should work closely with the aforementioned Book Store workers, as well as with the food insecurity network.

6. How to continue the project

   You will want to check in with the AS Bookstore workers to see if they have access to the new vendor system. If they do, it could be valuable to meet collaboratively with the AS Bookstore workers and people from the Food Insecurity Network together to discuss the potential for expansion. This could look like using Senate resources / connections to help launch a pivot towards groceries within a section of the bookstore.
Committee Assignments

<table>
<thead>
<tr>
<th>Meli Bernal</th>
<th>AS Committees</th>
<th>Faculty Senate + College Committees</th>
<th>University Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Diversity and Community Affairs</td>
<td>Earth Week Planning through SEI</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Academic Dishonesty Board (meetings were not scheduled)</td>
</tr>
</tbody>
</table>

| Lola Thompson    | N/A           | CENV Policy Committee, ES Department Meetings | Earth Week planning through SEI |

Points of Contact

Who were you in contact with this year?

1. Teena Gabrielson, CENV Dean, gabriet2@wwu.edu
2. Jennifer Nerad, CENV Admin & Comms, neradi@wwu.edu
3. Shalini Singh, CENV Admin & Diversity Recruitment, singhe@wwu.edu
4. John Tuxill, Outback Farm lead, tuxillj@wwu.edu
5. Rebekah Paci-Green, ENVS Department Chair, green21@wwu.edu
6. Nic Covell, Office Manager, covelln@wwu.edu
7. Lindsey MacDonald, Associate Director of the Sustainability Engagement Institute (SEI), macdonl6@wwu.edu
8. Food Pantry Operators:
   a. WHOLE – Jen Cook cookj22@wwu.edu
   b. Sociology - Melissa Osborne osbornm7@wwu.edu
   c. Parks Hall CBE - Renee Gayden troutnr@wwu.edu
   d. Linguistics - Jordan Sandoval Jordan.Sandoval@wwu.edu
   e. Journalism - Betsy O'Donovan odonove@wwu.edu
   f. CEEP Pantry - Grey Webster websteg4@wwu.edu
9. AS WWU Bookstore Operators:
   a. Bookstore Manager Assistant – Jenny McDowell mcdowej3@wwu.edu
   b. Bookstore General Manager - Ueli Stadler stadleu@wwu.edu
   c. Bookstore Accountant – Dee Dee Chapman chapmad6@wwu.edu
10. Abby Schell, 2023/2024 Food Insecurity Network President wwufin@gmail.com
Conclusion

The work that Senators do is highly dependent on the interests of the Senators and the events which emerge throughout the school year. A common theme for the 2023/2024 CENV Senate work was food security, a subject which emerged from an interest starting outside of the Senate. Often times, one project leads to another, and flexibility is critical. Reaching out to folks around the college and committees is a good way of understanding what the current concerns and projects are. Many connections built with the college's admin were contingent on us reaching out. We learned that maintaining contact is just as important as the initial connection.

Commentary // Why do you believe this work is important.

Lola Thompson:

This work is as important as you make it. Even if you are putting your all into making a difference, it is really easy to fall into an endless cycle of committee meetings and taskforce collaborations to the point that you don't have time for the things that really matter. It took me a few months to figure out where I could make a difference in this work, and a few months more to figure out how to do it. I suggest keeping your load as light as you can at the start while getting feelers out for projects you might become engrossed in. For me, that was food security. If you are looking for areas / projects to try and make a difference in your position, I suggest:

1. Create an ethical spending policy for ASWWU funds, potentially along the lines of the Boycott, Divest, Sanction movement.
2. Draft a check/balance system to ensure nothing like the Outback Farm gets dropped again without consulting key stakeholders.
3. Help the Food Insecurity Network advocate for a South Campus Hub. Email them about it, and they'll have stuff to say.

Melí Bernal:

I believe this work is important because student representation is lacking at the college and university levels. Even if the participation is active listening, student presence calls for more intentional thought from non-students on how their actions impact students. Our positions are unique in that we have access to spaces and people that most students do not encounter or are made aware of during their higher education career. This places the responsibility on us to ensure student voices are heard. Our positions, while flexible, foster a space where student-led initiatives are sustainably encouraged. There is great potential in this. Moving forward, I hope there is more community building in the college that is cross-departmental and inclusive.
Appendix A: Outback Farm Supporting Documents

15 November 2023

Statement by John Tuxill, Outback Farm Faculty Advisor

For 16 years, the Associated Students has funded paid Student Coordinator positions (initially one, later expanded to three) and two Summer Interns at the Outback Campus Farm. This funding currently totals approximately $20,000 annually and has been critical support to sustain what has been student-run space since its inception. AS Administrators have communicated that as of January 2024, the Outback Student Coordinator positions will no longer be funded from Student Activity Fees. Funding for a limited time period beyond that date from AS reserve/emergency funds has been proposed, but no formal, direct commitment to that effect has been made by AS administrators to the Outback students, staff, or to Fairhaven College.

Without student coordinators, the Outback Farm cannot function and will be forced to close its gates. If that happens, here is a partial list of what will be lost:

- The WWU campus will lose a unique outdoor instructional space that for over 50 years has supported student-centered experiential learning in increasingly diverse and relevant ways.
- Classes at Fairhaven College, College of the Environment, Woodring, Honors, WGSS, and other academic programs will lose readily accessible field learning components.
- Students with interests in agroecology, sustainable agriculture, food sovereignty, and food justice will lose special events programming, workshops and skills-building opportunities directly tailored to their academic and professional goals.
- The community garden that provides space for WWU students, staff, alumni, and community members to garden at the Outback Farm will cease to function.
- The Outback chicken flock and beehives will leave campus.
- The seasonal flow of fresh produce from the Outback Farm to campus food pantries will end.
- Outback student coordinators will no longer provide logistical support for the Fairhaven food pantry.
- The Outback Farm will have to pull out of a 2-year regional research program on climate-resilient dryland farming methods designed to provide applied field research opportunities for students.
- WWU likely would be de-certified as a pollinator-friendly campus—official status that was achieve in 2022 via the hard work of Outback students. (WWU would likely be the first university nationwide to be de-listed).
THE OUTBACK NEEDS YOUR HELP

1. SCAN THE QR CODE BELOW
2. CHOOSE AN EMAIL TEMPLATE
3. SEND YOUR EMAIL AND VOICE YOUR SUPPORT FOR THE OUTBACK (PLUS BE ENTERED TO WIN OUTBACK SWAG!)
Appendix B: Food Security Referendum

Referendum to Address Food Insecurity at WWU

Officially Forwarded by AS Senate, Sponsored by the AS Exec Board, Drafted by Lola Thompson

STATEMENT OF SUPPORT

By supporting this referendum, you are affirming a commitment to fight food insecurity at Western. Students and staff have made it clear that additional resources are necessary to both sustain and expand beyond the on-campus food pantries. For $4.50, students could help build a stronger, more resilient community at Western.

This referendum would permit the AS to collect a $4.50 fee during fall, winter, and spring quarters from full-time students who attend courses on WWU’s Bellingham campus. This fund shall be used by the AS Western Hub of Living Essentials (WHOLE) pantry to hire a full-time staff member for a two-year term to help orchestrate food distribution and work towards systemic, long-term solutions which reduce reliance on pantries. The remaining funds will be used to purchase food stock to be distributed to all pantries on campus as appropriate. This referendum shall be re-evaluated by ASWWU constituents every second election, with the first re-evaluation occurring the academic year following the staff member’s hiring.

We students are uniquely vulnerable to food insecurity, but we also have the unique capacity to enact positive change. It is not our responsibility to pick up the slack left by our State Representatives and University Administration, but we still have the opportunity to make a tangible impact in our community. This referendum will not end food insecurity, but it will make conditions better for students in the short term and we address food security through structural solutions long-term.
Referendum Proposal to Address Food Insecurity at WWU

Proposed to AS Senate & Exec Board by Lola Thompson

UNDERSTANDING FOOD INSECURITY

For students at Western Washington University, food insecurity is a regular issue. The office of Student Life has identified that 45% of students experience food insecurity on at least a monthly basis. This staggeringly high number has likely grown since the 2021 survey; the Swipe-out-Hunger program has been inactive for over a year and prices around campus have continued to climb.

With declining support from the state government and increasing economic inequality across the state, students are reliant on the on-campus food pantry network to secure their nutritional needs. This critical safety net has also experienced declining state support and, as of spring 2024, is struggling to meet the needs of the Western community. Through conversations with students, staff, and pantry operators, the following needs have been identified:

1. **Additional Resources:** Nearly all food pantries on campus are currently funded exclusively through departmental funds and agreements with community organizations. With these limited resources, the pantries often struggle to provide adequate resources. Shelves can go unstocked for days and the variety of the food available is often determined by the donating organizations.

2. **Staffing Pantries:** Pantry operators, on top of their regular responsibilities as university employees, are tasked with the additional responsibilities of operating the food pantries. With limited time and money, these pantry operators struggle to manage stocking shelves, gathering donations, purchasing foods, and conducting outreach.

3. **Reducing Stigma:** Students struggling with food insecurity are often hesitant to use the on-campus pantry network due to a sense of stigma, perceived barriers to access, and a hesitance to use the resources available to them. This stigma results in students not willing to access resources which would tangibly benefit their life circumstances.

PROPOSAL

We students are uniquely vulnerable to food insecurity, but we also have the unique capacity to enact positive change. It is not our responsibility to pick up the slack left behind when our State Representatives and University Administration neglect our basic needs. Still, we have the opportunity to make a tangible impact in our community as we call upon these officials to step up. The AS, as a student organization, is positioned to facilitate this positive change for each of the points identified above. Thus, we call upon the student body to answer the following question:

**Shall the students of Western Washington University be assessed a quarterly fee of $4.50 to bolster food stock in food pantries across campus and to pay for a two-year position to administer this fund while implementing long-term food security strategies?**

SPECIFICATIONS

If passed, this referendum would permit the AS to collect a $4.50 fee during fall, winter, and spring quarters from full-time students who attend courses on WWU's Bellingham campus. This fund shall be used by the AS Western Hub of Living Essentials (WHOLE) pantry to hire a full-time staff member for a two-year term to help orchestrate food distribution and work towards systemic, long-term solutions which reduce reliance on pantries. The remaining funds will be used to purchase food stock to be distributed to all pantries on campus as appropriate. This referendum shall be re-evaluated by ASWWU constituents every second election, with the first re-evaluation occurring the academic year following the staff member’s hiring.
The Stances and Needs of WWU Pantry Operators  
*Report created by Lola Thompson with support from Devin Moreno.*

**METHODODOLOGY**

This report was conducted by contacting a set of five pantry contacts assembled by Devin Moreno. Of the five contacts, three were available to discuss pantry needs – two in private interviews and one in a group meeting hosted by FIN. Additionally, this report pulls information from “From food access to food sovereignty: Striving to meet university student needs,” an article collaboratively published in 2023 by the WWU pantry operators and supporting staff. This report should not be read as quantitative data, but as a conversational understanding transcribed in text in lieu of a personal meeting.

**POSITIONS ON THE ROLE OF THE WHOLE IN PANTRY OPERATION**

Though pantry representatives expressed a desire for additional support from the WHOLE, none identified their pantry’s independent, decentralized nature as being a problem needing to be resolved. No pantry representatives expressed a need for the pantry network to be redesigned, replaced, or reclassified into the AS. Operators identified centralization as antithetical to the needs of the student body. The CEED pantry, operated by Grey Webster out of Miller Hall 158, was designed as a space to address structural inequalities unique to the College of Education without judgement nor barriers. Ties with the college are what allow this space to truly become a community-centered space with college-specific support systems. Still, the WHOLE is seen as a nexus through which resources can be routed and a touchpoint for coordination and volunteer resources. These are the roles which the WHOLE can and should continue to fill.

**EXPRESSED NEEDS**

The pantry operators identified three primary pantry needs: additional stock, storage infrastructure, and additional labor. First, each pantry representative communicated a chief desire to have more food within their pantries – shelves go bare within hours and the pantries are forced to ration the little budget their department provides them. At times, shelves go unstocked for prolonged periods due to fund disbursement schedules. Second, pantry operators expressed a need for larger, more durable shelving space and reliable refrigeration units. Finally, pantry operators expressed being overworked and in need of additional labor to stock shelves, gather donations, purchase foods, and conduct outreach.

**EXPRESSED DESIRES**

Pantry operators expressed a desire for the AS or the University to provide supplemental food stock. This food would create stability and a guarantee for students that there will be food on the shelves. Different pantries identified different preferred supplemental food stock – the Parks Hall Pantry suggested snacks and ‘Grab & Go’ foods, while CEED indicated a desire for staple foods. With this support, pantry operators could further pivot their funds towards diverse, nutritious, and culturally appropriate foods specific to the clubs/organizations affiliated with the pantries. In terms of labor, two different desires were identified. First is the desire to develop a more robust volunteer network. The WHOLE occasionally has extra volunteers to help the pantry network, but this is not a reliable resource. Ideally, a ironed-out volunteer system would be established collaboratively. Second, and on a longer time frame, operators expressed a desire for the creation of a full-time position (or two student employees) to assist in managing distribution networks and coordination.

**POSITIONS ON A $1-$2 STUDENT FEE**

All interviewed pantry operators strongly supported the idea and encouraged that the fee be increased and kept flexible. Consensus seems to be settling at $5 per quarter, roughly $150,000 annually. Renee Gayden with the Parks Hall Pantry said that a $5 fee would have a significant positive impact on the campus pantry network. When asked
about the ethics of using fees, interviewed pantry operators agreed that the benefits well outweighed the harms. Having a well-funded pantry network would provide a safety system for students in need, a system perceived as being more valuable than $5 per quarter. All operators suggested that the fee language be kept flexible to allow shifting use over time to accommodate shifting needs.

ADDITIONAL NOTES

Pantry operators have specific suggestions which did not fit the format of this report but are worth including for future reference. One pantry operator indicated a desire for the University to fund satellite distribution sites within each college for basic needs (food, home goods, toiletries, period products, and critical materials) that would be separate from the existing pantry network. This same operator also suggested packaging the basic needs fee into a larger fee package centered around funding the ESC and NASU. Another pantry operator suggested that the ballot include a sliding scale where students can indicate their preferred fee amount, and the final fee be based on the median of student answers. Another pantry operator indicated the need for a south-campus hub and the criticality of having dispersed pantry solutions throughout the entirety of campus.
Appendix C: Book Store Grocery Store Materials

Student Food Insecurity at WWU

Initial report by Lola Thompson, Reed Riker, other WWU students

UNDERSTANDING FOOD INSECURITY

For students at Western Washington University, food insecurity is a regular issue. The office of Student Life has identified that nearly 50% of students experience food insecurity on at least a monthly basis. This is a staggeringly high number which is likely to have grown since the 2021 survey. The Swipe-out-Hunger program has been discontinued until further notice through the transition to Chartwells, and prices on campus and elsewhere have continued to climb.

Students need more support in accessing food on campus, and it is the responsibility of all administrative and operational departments to address the dynamic pressures which result in food insecurity. Through conversations with students and staff, the following dynamic pressures leading to food insecurity have emerged:

4. Failure of on-campus dining halls: Chartwells dining halls have restrictive hours, expensive meals, and limited dietary flexibility.
5. The inconsistency of food pantries: Current pantries are disconnected with inconsistent information and infrequent restocking.
6. Missing Middle foods: There are no spaces on campus for students to get affordable staple foods – the only options are over-budget, professionally prepared meals or inconsistent pantry options. Students spend all their meal budget in the dining halls, causing them to run out of money quickly. The closest place for students to get affordable groceries is Fred Myer, or more realistically WinCo. This is incredibly restrictive for students without cars or for students on a time-budget. Western needs a space for students to stretch their money either between paychecks or financial aid.

Though students and staff are actively working to address each of these points, it is the third point which the AS bookstore has a unique opportunity to help with. Through the newly signed Chartwells contract, WWU has granted the company the near-exclusive right to food sales on campus, prohibiting competition and the sale of affordable food. Fortunately, there are exceptions in the contract and the AS Bookstore is one of them. Though this was likely intended to facilitate the sale of snacks, there does not appear to be any language prohibiting the expansion of goods. The AS Bookstore is the only space on campus that could legally host an affordable grocery section to fill the missing middle of food security.

QUESTIONS:

1. Do the AS Bookstore management have additional legal insight into Chartwells restrictions?
2. Are there any contractual relationships with vendors about current item placement?
ASWWU Senate Bylaws (For Approval May 2024)

Article I. Name and Objectives

Section A – Name

The name of this governing body is the Associated Students of Western Washington University (ASWWU) Senate, hereafter known as the Senate.

Section B – Definition

The Senate is a legislative branch within the ASWWU charged with representing student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College represent students within their respective colleges, while four At-Large Senators represent all students.

Article II. Granted Authorities and Scope

Section A – Granted Authorities

1. The Senate’s specific authorities are defined in the ASWWU Constitution.
2. The Senate shall work with the Executive Board to jointly exercise the general authorities of the ASWWU, defined in the ASWWU Constitution and the ASWWU Charter.
3. The Senate has the exclusive right to interpret its Bylaws.

Section B – Scope of the Senate

Though the Senate is not limited in the scope of issues it may address, there are some matters outside the body's direct control. Issues that the Senate may concern itself with may originate from the AS Executive Board, Associated Students offices, University Committees, within the Senate itself, or directly from students. Issues can include but are not limited to academic affairs such as departmental polices, curriculum design, and academic support services, as well as Executive Board, Associated Students, or University Committees affairs.

Section C – Scope of the Senator

The Senator has the primary responsibility to represent the diverse interests of their constituents, the students enrolled in the college they represent. As such, Senators should focus their advocacy and representation on issues in their college or issues their constituents are concerned about.

Article III. Membership Qualifications

Section A – Eligibility

To be eligible to serve on the Senate an undergraduate or graduate student must maintain at least half-time enrollment (6 undergraduate credits or 4 graduate credits) and maintain good academic standing.

1. Students eligible to serve on the Senate may represent only the college which houses their declared major or pre-major. Such students may not represent multiple colleges, nor may they represent the college housing their declared minor.
2. Students eligible to serve on the Senate may only represent the Graduate School if they are graduate students.
3. Students eligible to serve on the Senate may represent students at-large regardless of their class or major status.
4. Students eligible to serve on the Senate may serve as Senate President regardless of their class or major status.

Section B – Term of Office

The term of office for Senators and the Senate President is set forth in the AS Constitution.

Section C – New Members

The Senate President must be elected during a general or special election.

Senators shall be elected in accordance with the AS Constitution and the Election Code. However, Senator seats not filled in the general elections or that become vacant during the academic year by resignation or removal will be filled by appointment, but at the discretion of the Senate, shall be filled by special election as outlined in the Election Code.
In those instances, to appoint a Senator,
1. a hiring committee consisting of the Senate President, Vice Chair, Senate Advisor, and co-senator will select an applicant, and
2. the Senate will vote to confirm the appointment with a 2/3rd majority of the seated, voting membership.

Section D – Vacancy of the Senate President
If the position of Senate President becomes vacant, the Vice-Chair will temporarily assume the duties of the Senate President until a new Senate President is elected in a special election.
If the positions of both the Senate President and Vice-Chair are vacant concurrently, the Senate Advisor will appoint a current Senator to temporarily assume the duties of the Senate President until a new Senate President is elected.

Article IV. Membership

Section A – Composition
The membership of the Senate will be comprised of the following members:
1 Senate President: voting member, serving as chair.
2 Senators from each college and 4 at-large for a total of 20 Senators, as described in the AS Constitution: voting members.
1 Student Government Assistant: non-voting member, serving as secretary.
1 Senate Advisor: non-voting, serving as advisor.

Section B – Leadership Responsibilities
The Leadership of the Senate will consist of the Senate President, Vice-Chair, Communications Officer, Secretary, and Advisor.
1. The duties of the Senate President include but are not limited to:
   a. Chair, facilitate, and create agendas for the Senate.
   b. Co-chair the Student Technology Fee Committee.
   c. Work with the Senate Vice-Chair and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   d. Serve as a recurring invitee on the Faculty Senate and WWU Board of Trustees.
   e. Delegate the responsibilities of the Senate President to the Vice-Chair or Senators at their discretion.
   f. Prepare the Senate budget (FXXSSN) request with the Budget Authority.
   g. Manage the discretionary expenditures of the Senate budget (FXXSSN) by deciding how to allocate funds to things such as but not limited to posters, name tags, etc.
2. The duties of the Vice-Chair include but are not limited to:
   a. Perform the duties of the Senate President in the absence of the Senate President.
   b. Work with the Senate President and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   c. Sit on fewer committees to accommodate Vice-Chair duties, as needed.
3. The duties of the Communications Officer include but are not limited to:
   a. Manage the Senate social media.
   b. Coordinate Senate outreach to students through a variety of methods.
   c. Staying in communication with the Communications Office, Wavelength, and other relevant AS Offices.
   d. Coordinate forums and other student outreach activities as needed.
   e. Sit on fewer committees to accommodate Communications Officer duties, as needed.
3. The duties of the Secretary include but are not limited to:
   a. Publish the meeting agenda and documents per the Open Public Meetings Act.
   b. Reserve the room for Senate meetings.
   c. Set up Senate meetings.
   d. Upload meeting recordings, when available.
e. Take and publish meeting minutes.

4. The duties of the Senate Advisor include but are not limited to:
   a. Meet with each Senator at minimum bi-weekly to discuss their work and well-being.
   b. Track Senate meeting attendance and follow up with absent Senators about absences.
   c. Assist the Senate President in maintaining parliamentary procedure.
   d. Keep the ASWWU Senate webpage up to date.

Section C – Leadership Selection, Vacancy, and Demotion

The Vice-Chair and the Communications Officer are selected by the Senate as follows:

1. Candidates for nomination include all Senators. Each Senator has the ability to make one nomination to each position. Senators can nominate any Senator, including themselves. Nominations must be seconded by any additional Senator. Senators may decline the nomination for the Vice-Chair at their discretion.

2. Selection will be a two-meeting process. Nominations will be held the first meeting and remain open until the next meeting. Senators will have the opportunity at the second meeting to speak to their abilities as the potential Vice-Chair or Communications Officer. Voting will be held during the second meeting. The Vice-Chair and Communications Officer will then be selected by separate majority votes of the Senate. In the case of more than two candidates, the Vice-Chair or Communications Officer will be selected by an instant runoff vote.

3. This process will take place any time there is a vacancy in the positions. The two-meeting process will begin at the next regularly scheduled meeting of the Senate after a vacancy occurs.

The Vice-Chair or Communications officer may be demoted from their leadership position by a two-thirds (2/3) vote of the Senate. Such removal will not affect their status as a Senator.

Section D – Duties of the Senator

The minimum duties of a Senator are to:

1. Attend all meetings of the Senate, unless previously notifying Senate Leadership of necessary absence (see Article IV, Section D: Attendance).

2. Attend all meetings of the 2–3 committees sat on, unless previously notified Senate Leadership and Committee Chair of necessary absence.

3. Attend all meetings with the Senate Advisor, unless previously notified Senate Advisor of necessary absence.

4. Hold regular office hours for meetings with constituents.

The duties of an effective Senator are to:

1. Serve as an active participant on 2–3 committees by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.

2. Serve as an active participant in Senate meetings by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.

3. Inform the Senate about relevant information pertaining to WWU, ASWWU, and committees.

4. Submit necessary documents for presentation to the Senate, to the Senate President and Secretary within the assigned deadline for Senate meetings.

5. Help coordinate events as designated by Senate Leadership.

6. Bring forward issues to the Senate that are of concern to the Senators College, or the WWU campus as a whole.

7. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.

8. Review, nominate, and participate in the appointment process of students to University, Faculty Senate, AS, and college-specific committees to which the Senate appoints.

9. Regularly communicate with fellow Senators, Senate Leadership, and collaborators outside the Senate.

10. Collaborate with AS Executive Board members and other Associated Student staff on relevant projects.

11. Meet with the Dean and/or Associate Dean of their represented College.

12. Commit 7–10 hours per week to Senate work.
Section E – Attendance
Members are expected to attend all Senate meetings and all their committee meetings unless they notify the Senate Leadership or the Committee Chair about a necessary absence. They do not need to disclose the reason for their absence.
If a member fails to notify Senate Leadership about two absences to Senate meetings, they must meet with the Senate President and Senate Advisor to discuss the following:
1. The member’s well-being.
2. Re-evaluation of committee assignments.
3. Potentially recommending resignation from the Senate.
If a member is unable to attend a meeting in-person, they may request a virtual attendance option with at least 24 hours’ notice. Members do not need to disclose the reason for needing a virtual option.

Section F – Removal
Any member of the Senate may be removed from the Senate for violating any requirements set forth in these Bylaws, AS Student Government Charter, or the AS Constitution. The process of removal will be a two-meeting process.
1. To remove a Senator;
   a. A motion to recommend the removal of a Senator must state which condition was allegedly violated and should be considered like any other motion.
   b. A Senator may be recommended for removal by 2/3rd affirmative vote of the seated membership of the Senate; the Senators will then have one-week deliberation.
   c. At the beginning of the following meeting, the Senator in question will have no more than 15 minutes to defend the claims against them. The Senate will then vote on a motion to remove the Senator, this will require a 2/3 vote of the Senate as well as a 2/3rd vote of the AS Executive Board.
   d. Once a Senator is removed, it will be the responsibility of the seated members of the Senate to assign 1/3rd of the Senate to draft an official resolution to be approved by the conclusion of the following Senate meeting on why the Senator was removed.
   e. The Senate President and Vice-Chair will have the vacant Committee Assignments redistributed by the following Senate meeting.
2. To remove the Senate President;
   a. An official motion will be filed by any Senator and will be brought to the attention of the Senate. The removal process will be the same as it were for a Senator, with the exception of a special or urgent Senate meeting, to be chaired by the Vice-Chair.
   b. This proceeding will require a 2/3rd vote of seated membership, as well as a 2/3rd vote of the seated ASEB.
   c. The vacancy of the Senate President will be filled in accordance with Article III, Section C of these bylaws.
The AS Constitution provides for a recall mechanism separate from this Bylaws removal process.

Article V. Meetings

Section A – Meetings
The Senate will hold meetings at minimum every other week. Senate leadership may hold additional meetings for certain urgent circumstances such as filling a Senator vacancy.
Meetings may be called by any member (voting or non-voting) when agreed upon by quorum of the seated voting membership, in written expression to the Senate President.
All meetings conducted by the Senate must adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

Section B – Quorum
Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items until the next scheduled meeting.
**Section C – Voting**
A motion must obtain a majority of the eligible votes cast to pass. An abstention will not count as a vote cast in favor or against the motion under consideration. Votes can be cast virtually or in-person. Votes cannot be cast by proxy.

**Section D – Rescheduling of Meetings**
If quorum is met, a simple majority of the Senate may reschedule meetings as needed. If quorum is not met, meetings may be rescheduled at the discretion of Senate Leadership. If neither the Senate President nor Vice-Chair is present, the meeting will be adjourned and all items will be tabled.

**Article VI. Subcommittees, Task Forces, and Working Groups**

**Section A – Subcommittees**
The Senate may vote to create formal sub-committees.

**Section B – Task Forces and Working Groups**
Senators and the Senate may form task forces and working groups as they see fit.

**Article VII. Reportage**

**Section A – Reportage**
The Senate will not report to any other body. The Senate President will provide a regular report on the Senate to the AS Executive Board, Faculty Senate, and the Western Washington University Board of Trustees, in the spirit of shared governance.

**Section B – Oral Senate Reports**
Senators will regularly report on their assigned committees, individual projects, or on the needs of their constituents to the entirety of the Senate at the scheduled meetings of the Senate.

**Section C – Referral from the AS Executive Board**
The AS Executive Board may refer any matter to the Senate for its consideration. Such referral should occur when the ASEB wishes to provide for greater student input or allow further time for public comment. The Senate may also make recommendations to the ASEB.

**Article VIII. Books and Records**

**Section A – Meeting Records**
The Senate will keep accurate records and minutes of its proceedings on its website. These minutes are to be made readily available to the public as soon as is possible, following approval by the Senate. The Senate will keep meeting recordings available online for at least 5 years, except where impractical.

**Section B – Agendas and Meeting Materials**
The Senate will publish its agendas and meeting materials on its website; both the submitted materials and the formally approved materials will be published.

**Section C – Membership Records**
The Senate will keep a record of its seated membership, with the help of the Senate Secretary.

**Section D – Annual Reports**
Annual reports will be created by each college’s Senators, each subcommittee, each leadership position, and the Senate as a whole. The Senate may request subcommittee reports from informal working groups and task forces. Finalized reports will be filed with Senate leadership. The annual Senate report will be finalized by a vote of the Senate. All annual reports will be published on the Senate webpage. The purpose of the reports is to record what work the Senate did in a given year and give year-over-year cohesion. The content of the reports will be defined by the Senate.

**Article IX. Amendment**

**Section A – Amendment**
The Senate may amend the Senate Bylaws by an affirmative vote of a 3/4th majority of its seated, voting membership and in accordance with the AS Constitution.
Chapter I

Section A – Name
The name of this governing body is the Associated Students of Western Washington University (ASWWU) Senate.

Section B – Definition
The Senate is a legislative branch within the ASWWU charged with representing student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College represent students within their respective colleges, while four At-Large Senators represent all students.

Section B – Objectives
The purpose of the Student Senate is to serve as a legislative body in coordination with the AS Executive Board (ASEB) on relevant student issues and ensure representation from all students of Western Washington University. The Student Senate will be comprised of student senators representing the eight WWU Colleges on campus, and students at-large. The Student Senate will not be limited in the scope of issues it covers. Issues discussed by the Senate can originate from the ASEB, other Associated Students offices (AS), University committees, within the Senate itself, or directly from students. The Student Senate has the ability to draft, approve, and release resolutions on any issues brought before it. The Student Senate will also approve any changes to the charge and charter of the AS Election Board. Overall, the Student Senate will be part of a bicameral system in the AS, acting as a separate and equal-in-power body from the ASEB.

Chapter II

Section A – Granted Authorities and Scope

1. The Senate’s specific authorities are defined in the ASWWU Constitution.
2. The Senate shall work with the Executive Board to jointly exercise the general authorities of the ASWWU, defined in the ASWWU Constitution and the ASWWU Charter.
3. The Senate has the exclusive right to interpret its Bylaws.

The ASWWU Student Senate shall be granted the authority to fulfill its responsibilities within the provisions set forth herein and to act in any University-related matter not specified within the constraints of University regulations, policies, and procedures. In addition, the ASWWU Student Senate shall also have the following granted authorities:

- To administer and appropriate monies allocated to the ASWWU by the Services and Activities Fee Committee to ensure continuous, safe, and efficient operations.
- This administration will be done in coordination with the ASEB prior to each fiscal year, by both bodies electing 20 percent of their seated membership to a co-committee designated to AS budget needs.
- To appoint student representatives to standing University committees, and other bodies upon request.
- To be provided by the University Administration all information pertaining to the usage of student fee dollars.
- To reserve the right to have a student chair, in consultation with the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars with the exception to the operating and building fees.
- To employ students and staff in a manner consistent with those articles, regulations, policies, and procedures of the University and of the Associated Students Student Senate.
- To allow the ASWWU Student Senate to make decisions in creating and overseeing a program of student activities and services. These decisions agreed upon by the ASWWU Student Senate may be reviewed by the University President or their designee.
To reserve the final right to confirm all elected members of the ASEB, pursuant to a simple majority of seated membership.

All Granted Authorities are subject to Amendment One, Section One under Article XI of the By-Laws

Section B – Scope of the Senate

Though the Senate is not limited in the scope of issues it may address, there are some matters outside the body's direct control. Issues that the Senate may concern itself with may originate from the AS Executive Board, Associated Students offices, University Committees, within the Senate itself, or directly from students. Issues can include but are not limited to academic affairs such as departmental polices, curriculum design, and academic support services, as well as Executive Board, Associated Students, or University Committees affairs.

Section C – Scope of the Senator

The Senator has the primary responsibility to represent the diverse interests of their constituents, the students enrolled in the college they represent. As such, Senators should focus their advocacy and representation on issues in their college or issues their constituents are concerned about.

Article II. Article III. Membership Qualifications

Section A – Individual Membership Eligibility

Any student currently enrolled in six or more credits for undergraduate students and four or more credits for graduate students at Western Washington University (WWU) is eligible for membership, assuming they maintain a 2.0 GPA.

To be eligible to serve on the Senate an undergraduate or graduate student must maintain at least half-time enrollment (6 undergraduate credits or 4 graduate credits) and maintain good academic standing.

1. Students eligible to serve on the Senate may represent only the college which houses their declared major or pre-major. Such students may not represent multiple colleges, nor may they represent the college housing their declared minor.

2. Students eligible to serve on the Senate may only represent the Graduate School if they are graduate students.

3. Students eligible to serve on the Senate may represent students at-large regardless of their class or major status.

4. Students eligible to serve on the Senate may serve as Senate President regardless of their class or major status.

Section B – Term of Office

The term of office for Senators and the Senate President is set forth in the AS Constitution. Following election by their respective constituents, senators will serve a term of office until the end of finals week Spring Quarter. Senators will be elected during Fall Quarter for the current academic year and confirmed by the ASEB.

Section C – New Members

The Senate President must be elected during a general or special election.

Senators shall be elected in accordance with the AS Constitution and the Election Code. However, Senator seats not filled in the general elections or that become vacant during the academic year by resignation or removal will be filled by appointment, but at the discretion of the Senate, shall be filled by special election as outlined in the Election Code.

In those instances, to appoint a Senator,

1. a hiring committee consisting of the Senate President, Vice Chair, Senate Advisor, and co-senator will select an applicant, and

2. the Senate will vote to confirm the appointment with a 2/3rd majority of the seated, voting membership.
New Student Senators will be elected by eligible voting members of the WWU student body. Student Senators will then be acknowledged by the ASEB two weeks or less after election results.

1. Any applicant for the Student Senate must fill out an application and submit it to the AS Program Coordinator, who will then work with the Office of Civic Engagement (OCE) Support Staff.
2. The Senate President will consult the Assistant Director for Student Representation & Governance during the Student Senate confirmation process, in order to confirm eligibility.

**Section D — Representation**

Students are only eligible to represent a single college within their major(s) or declared pre-major(s); if students are pursuing majors in separate WWU Colleges, then Student Senators are expected to choose one. Student Senators may not represent minors, or multiple WWU Colleges.

**Section D — Vacancy of the Senate President**

If the position of Senate President becomes vacant, the Vice-Chair will temporarily assume the duties of the Senate President, until a new Senate President is elected in a special election, in accordance with AS special election policies.

If the positions of both the Senate President and Vice-Chair will be vacant concurrently, the Assistant Director for Student Representation and Governance will appoint a sitting current Student Senator to temporarily assume the duties of the Senate President, until a new Senate President is elected, in accordance with AS special election policies.

If the Senate President is relieved from their positions before the conclusion of their responsibilities by winter or spring quarter of the current Academic Year, the Student Senators vote with a 3/4th majority to either promote the Vice-Chair to the Senate President, or to hold a campus special election. This election will be in coordination with the AS OCE.

**Article III. Senate Leadership Membership**

**Section A — Designations Composition**

The membership of the Senate will be comprised of the following members:

1. Senate President: voting member, serving as chair, to be elected in accordance with AS Election procedures.
2. Senators from each college and 4 at-large for a total of 20 Senators, as described in the AS Constitution: voting members as follows:
   - 2 Student Senators to represent students in the College of Business and Economics.
   - 2 Student Senators to represent students in the College of Fine and Performing Arts.
   - 2 Student Senators to represent students in the College of Humanities and Social Sciences.
   - 2 Student Senators to represent students in the College of Science and Engineering.
   - 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
   - 2 Student Senators to represent students in the Graduate School.
   - 2 Student Senators to represent students in the Huxley College of the Environment.
   - 2 Student Senators to represent students in the Woodring College of Education.
   - 4 Student Senators to represent students yet to be declared in any specific WWU College, with no intent to declare in the current academic year.

The AS Board Assistant for Academic Shared Governance (1 Student Government Assistant: non-voting member, serving as secretary).

The Assistant Director of Student Representation and Governance (1 Senate Advisor: non-voting, serving as advisor).

**Section B — Leadership Responsibilities Senate President**

The Leadership of the Senate will consist of the Senate President, Vice-Chair, Communications Officer, Secretary, and Advisor.
The Senate President may not vote on both the ASEB and the Student Senate concurrently. The Senate President must fulfill all obligations of the Student Senate job description and the AS Election Code, available with the ASEB Program Assistant.

1. The duties of the Senate President will be include but are not limited to:
   a. Chair, facilitate, and create agendas for the Senate;
   b. Student Senate;
   c. Student Technology Fee Committee.
   b. Co-chair the Student Technology Fee Committee.
   b.c. Work with the Student Senate Vice-Chair and Advisor to ensure that Senators sit on all committees needing representation from the Senate, unless vacant, to assign Committee and voting responsibilities.
   d. By the second meeting, work to assign student senators to the following committees, including but not limited to:
   e. Academic Coordinating Commission.
   f. Academic Coordinating Commission Executive Board
   g. AcademicFee Committee
   h. Bottleneck Funding Request Committee
   i. Career Services Center Advisory Board
   j. Center for Service Learning Advisory Board
   k. Committee on Undergraduate Education
   l. Enrollment Fee Funding Allocation Committee
   m. First Year Experience Advisory Committee
   n. Scholars Week Steering Committee
   o. Student Technology Center Governing Board
   p. University Planning and Resource Council
   q. University Planning and Resource Council Executive Board
   r. Western Integrity Coalition
   s. Student & Activities Committee.
   c.d. Serve as a recurring invitee on the Faculty Senate and WWU Board of Trustees.
   t. Faculty Senate.
   u. WWU Board of Trustees
   e. Delegate the responsibilities of the Senate President to the Vice-Chair or Senators at their discretion.
   f. Prepare the Senate budget (FXSSN) request with the Budget Authority.
   g. Manage the discretionary expenditures of the Senate budget (FXSSN) by deciding how to allocate funds to things such as but not limited to posters, name tags, etc.

Work to ensure the stewardship of student funds, in accordance with Associated Student goals and policies, by management of the following fund(s): Academic Affairs (FXSBR-ASBAAX)

Vice-Chair
The Vice-Chair may not serve concurrently as member of the ASEB.

2. The duties of the Vice-Chair will be include but are not limited to:
   a. Perform the duties of the Senate President in the absence of the Senate President. While serving as the Senate President, the Vice-Chair will not have voting privileges. If neither the Senate President nor Vice-Chair is present, the meeting will be adjourned, and all items will be tabled.
   b. Work with the Senate President and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   1. Sit on fewer committees to accommodate Vice-Chair duties, as needed.
   2. Coordinate forums and other student outreach activities as needed or assigned by the Senate President.
   3. Assist the Senate President with committee appointments, and committee scheduling as assigned.
4. Attend any meetings Student Senators are otherwise not able to attend if Student Senators have expressed in written notice to the Vice-Chair 24-48 hours prior to absence.
   c. Serve as the interim Senate President following a dismissal of the Senate President. See Article 3, Section E.

3. The duties of the Communications Officer include but are not limited to:
   a. Manage the Senate social media.
   b. Coordinate Senate outreach to students through a variety of methods.
   c. Staying in communication with the Communications Office, Wavelength, and other relevant AS Offices.
   d. Coordinate forums and other student outreach activities as needed or assigned by the Senate President.
   e. Sit on fewer committees to accommodate Communications Officer duties, as needed.

3. The duties of the Secretary will be include but are not limited to:
   a. Publish the meeting agenda and documents per the Open Public Meetings Act.
   b. Reserve the room for Senate meetings.
   c. Set up Senate meetings.
   d. Upload meeting recordings, when available.
   e. Take and publish the meeting minutes of the Student Senate.

4. The duties of the Senate Advisor include but are not limited to:
   a. Meet with each Senator at minimum bi-weekly to discuss their work and well-being.
   b. Track Senate meeting attendance and follow up with absent Senators about absences.
   a. d. Assist the Senate President in maintaining parliamentary order procedure.
   a. d. Keep the ASWWU Senate webpage up to date.

Section C – Leadership Selection, Vacancy, and Demotion
The Vice-Chair and the Communications Officer are selected by the Senate as follows:

The Vice-Chair will be nominated by any sitting Student Senator and will be seconded by any additional Student Senator. Any Student Senator may retain the choice to nominate themselves as Vice-Chair, should no other sitting Student Senator. The Vice-Chair will then be elected by a majority vote of the Student Senate. In the case of more than two candidates, the Vice-Chair will be elected by an instant runoff vote.

1. Candidates for nomination include all Senators. Each Senator has the ability to make one nomination to each position. Senators can nominate any Senator, including themselves. Nominations must be seconded by any additional Senator. Student Senators may decline the nomination for the Vice-Chair at their discretion.

1. Elections Selection will be a two-meeting process. Nominations will be held the first meeting and remain open until the next meeting. Student Senators will have the opportunity at the second meeting to speak to their abilities as the potential Vice-Chair or Communications Officer. Voting will be held during the second meeting. The Vice-Chair and Communications Officer will then be selected by separate majority votes of the Senate. In the case of more than two candidates, the Vice-Chair or Communications Officer will be selected by an instant runoff vote.

2. Each Senator has the ability to make one nomination.

3. Elections will be held. This process will take place any time there is a vacancy in the positions of Vice-Chair. The two-meeting process will begin at the next regularly scheduled meeting of the Student Senate after a vacancy occurs.

The Vice-Chair or Communications officer may be removed demoted from their leadership position by a two-thirds (2/3rd) vote of the Student Senate. Such removal will not affect their status as a Senator. Student Senators may decline the nomination for the Vice-Chair at their discretion.

Section B – Secretary
The Secretary of the Student Senate will be the AS Board Assistant for Academic Shared Governance.
   a. The duties of the Secretary will be to:
   a. Take and publish the minutes of the Student Senate.
   a. b. Assist the Senate President in maintaining parliamentary order.
e. Serve as an advisor to the Student Senate in all matters concerning parliamentary procedure.
d. Manage and organize the Student Senate documents.
e. Work with the Senate President and the Vice-Chair bi-weekly to maintain communication between the ASEP and the Student Senate.
b. The Secretary of the Senate is a non-voting member.

Section C — Removal of Senate Leadership Positions
1. The Senate President may be removed in accordance with the Student Code of Conduct & the AS Elections Code (available in the Personnel Office & with the AS Elections Coordinator).
   a. If the Senate President’s employment is terminated, they may refile for elections the following year.
   b. If the Senate President’s employment is terminated, See Article 3, Section E.

2. The Vice-Chair may be removed from their position by a two-thirds 2/3rd vote of the Student Senate. Such removal will not affect their status as a Senator.

Section D — Section A — Vacancy of the Senate President
Should the position of Senate President become vacant, the Vice-Chair will temporarily assume the duties of the Senate President, until a new Senate President is elected, in accordance with AS special election policies.

2. If the positions of the Senate President and Vice-Chair will be vacant concurrently, the AS Assistant Director for Student Representation and Governance will appoint a sitting Student Senator to temporarily assume the duties of the Senate President, until a new Senate President is elected, in accordance with AS special election policies.

3.2. If the Senate President is relieved from their positions before the conclusion of their responsibilities by winter or spring quarter of the current Academic Year, the Student Senators vote with a 3/4th majority to either promote the Vice-Chair to the Senate President, or to hold a campus special election. This election will be in coordination with the AS OCE.

Senate Membership
Section E — Section A — Designations
1. A Senate President to be elected in accordance with AS Election procedures.
2. Senators as follows:
   a. 2 Student Senators to represent students in the College of Business and Economics.
   b. 2 Student Senators to represent students in the College of Fine and Performing Arts.
   c. 2 Student Senators to represent students in the College of Humanities and Social Sciences.
   d. 2 Student Senators to represent students in the College of Science and Engineering.
   e. 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
   f. 2 Student Senators to represent students in the Graduate School.
   g. 2 Student Senators to represent students in the Huxley College of the Environment.
   h. 2 Student Senators to represent students in the Woodring College of Education.
   i. 4 Student Senators to represent students yet to be declared in any specific WWU College, with no intent to declare in the current academic year.

3. The AS Board Assistant for Academic Shared Governance (non-voting member, serving as secretary).
4. The Assistant Director of Student Representation and Governance (non-voting, serving as advisor).

Section F — Vacancies
1. Vacancies will be filled in accordance with Article II, Section C.
2. In the event that no one is elected from one of the designated standings listed in Article IV, Section A, then that position will remain open until appointed by the Senate President, Vice-Chair, and the AS Board Assistant for Academic Shared Governance and then confirmed with a 2/3rd vote of the Student Senate.
3. In the event that a Student Senator is relieved from their position, eligible voting members of the WWU community will be made aware of the vacancy by a formal announcement in the form of direct
Section G – Duties of the Student Senator

A Senator may not serve concurrently as member of the ASEB. The student must be currently enrolled at WWU and have the correct college standing for the position to which they are seeking election. The student must commit time to Student Senate business outside of bi-weekly Student Senate meetings (approximately 4 to 6 hours per week). Student Senators should have a strong interest in Western’s community and provide a unique perspective to the Student Senate and WWU as a whole.

The minimum duties and responsibilities of a Student Senator are will be to:

1. Attend all meetings of the Student Senate, unless previously notifying Senate Leadership of necessary absence (see Article IV, Section D: Attendance).
2. Attend all meetings of the 2–3 committees sat on, unless previously notified Senate Leadership and Committee Chair of necessary absence.
3. Attend all meetings with the Senate Advisor, unless previously notified Senate Advisor of necessary absence.

Sit on 1 to 3 AS or University Committees as assigned by the Senate President and Vice-Chair.

4. Be accessible by direct and appropriate communication to meet constituent needs.

The duties of an effective Senator are to:

1. Serve as an active participant on 2–3 committees by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.
2. Serve as an active participant in all Student Senate meetings by attending all committee meetings, actively listening during meetings, and preparing for meetings by come prepared having reading appropriate materials in advance, minutes and documents as well as bringing finished Committee Reports from any assigned meetings since the last Student Senate meeting.
3. Inform the Student Senate about relevant information pertaining to WWU, ASWWU, and committees on campus and committee activities and other relevant information.
4. Submit necessary documents for presentation to the Student Senate, to the Senate President and Secretary within the assigned deadline for Student Senate meetings.
5. Help coordinate events as designated by Senate Leadership, the Senate President, or the Vice-Chair.
6. Bring forward issues to the Student Senate that are of concern to the Senators College, or the WWU campus as a whole.
7. Be accessible by direct and appropriate communication to meet with constituents as needed.
8. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.

The duties of an effective Senator are to:

1. Submit necessary documents for presentation to the Student Senate, to the Senate President and Secretary within the assigned deadline for Student Senate meetings.
2. Help coordinate events as designated by Senate Leadership, the Senate President, or the Vice-Chair.
3. Bring forward issues to the Student Senate that are of concern to the Senators College, or the WWU campus as a whole.
4. Be accessible by direct and appropriate communication to meet with constituents as needed.
5. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.
6. Review, nominate, and participate in the appointment process of students to University, Faculty Senate, AS, and college-specific committees to which the Senate appoints.

Student Senate Bylaws
9. Regularly communicate with fellow Senators, Senate Leadership, and collaborators outside the Senate.
10. Collaborate with AS Executive Board members and other Associated Student staff on relevant projects.
11. Meet with the Dean and/or Associate Dean of their represented College.
12. Commit 7–10 hours per week to Senate work.

Section H – Section E – Attendance

Members are expected to attend all Senate meetings and all their committee meetings unless they notify the Senate Leadership or the Committee Chair about a necessary absence. They do not need to disclose the reason for their absence. Each Senator will be allowed two absences from a Student Senate meeting per quarter, and two absences from an assigned Committee per quarter.

If a member fails to notify Senate Leadership about two absences to Senate meetings, they must meet with the Senate President and Senate Advisor to discuss the following: Following a third absence, the Student Senator must meet with the Senate President and the Assistant Director for Student Representation and Governance, and discuss appropriate consequences, including but not limited to:

1. The member’s well-being.
2. Additional Re-evaluation of Committee assignments.
3. Reallocation of Student Senator Stipend.
4. Loss of voting privileges for one-cycle of a Student Senate meeting, to be completed immediately following sanctions.

4.3. Potentially Recommending resignation of the Student Senate.

If a member is unable to attend a meeting in-person, they may request a virtual attendance option with at least 24 hours’ notice. Members do not need to disclose the reason for needing a virtual option.

Section I – Section F – Removal

Any member of the Student Senate may be relieved removed from the Student Senate for violating any requirements set forth in these Bylaws, AS Student Government Charter, or the AS Constitution per the AS Code of Conduct. The process of removal will be a two-meeting process.

1. To remove a Student Senator;
   a. A motion to recommend the removal of a Senator must state which condition was allegedly violated and should be considered like any other motion.
   b. A Student Senator may be recommended for removal by 2/3rd 3/4th affirmative vote of the seated membership of the Student Senate; the Student Senators will then have one-week deliberation.
   c. At the beginning of the following meeting, the Senator in question will have no more than approximately 15 minutes to defend the claims against them. The Student Senate will then vote on a motion to remove the Senator, and if this will require a 2/3rd 3/4th vote to relieve the Student Senator from their duties of the Senate as well as a 2/3rd vote of the AS Executive Board.
   d. Once a Senator is relieved of duties removed, it will be the responsibility of the seated members of the Student Senate to assign 1/3rd of the Student Senate to draft an official resolution to be released approved by the conclusion of the following Student Senate meeting on why the aforementioned Student Senator was relieved of duties removed.
   e. The Senate President and Vice-Chair will have the vacant Committee Assignments redistributed by the following Student Senate meeting.

2. To remove the Student Senate President;
   a. An official motion will be filed by any Student Senator and will be brought to the attention of the Student Senate. The removal process will be the same as it were for a Student Senator, with the exception of a special or urgent Student Senate meeting, to be chaired by the Vice-Chair.
   b. This proceeding will require a 2/3rd 3/4th vote of seated membership, as well as a 2/3rd vote of the seated ASEB.
The vacancy of the Student Senate President will be filled in accordance with Article III, Section CE of these By-laws. The AS Constitution provides for a recall mechanism separate from this Bylaws removal process.

Section J — Quorum

Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items for the Student Senate, until the next scheduled meeting.

Article IV. Article V. Meetings

Section A — Meetings

The Senate will hold meetings at least minimum bi-weekly (every other week) meetings, in consideration of other standing meeting times. Senate leadership may hold additional meetings for certain urgent circumstances such as filling a Senator vacancy. Meetings may be called by any member (voting or non-voting) when agreed upon by quorum of the seated voting membership, in written expression to the Senate President. All meetings conducted by the ASWWU Student Senate will adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

1. It is the discretion of the Senate President and Vice-Chair to hold additional meetings as necessary, in the case of an urgent situation.
2. Meetings may be called by any member (voting or non-voting) when agreed upon by quorum of the seated voting membership, in written expression to the Senate President.
3. All meetings conducted by the ASWWU Student Senate will adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

Section B — Quorum

Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items for the Student Senate, until the next scheduled meeting.

Section C — Voting

In order for an action item or resolution to pass, it must obtain a quorum of the eligible votes cast. A motion must obtain a majority of the eligible votes cast to pass. An abstention by a Student Senator will not count as a vote cast in favor or against the motion under consideration. Votes can be cast virtually or in-person. Votes cannot be cast by proxy. Voting may not be done by proxy vote, and a student senator is the only one who may cast their vote for official ASWWU Student Senate business.

Section D — Rescheduling of Meetings

If quorum is met, a simple majority of the Senate may reschedule meetings as needed. If quorum is not met, meetings may be rescheduled at the discretion of Senate Leadership according to Article IV, Section F. If neither the Senate President nor Vice-Chair is present, the meeting will be adjourned, and all items will be tabled.

Article V. Voting

Section A — Voting

In order for an action item or resolution to pass, it must obtain a quorum of the eligible votes cast. An abstention by a Student Senator will not count as a vote cast in favor or against the action item or resolution being voted upon. Voting may be done via electronic device, but only with prior approval of the Senate President and Vice-Chair, and only under irregular or extreme circumstances. Voting may not be done by proxy vote, and a student senator is the only one who may cast their vote for official ASWWU Student Senate business.
Article VI. Subcommittees, Task Forces, and Working Groups

Section A—Committee Assignments

1. Each Senator will be appointed by the Senate President and the Vice-Chair to sit on 1-3 committees within WWU and the AS governance structure.
   a. These committees include, but are not limited to the:
      i. Academic Coordinating Commission
      ii. Academic Coordinating Commission Executive Board
      iii. Academic Fee Committee
      iv. Bottleneck Funding Request Committee
      v. Career Services Center Advisory Board
      vi. Center for Service Learning Advisory Board
      vii. Committee on Undergraduate Education
      viii. Enrollment Fee Funding Allocation Committee
      ix. First Year Experience Advisory Committee
      x. Scholars Week Steering Committee
      xi. Student Technology Center Governing Board
      xii. University Planning and Resource Council
      xiii. University Planning and Resource Council Executive Board
      xiv. Western Integrity Coalition.
   b. Student Senators are responsible for attending all assigned committee meetings and developing a report and presenting it to the Student Senate on any items of interest and relevance that were presented, pursuant to Article IV, Section C, and Number 1.

2. Student Senators may serve on additional committees not assigned to them by the Senate President or the Vice-Chair but may not do so in their official capacity as an AS Student Senator, only as a private student.

3. The Student Senate retains the ability to create sub-committees as seen fit by the Senate President and Vice-Chair, with a vote of 51% of seated membership in the affirmative of said committee creation.

Section A—Subcommittees

The Senate may vote to create formal sub-committees.

Section B—Task Forces and Working Groups

Senators and the Senate may form task forces and working groups as they see fit.

Article VII. Reportage

Section A—Reportage

The Student Senate will not report to any other body. The Senate President will provide a regular report on the Senate to the AS Executive Board, Faculty Senate, and the Western Washington University Board of Trustees, in the spirit of shared governance, but will provide a report to the Senate President on request of the ASEM or the Western Washington University Board of Trustees, in the spirit of shared governance.

However, the Student Senators themselves will report on their assigned committees or on the needs of their constituents to the entirety of the Student Senate at the scheduled meetings of the Student Senate.

Section B—Oral Senate Reports

However, the Student Senators themselves will regularly report on their assigned committees, individual projects, or on the needs of their constituents to the entirety of the Student Senate at the scheduled meetings of the Student Senate.

Section B—Section C—Referral from the AS Executive Board

The AS Executive Board may refer any matter to the Senate for its consideration, including application of personnel policies. Such referral should occur when the ASEM wishes to provide for greater student input or allow further time for public comment. The Senate may also make recommendations to the ASEM, via the Senate President.
Section C – Implementation of AS Elections Code Against the ASEB

Any Student Senator may choose to bring an item to the Student Senate in regard to any member of the ASEB or Student Senator directly defying or disobeying the AS Elections Code.

1. Such an item will require the immediate attention of the Student Senate, who will then create a sub-committee of the Student Senate with the guidance of the Senate President to conduct an official investigation in coordination with the AS Personnel Office.

   a. If found guilty of the aforementioned actions by the sub-committee, the accused member of the ASEB will be subject to consequences at the discretion of the entirety of the Student Senate.

   b. These consequences are subject, but not limited to:

   i. Issuing a formal apology against actors involved, to be approved by the Student Senate with a 51% vote.

   ii. A publicly written address to the student body of WWU, to be approved by a 51% vote of the Student Senate.

   iii. Loss of certain position privileges, to be determined in coordination with the Assistant Director for Student Representation and Governance and confirmed by a 51% of the Student Senate.

   iv. Formal removal of the aforementioned party, to be enforced by the Assistant Director for Student Representation and Governance and the ASEB and confirmed with a 3/4th Student Senate vote.

Article VIII. Article I.Granted Authorities

Section A – Granted Authorities

The ASWWU Student Senate shall be granted the authority to fulfill its responsibilities within the provisions set forth herein and to act in any University-related matter not specified within the constraints of University regulations, policies, and procedures. In addition, the ASWWU Student Senate shall also have the following granted authorities:

1. To administer and appropriate monies allocated to the ASWWU by the Services and Activities Fee Committee to ensure continuous, safe, and efficient operations.

   i. This administration will be done in coordination with the ASEB prior to each fiscal year, by both bodies electing 20 percent of their seated membership to a co-committee designated to AS budget needs.

2. To appoint student representatives to standing University committees, and other bodies upon request.

3. To be provided by the University Administration all information pertaining to the usage of student fee dollars.

4. To reserve the right to have a student chair, in consultation with the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars with the exception to the operating and building fees.

5. To employ students and staff in a manner consistent with those articles, regulations, policies, and procedures of the University and of the Associated Students Student Senate.

6. To allow the ASWWU Student Senate to make decisions in creating and overseeing a program of student activities and services. These decisions agreed upon by the ASWWU Student Senate may be reviewed by the University President or their designee.

7. To reserve the final right to confirm all elected members of the ASEB, pursuant to a simple majority of seated membership.

All Granted Authorities are subject to Amendment One, Section One under Article XI of the By-Laws.

Article IX. Article VIII.Books and Records

Section A – Meeting Records

The Student Senate will keep accurate records and minutes of its proceedings on its website, and will keep a record of its seated membership, with the help of the Student Senate Secretary.
These minutes are to be made readily available to the public as soon as is possible, following approval by the Student Senate. The Senate will keep meeting recordings available online for at least 5 years, except where impractical.

Section B – Agendas and Meeting Materials
The Senate will publish its agendas and meeting materials on its website; both the submitted materials and the formally approved materials will be published.

Section C – Membership Records
The Senate will keep a record of its seated membership, with the help of the Senate Secretary.

Section D – Annual Reports
Annual reports will be created by each college's Senators, each subcommittee, each leadership position, and the Senate as a whole. The Senate may request subcommittee reports from informal working groups and task forces. Finalized reports will be filed with Senate leadership. The annual Senate report will be finalized by a vote of the Senate. All annual reports will be published on the Senate webpage. The purpose of the reports is to record what work the Senate did in a given year and give year-over-year cohesion. The content of the reports will be defined by the Senate.

Section B – Legacy Document
The Student Senators for each college as well as the senators in each senate-level committee will maintain a “Legacy Document” of completed and ongoing projects within their college/committee.

i. For completed projects, the document should include the results of the project, credit to important collaborators, and a short summary.

ii. For ongoing projects, the document should outline completed and incomplete tasks, as well as introducing important collaborators and contacts for the continuation of the project.

Section C – Senate Report

i. A summary of each completed and ongoing project will be compiled into a yearly senate report.

ii. This senate report should not contain any personally biasing information about WWU faculty/staff or Bellingham community members involved in projects.

iii. This report should be voted to finalize at the end of the school year and made public.

Article X. Article IX. Amendments

Section A – Amendments
The Student Senate will have the power to make, alter, and amend the Student Senate Bylaws, Charge and Charter or By-Laws, by an affirmative vote of a 3/4th majority of its seated, voting membership and in accordance with the AS Constitution. The Senate will have the power to amend the Student Senate Bylaws, Charge and Charter or By-Laws by a simple majority vote of the Senate's seated membership.

Amendment One, Section One
The AS WWU Executive Board and the Western Washington University Board of Trustees shall review, and permanently establish the aforementioned Granted Authorities to the ASWWU Student Senate following a successful academic year of 2018-2019, with consideration to an advisory vote of the Student Senate in favor of the Granted Authorities. To permanently establish the Granted Authorities in consideration to the future of the AS WWU Student Senate, the AS WWU Executive Board and the Western Washington University Board of Trustees will need a simple majority vote according to their Charge & Charter’s, respectively. This vote will be held prior to the end of the 2018-2019 Academic Year.
I. CHARGE

To serve as a legislative body in coordination with the Associated Students Executive Board (ASEB) on student issues and to increase student involvement and representation in the Associated Students decision-making processes by:

I. Discussing issues affecting the ASEB, other AS or University Committees as assigned or delegated, within the Student Senate itself, or directly from Student Senators constituents.
II. Reviewing, recommending, and enforcing changes to the AS Election Code and the charge and charter of the AS Election Board.
III. Approving any changes made to the ASEB by-laws and charge and charter.
IV. Drafting and releasing resolutions on any issues brought before the Student Senate.
V. Reviewing and nominating student members to serve on various academic related committees.
VI. Representing student interests on University Committees as assigned by the Senate Pro-Tempore and Vice-Chair.
VII. Shared reviewing of the ASWWU Services and Activities Fee, in coordination with the ASEB.

II. MEMBERSHIP

The membership of the Student Senate shall be:

I. 2 Student Senators to represent students in the College of Business and Economics.
II. 2 Student Senators to represent students in the College of Fine and Performing Arts.
III. 2 Student Senators to represent students in the College of Humanities and Social Sciences.
IV. 2 Student Senators to represent students in the College of Science and Engineering.
V. 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
VI. 2 Student Senators to represent students in the Graduate School.
VII. 2 Student Senators to represent students in the Huxley College of the Environment.
VIII. 2 Student Senators to represent students in the Woodring College of Education.
IX. 4 Student Senators to represent students yet to be declared in any specific WWU College, with no intent to declare in the current academic year.
I. The AS Board Assistant for Academic Shared Governance (non-voting member, serving as Secretary).
II. The Student Representation and Governance Advisor (non-voting member, serving as an Advisor).

III. SENATE PRO-TEMPORE

The Senate Pro-Tempore will be elected in accordance with the AS Elections Code procedures and AS Constitution. They will convene all meetings and will serve as the representative of the Student Senate. They will serve as a voting member on the ASEB and as a non-voting member the Student Senate with an exception for tie-breaking votes. The Senate Pro-Tempore will chair, facilitate, and create agendas for the Student Technology Fee Committee and the ASWWU Student Senate. The Senate Pro-Tempore will work with the Vice-Chair to assign Committee and Voting responsibilities to Student Senators for the following committees, including but not limited to;
I. Academic Coordinating Commission.
II. Academic Coordinating Commission Executive Board.
III. Academic Fee Committee.
IV. Center for Community Learning Advisory Board
V. Committee on Undergraduate Education.
VI. Enrollment Fee Funding Allocation Committee.
VII. Scholars Week Steering Committee.
VIII. University Planning and Resource Council.
IX. University Planning and Resource Council Executive Board.

The Senate Pro-Tempore will also serve as a recurring invitee to the:
I. Faculty Senate
II. Western Washington University Board of Trustees.

The Senate Pro-Tempore will ensure the stewardship of student funds, in accordance with the Associated Student goals and policies, by management of the following fund(s):
I. Student Senate (FXXSSN).

The Vice-Chair shall be elected between two meetings, starting during the first meeting of Fall Quarter. The Vice-Chair will perform the duties of the Senate Pro-Tempore in their absence but will not have their voting rights. Additionally, the Vice-Chair will assist the Senate Pro-Tempore with committee appointments. As well as attending any meetings Student Senators are otherwise unable to attend and have expressed in written notice to the Vice-Chair 24-48 hours prior to absence.

IV. MEETINGS

The Student Senate will hold bi-weekly (every other week) meetings, in consideration of other standing meeting times. Any member (voting or non-voting) may call a meeting when agreed upon by 51% of the seated voting membership, in written expression to the Senate Pro-Tempore. It is the discretion of the Senate Pro-Tempore and Vice-Chair to hold additional meetings as necessary, in the case of an urgent situation. A meeting may be cancelled only with 24 hours’ notice and must be agreed upon by 51% of the seated voting membership. All meetings will be subject to the Open Public Meetings Act in accordance with RCW 42.30.

V. VOTING

In order for an action item or resolution to pass, it must obtain 51% of the eligible votes cast. An abstention by a Student Senator will not count as a vote cast in favor or against the action item or resolution being voted upon.

VI. COMMITTEES

Each Senator shall be appointed to sit on 1-3 committees within WWU and the AS governance structure. The appointments shall be done by the Senate Pro-Tempore, and the Vice-Chair. The committees Student Senators are eligible to serve on include, but are not limited to the;

I. Academic Coordinating Commission.
II. Academic Coordinating Commission Executive Board.
III. Academic Fee Committee.
IV. Center for Community Learning Advisory Board
V. Committee on Undergraduate Education.
VI. Enrollment Fee Funding Allocation Committee.
VII. Scholars Week Steering Committee.
VIII. University Planning and Resource Council.
IX. University Planning and Resource Council Executive Board.

Student Senators are responsible for attending all assigned committee meetings and developing a report which they will then present to the Student Senate at the next scheduled Student Senate meeting.

VII. CONSTITUENCY

Each Student Senator representing their WWU College is responsible for representing the interests of that group. Each of the Student Senators representing the at-large population of undeclared students are assigned to the constituency of the general university population, and thus must act accordingly. Student Senators are encouraged to advocate for the needs of their constituency as well as to practice diplomacy between Student Senators during Student Senate meetings, and other related affairs.

VIII. BYLAWS

The Student Senate may adopt and amend the Bylaws governing its body by a 3/4* majority vote of seated members on the Student Senate. If the Student Senate does such an action, it is expected that the Student Senate explain their reasoning in a report at the next available AS Executive Board meeting.

IX. AMENDMENTS

This Charge & Charter may be amended by a 3/4* majority vote of the ASWWU Student Senate, and approval of the University President. If an amendment is made, it is expected that the Student Senate explain their reasoning in a report at the next available AS Executive Board meeting.

X. REPORTAGE

The ASWWU Student Senate will not report to any other body of the AS but will provide a report to the Senate Pro-Tempore on request of the ASEB, in the spirit of shared governance. The ASEB may request any matter to the Student Senate for its consideration, including interpretation or application of personnel policies. The Student Senate may make recommendations to the ASEB, via the Senate Pro-Tempore. Any Student Senator may choose to bring an item to the Student Senate in regard to any member of the ASEB directly defying or disobeying the AS Election Code. The Student Senate will then work with the Student Representation and Governance Advisor to determine a consequence for any actions found in violation of the aforementioned code.
To: Associated Student (AS) Senate

From: Student Technology Fee Tech Initiatives Committee
Gabe Wong, AS Senate President, Co-Chair
John Farquhar, Director of ATUS, Co-Chair

Date: May 13, 2024

Subject: Student Technology Fee - 2024 Tech Initiatives Funding Recommendation

The Student Technology Fee (STF) Tech Initiatives Committee requests your approval of its funding recommendation for the 2024 Tech Initiatives proposals.

Assuming Student Senate approval, the funding recommendation then will go to President Randhawa for final review and approval.

Tech Initiatives Process to Date

The STF Tech Initiatives Committee reviewed 11 abstracts during winter quarter and 9 resulting proposals during spring quarter. The committee conducted site visits or follow-up Q&A with applicants for each proposal. The committee also considered the Academic Technology Committee’s recommendation for proposal funding and comments from the Western community.

After careful review and consideration, the STF Tech Initiatives Committee approved this recommendation for STF Tech Initiatives projects on May 10, 2024.

The 7 recommended projects and awards of $214,066 are listed on page 2. This year’s estimated fee allocation for Tech Initiatives is approximately $245,000 ($180,400 from the normal allocation and $64,600 from STF surplus funds). The committee did not recommend awarding $30,934 of available funds.

Thank you for considering this recommendation. Please notify the committee as soon as it is approved. Once the committee receives AS Senate approval, they will send the recommendation to President Randhawa for final review and approval.

If the AS Senate chooses not to approve the STF Tech Initiatives Committee’s recommendation, refer to section VIII. Rules of Operation in the Student Technology Fee Tech Initiatives Committee Charge & Charter (October 2022).
<table>
<thead>
<tr>
<th>Assigned Numbers</th>
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<tr>
<td>1</td>
<td>Life Cycle Assessment Database and Software</td>
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<td>(CENV priority 1. Full funding.)</td>
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<td>2</td>
<td>Clinic Equipment to Enhance Student Clinical Experience in Balance Testing, Hearing Aids, and Instrumentation</td>
<td>$85,205</td>
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<td>(CHSS priority 1. Full funding.)</td>
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<td>4</td>
<td>Ray Gun Research Experiences for Undergraduates: How an X-Ray Fluorescence (XRF) Spectrometer Can Integrate (and Expand Access to) Cutting-Edge Technologies in Teaching and Research</td>
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<td>(CHSS priority 3. Full funding after $5,000 contribution.)</td>
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<td>5</td>
<td>Signal Process Modules for Physics Junior Labs</td>
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<tr>
<td></td>
<td>(CSE priority 1. Full funding after $3,000 contribution.)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Loan Pool Mirrorless Cameras</td>
<td>$17,210</td>
</tr>
<tr>
<td></td>
<td>(Non-College, ATUS proposal. Partial funding after $1,000 contribution. Five complete camera kits instead of the ten requested.)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Expanding Research Capabilities and Class Accessibility through True-Color Camera Application for Laser-Scanning Fluorescent Confocal Microscope</td>
<td>$11,626</td>
</tr>
<tr>
<td></td>
<td>(Non-College, Scientific Technical Services (SciTech) proposal. Full funding.)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Increase Liquid Chromatography Mass Spectrometry (LC-MS) Instrumentation Data Analysis Capabilities with Spectral Libraries</td>
<td>$7,527</td>
</tr>
<tr>
<td></td>
<td>(Non-College, Scientific Technical Services (SciTech) proposal. Full funding after $500 contribution.)</td>
<td></td>
</tr>
</tbody>
</table>

**Total:**  $214,066

*Note: An award total may change slightly (increase or decrease) after the project’s technical review phase.*
Overview

This document summarizes the process, allocations, and rational behind the Associated Students Western Washington University (ASWWU) FY25 Budget as recommended by the AS Finance Council. The AS Operational budget provides guidelines for the spending of student fees on AS functions for the upcoming fiscal year. This allows for strategic planning of resources and the opportunity to restructure, add, or remove elements of the AS.

Definitions of Key Terms:

**Associated Students (AS):** All currently enrolled students at Western Washington University.

**AS Funds:** Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

**AS Operating Budget:** AS Funds allocated by the AS Executive Board, AS Student Senate, and AS Finance Council for the current fiscal year.

**AS Reserves:** Non-operational accounts funded from Residual Dollars.

**Deficit:** When planned revenue minus planned expenses results in a negative amount.

**Fiscal Year:** Western’s fiscal year runs July 1 - June 30. [FY25 July 1, 2024 to June 30, 2025].

**Residual Dollars:** Unspent and Unallocated AS Funds remaining in the operating budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

Context:

The council faced a difficult budget process this year. With mandatory increases, inflation, and decreasing enrollment statewide (although this has been slow for WWU so far). The ASWWU Business Office has asked Budget Authorities to reduce budgets to what is necessary to continue services. This was in order to accommodate mandatory increases for student pay (including a new Bellingham law that will result in a $2 increase above minimum wage by May 2025) and staff restructure changes. Authorities were also asked to focus on how budgets meet Accessibility, Diversity, Equity, and Inclusion goals (ADEI). In FY’24 the AS budget was approved with deficit at $114,343. FY25 expected budget deficit is around $150,000.

Process:

**AS Finance Council worked together to create a values statement** to help guide decision making on budget allocations [see next page].

**AS Budget Authorities created reduced proposals** looking for reductions that still allow for service and activities for students- mindful of individual areas, the whole AS, and ADEI goals.

**Initial clarifying review of budgets by the AS student Business Director and AS Fiscal Analyst**

**Review by the Director of Student Engagement and AS Business Manager**

**AS Budget Authorities asked to reduce further**, requesting no higher than 12% increase over last year, but aiming for 4%.

**Budget reviewed and approved by Finance Council (FC).**

**Next steps:** The FC approved Budget is forwarded to the AS Executive Board & AS Student Senate, and Financial Fund Manager for approval, and then to the WWU Board of Trustees.
The 2023-2024 AS Finance Council has identified values as a guide when reviewing financial requests.

Finance Council Core Values:
- Transparency
- Equity
- Stewardship and Accountability
- Student Success, Retention, and Well-being
- Community Enrichment

In order to create a shared understanding, the council has described what these values mean to them:

**Transparency**
ASWWU Finance Council will have transparency in decision making. We commit to transparency through having our language be accessible; by utilizing language that is easy to read and understand or providing definitions for the user. Agendas and documents will be posted publicly on the website.

**Equity**
Primarily, it’s essential to reflect on present inequities in this institution. The ASWWU Finance Council commits to making financial processes and budgets accessible and welcoming to the involvement of multicultural and diverse students at WWU. Prioritizing the needs of students traditionally underserved or with marginalized identities, including but not limited to BIPOC students, LGBTQ+ students, disabled students, and undocumented/mixed-status students is necessary. The council recognizes that there are areas that need extra attention: dismantling antiblackness, amplifying student voices, etc.

**Stewardship and Accountability**
We, as stewards of student dollars, must consider the whole campus community and act with their needs in mind. Balancing the budget financially and ethically with consideration given to the needs of the ever-changing student body, organizations/programs/services, and campus At-Large.

**Student Success, Retention, and Well-Being**
Success should comprise of opportunities for students to grow academically, personally, and professionally. ASWWU Finance Council supports students succeeding mentally, physically, academically, etc. This is done through attempting to reduce various barriers faced by students be they monetary, physical, emotional, or mental, etc. Budgets should consider the impacts of students at large, specifically focused on marginalized and underrepresented communities and focus on retention. Our goal is to mitigate harm and maximize positive impacts for students, while keeping in mind differential impacts to communities on campus and carefully weighing the pros and cons of each decision we make.

**Community Enrichment**
ASWWU Finance Council looks for spending that is accountable to the interests of Western’s diverse students. Increasing community engagement, involvement and sense of belonging is crucial, especially after isolating virtual times. Allocation of funds to endeavors that support the At-Large WWU community should focus on creating/increasing student access to services governed by student fees.

Approved by Finance Council on November 15, 2023 by motion FC-23-F-03.
Finance Council:

**Charge:** The purpose of the AS Finance Council is to serve as a central body in responsibly managing AS funds. (Including discussing and approving a recommended AS Operating Budget.)

**Membership:**
Trent Austin, Chair, non-voting (AS Business Director)
Keara Ryan, Vice Chair (AS President)
Gabe Wong (AS Senate President)
Bella Bedard (Activities Representative)
Kasey Lee (Central Services Representative)
Ava O’Neill (AS Club Rep)
Sam Hughes, VU Business Services Program Support (Secretary)
Sarah Cheikho (AS Club Rep)
Cindy Monger, AS Fiscal Analyst 2 (Secretary/Fiscal Support)
Cynthia Sandstrom, AS Business Manager (Council Advisor)
Dr. Frederick Collins, Director of Student Engagement (Financial Fund Manager)

**Notable Changes:**

**Note:** The original requests by offices showed what was needed to continue at current service levels. This budget was 3.15 million. Due to the current budget situation, Budget Authorities were asked to review their budget and make reductions anywhere possible. **Reductions in programs and operating costs resulted in a decrease of $205,000.** This leaves the AS in good standing and requesting a decrease to 37% (from 37.41%) of the total S&A Fee, given the new enrollment projections and the 4% fee increase. At this point the S & A Fee has not been officially passed, if the AS allotted percentage fee changes, it will not change the allocations [in budget summary].

**Mandatory Increases:**

**Student Salary**- Level 1 Student Employees saw an increase of $1 on 5-1-24, due to a new Bellingham Law. Under directions from HR and VP of ESS, only Level 1 saw an increase where employees were brought up to minimum wage. The reason for this was changing wages beyond adjusting to minimum wage would constitute an unfair labor practice, given student employees current union bargaining negotiations. All student salaries are expected to increase proportionally in response to the expected Washington State Minimum Wage increases set to occur January 1, 2025, as requested by the WWU budget office this estimate is set at 4%. There is an additional $1 increase above minimum wage on 5-1-25 and the impact of this is unknown.

**Staff Salary**- 4% Cost of Living increase for Professional Staff, 3% Cost of Living increase for Classified Staff and mandatory classified step increases, bringing some positions to 95% as required by HR, as well as position reclassifications by Human Resources in response to the restructure of the Student Engagement and Student Government areas resulted in significant increases. Health Benefits increased by $552 per month per employee.

**Other increases:** (above inflation)
FXXBAD- Executive Board Administration- Students are voting in a May election about adding a new position to cover gap areas in the Executive Board, this would mean adding a AS Vice President for University Operations to the budget, wages included in current proposal.

FXXGRN- Club Funding- increase of $5,000 due to need, and an increase of 30 new clubs.

FXXOCE- Outdoor Center Admin- Combined training for all Viking Outdoor Recreation Students (Lakewood students funded separately). This is to fund wages for a 4-hour training twice a year.
Reinstated positions: KUGS reinstated summer positions at reduced hours and weeks of work. Restructure of positions includes some Committee Coordinator duties.

Program Reductions:  
(requested in second review by Budget Authorities due to current budget situation)
Leadership & Community Engagement- reduction of speaker fees
Outdoor Center (OC)- reduction of operating hours by 1 hour per day. The OC will now only be open 5 hours during the academic year, and 4 hours in the summer.
OC Excursions- reduced by 1 adventure trip per quartet (3 total) and the 5-day spring break trip.
OC Training- reduced by 5 trainings which may result in less variety of excursions offered. Wilderness First Responder training moved to be funded out of reserves.
Publicity Center- reduction of specific software, will be using in house systems.
Telephones- reduced number of telephone lines to those necessary for business due to the increased use of Teams.

Student Employment Reductions: (reduced by 5 positions total)
Club Hub- reduction of the Marketing Coordinator
KUGS- reduction of budgeted hours by 1 week during the summer
AS Productions- reduction of one Gallery Attendant, and some budgeted hours for others
AS Publicity Center- reduction of 2 graphic designers, and 1 distributer
Wavelength- reduction in budgeted student hours
AS Executive Board- reduction of budgeted hours for all positions
AS Student Senate- reduction of budgeted hours for all positions

Temporary Reductions- While there is still a healthy fund balance in the Legislative Action Fund Budget, and until the budget situation stabilizes, FXXLAF and FXXLEG will be funded from FXLACF.

Student Employee Hours- Budget Authorities were asked to review the hours for each position and make sure that it aligns with the current need for services. In an organization wide review it was found that due to reductions in training hours, many offices were overbudgeted. These hours were reinstated, and reductions occurred in other areas.

***Note: The above reductions are for budgeting purposes only. Students are authorized to work up to the full number of hours indicated in their position descriptions. This budgeting is done with the understanding that if it is too aggressively reduced for budgeting purposes AS Reserve funds will be used to cover the amount of overage to fully fund positions. This will be revisited during the budgeting process wage review.

Temporary Position Reduction:
Web Designer- reduced for one more year to help with budget deficit.

Miscellaneous- There are also many decreases of smaller amounts in an attempt to help with the budget deficit.

Position Moves:
FXXMAR to FXXPCA- videographer and photographer moved to the Publicity allow for more direct services to AS programs and organizations.
FXXBAD to FXXSSN- AS Senate President and one Student Government Assistant to Senate Budget.

Fast Indexes Created/Dissolved:
FXXLGL- Civic Involvement Coordinator absorbed into FXXVER- Voter Education & Registration.
AS Grant Recommended for Operationalization:

Club Coordinator Project Position
Purpose: This proposal is to hire that position as an exempt project position for two years.
Reason: This position will work with students at large to support new club formation, and support for club activities, which are open to all current undergraduate and graduate students. Needed due to a restructure that resulted in only 1 employee to support this area.
Amount: $127,308 for a 2-year grant July 1, 2022 to July 30, 2024. ($65,000 in FY'24) Results in $40,000 increase in operating request as half the position was covered in restructure.

Queer Guild Council Grant was requested by LGBTQ+ Western and will be funded in that area.
Purpose/Reason: The AS Queer Guild Council was created with the intention of establishing a group/space where Queer and/or Trans club leaders can gather and support one another in their respective clubs, share ideas, find co-sponsorships, and allocate Club Funding
Amount: $4,000 per year (funded for 5 years from Reserves, due to 2 years of Covid19 pandemic.)

Ongoing AS Grants:

KUGS Operations Manager Non-Permanent Position
Purpose: Hire a full-time Operations Manager for KUGS, supervised by the current KUGS General Manager. Recommended to add staff member since 2012.
Reason: It is rare to find radio stations of our size that work with as many student staff and volunteers as KUGS does while only having a single full-time staff member, our General Manager (Jamie Hoover). Our station currently has 8 student staff and coordinates approx. 100+ volunteers per year. The station is on air all day and part of the night 364 days a year.
Amount: $75,000 for the last year of a 2-year grant (July 1, 2023 to June 30, 2025).

Looking Forward:

Student Wage Budgeting: There was a request from AS Student Government to review how the AS budgets for student employee wages. The goal is to create more specific guidance and more consistency and accountability across the organization. There was some interest in pursuing this from the council, but we did not have time to address this during spring quarter. As well as, due to the directive we have gotten from WWU's HR, Student Employment Center, and VP of ESS, including how the new Bellingham minimum wage law will be implemented by the Student Employment Center throughout next academic year and beyond, and on-going student employee unionization efforts, it was felt that there were too many unknowns, and that we will be in a better position next academic year to address these variables. The AS student Business Director will be returning in this position next year and will help in the review of student wage budgeting when more information is solidified.

Conclusion:

The AS Finance Council is proud to present these recommendations that were collaborative work with students and Budget Authorities, and that are fiscally responsible with student dollars. Budgets were created with Accessibility, Diversity, Equity, and Inclusion; retention, and belonging goals at the center. This year funds have been tightly budgeted due to the Service & Activities Fee increase of 4% not covering the full mandatory wage increases, operationalization of two AS Grants, and a restructure of the area. Student Wages continue to be budgeted tightly and close assessment should continue into next fiscal year. A Reserve Area called Supplemental Funding was created due to no wiggle room left in programming budgets, Reserve funding is an option for a few years until the AS Operating Budget stabilizes.
The AS Operating Budget can be divided into four areas: Activities, Representation, Central Services, and Subsidies.

<table>
<thead>
<tr>
<th>AS Activities</th>
<th>$595,823</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS Central Services</td>
<td>$1,852,831</td>
</tr>
<tr>
<td>AS Representation</td>
<td>$386,357</td>
</tr>
<tr>
<td>AS Subsidies</td>
<td>$114,431</td>
</tr>
</tbody>
</table>

AS Activities budgets are for AS programs that provide co-curricular activities for WWU Students. Areas include Club Activities (Club Hub), KUGS FM, Viking Outdoor Recreation (Outdoor Center), AS Productions.

AS Central Services budgets provide support to all AS Programs. Areas include Business Office, Communications Office, Personnel Office, Viking Union Organization staff, etc.

AS Representation budgets support AS elected officials and Civic Engagement opportunities. Areas include AS Executive Board, Student Senate, and Office of Civic Engagement.

AS Subsidies provides partial financial support to the Childhood Development Center and the Western Hub of Living Essentials (WHOLES) program and food pantry.

Fiscal Year 2025 Proposed AS Budget

Note: FY’25 percentages include reductions in many areas due to mandatory expenses outpacing fee revenue and enrollment.

<table>
<thead>
<tr>
<th>AS Budget Summary</th>
<th>FY’25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Projected Revenue FY’25</td>
<td>$2,793,990</td>
</tr>
<tr>
<td>Total Budgeted Expenses FY’25</td>
<td>$2,949,442</td>
</tr>
<tr>
<td>FY’25 Projected Deficit</td>
<td>($155,452)</td>
</tr>
</tbody>
</table>
### FY'25 AS Budget Recommendations

**as of 5-6-24**

<table>
<thead>
<tr>
<th>Activities</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets</th>
<th>Revised Request</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Club Activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXACT</td>
<td>Club Activities Admin</td>
<td>45,914</td>
<td>55,894</td>
<td>44,253</td>
<td></td>
<td>Mandatory wage increases, restoring to 17 hours per week based on office need. Reduction of one marketing position.</td>
</tr>
<tr>
<td>FXXGRN</td>
<td>Grants/Loans/Underwrites</td>
<td>25,000</td>
<td>30,000</td>
<td>30,000</td>
<td></td>
<td>Increase requested based on 30 additional clubs.</td>
</tr>
<tr>
<td>FXXCLC</td>
<td>Club Conference Funding</td>
<td>15,000</td>
<td>20,000</td>
<td>15,000</td>
<td></td>
<td>AS Clubs can make requests for funding for travel/conference costs from this budget. The funds allocated to this budget are distributed at the discretion of the Activities Council.</td>
</tr>
<tr>
<td><strong>Total Club Activities</strong></td>
<td>85,914</td>
<td>105,894</td>
<td>89,253</td>
<td></td>
<td>3.9%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>KUGS FM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXKUG</td>
<td>KUGS 89.3 Admin</td>
<td>84,801</td>
<td>97,616</td>
<td>93,680</td>
<td></td>
<td>Mandatory wage increases, decrease by 1 week for summer, reinstate summer positions.</td>
</tr>
<tr>
<td>FXXKP8</td>
<td>KUGS Publicity</td>
<td>800</td>
<td>800</td>
<td>800</td>
<td></td>
<td>Funds on-going promotional/marketing for KUGS. Programming schedule changes quarterly and students turnover, strong promotional presence is needed. KUGS does successful &quot;trade-out&quot; with local publications for advertising space to keep costs reasonable.</td>
</tr>
<tr>
<td>FXXKPR</td>
<td>KUGS Program/News</td>
<td>38,161</td>
<td>40,462</td>
<td>38,488</td>
<td></td>
<td>Mandatory wage increases.</td>
</tr>
<tr>
<td><strong>Total KUGS FM</strong></td>
<td>123,762</td>
<td>138,878</td>
<td>132,968</td>
<td></td>
<td>7.4%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Outdoor Center</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXOCA</td>
<td>Outdoor Center Administration</td>
<td>38,617</td>
<td>61,446</td>
<td>50,283</td>
<td></td>
<td>Minimum wage increase. Increases due to two combined, Viking Outdoor Rec Trainings.</td>
</tr>
<tr>
<td>FXXOFQ</td>
<td>OC Equipment Shop (Includes Bike Shop)</td>
<td>28,498</td>
<td>37,911</td>
<td>22,614</td>
<td></td>
<td>Reduced overall hours the OC is open by 1 hour per day and reduced employees on Mondays &amp; Fridays due to current budget situation.</td>
</tr>
<tr>
<td>FXXOEX</td>
<td>OC Excursions &amp; Instruction</td>
<td>42,373</td>
<td>71,435</td>
<td>56,471</td>
<td></td>
<td>Reduced by 1 adventure trip per quarter and the spring break 5 day trip. Min wage increase.</td>
</tr>
<tr>
<td>FXXOLT</td>
<td>OC Trip Leader Training</td>
<td>33,448</td>
<td>44,853</td>
<td>26,570</td>
<td></td>
<td>Minimum wage increase. Reduced by 5 trainings to recognize current budget situation. These trainings help remove the barriers and increases accessibility to the world of Outdoor Recreation. Western positions itself as a model for other university programs and a definitive leader across the entire field.</td>
</tr>
<tr>
<td>FXXOYG</td>
<td>OC Free Yoga Program</td>
<td>2,168</td>
<td>2,673</td>
<td>2,573</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXOPD</td>
<td>OC Promotions &amp; Outreach</td>
<td>2,800</td>
<td>3,050</td>
<td>1,850</td>
<td></td>
<td>Increase by one event, revenue increased.</td>
</tr>
<tr>
<td><strong>Total Outdoor Center</strong></td>
<td>147,904</td>
<td>221,368</td>
<td>160,361</td>
<td></td>
<td>8.4%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th>Revised Request</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>AS Productions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY'24 Draft AS Budget</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FY'25 AS Budget Recommendations as of 5-6-24

<table>
<thead>
<tr>
<th>Fiscal Code</th>
<th>Description</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXASP</td>
<td>AS Productions Administration</td>
<td>112,870</td>
<td>133,682</td>
<td>118,941</td>
<td>Mandatory wage increases. Reduced by one position and position hours.</td>
<td>The AS Productions Administration budget is primarily to pay for the staff of the office, office supplies. It is also used for staff meetings, staff trainings and local staff travel.</td>
</tr>
<tr>
<td>FXXAMP</td>
<td>ASP Marketing and Promotions</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Self sustaining budget, poster sale revenue funds.</td>
<td>This self sustaining budget is to market ASP with promotional print items, SWAG items for Info fair, incentives for Taste Test Survey completion (about student entertainment preferences) or other office wide promotion.</td>
</tr>
<tr>
<td>FXXAVL</td>
<td>Volunteer Program</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Self sustaining budget, poster sale revenue funds.</td>
<td>The ASP Volunteer program was created to incentivize student volunteers to advertise for events and have end of the quarter celebrations.</td>
</tr>
<tr>
<td>FXXART</td>
<td>ASP Gallery</td>
<td>4,000</td>
<td>3,500</td>
<td>3,500</td>
<td>Decrease.</td>
<td>The VU Gallery Budget supports the presentation of 8-9 varied exhibitions each year. The VU Gallery contributes to the artistic culture of WWU by hosting diverse exhibitions primarily of student and local artwork, but also works of national and international artists.</td>
</tr>
<tr>
<td>FXXFMAM</td>
<td>ASP Underground Coffeehouse</td>
<td>13,650</td>
<td>12,025</td>
<td>12,025</td>
<td></td>
<td>Undergound Coffeehouse programming builds community on WWU's campus and Bellingham community.</td>
</tr>
<tr>
<td>FXXFPDP</td>
<td>ASP Popcorn</td>
<td>25,200</td>
<td>33,275</td>
<td>33,275</td>
<td>Increase in expenses partially transferred from FXXMAM.</td>
<td></td>
</tr>
<tr>
<td>FXXLWN</td>
<td>ASP Lawnstock</td>
<td>12,600</td>
<td>12,600</td>
<td>12,600</td>
<td></td>
<td>Lawnstock is the Culinating Outdoor Festival for the academic year. The event is free and usually draws 1700-2300 people.</td>
</tr>
<tr>
<td>FXXSPE</td>
<td>ASP Special Events</td>
<td>16,500</td>
<td>16,500</td>
<td>16,500</td>
<td></td>
<td>Fund large-scale entertainment and educational programming for the Western community via specialty events. Expenses include performer &amp; speaker fees, event services, ticketing fees, etc. Varies yearly based on interest/need.</td>
</tr>
<tr>
<td>FXXSMR</td>
<td>Summer Programming</td>
<td>4,000</td>
<td>3,600</td>
<td>3,600</td>
<td>Decrease.</td>
<td>Funds free noon concerts open to all that take place during the 6-week summer session on 5 of the 6 Wednesdays in the PAC Plaza, or 5 one hour performances.</td>
</tr>
<tr>
<td>FXXPCA</td>
<td>AS Publicity Center Admin</td>
<td>95,095</td>
<td>134,077</td>
<td>115,853</td>
<td>Reduction of 3 staff members based on need. Addition of positions moved from FXXMAR.</td>
<td>Reduction of 3 staff members based on need. Addition of positions moved from FXXMAR.</td>
</tr>
<tr>
<td>FXXPCB</td>
<td>Wavelength</td>
<td>35,005</td>
<td>48,332</td>
<td>39,859</td>
<td>Mandatory wage increases.</td>
<td>Wavelength budget pays for writers, editors, and supplies for the alternative online publication that provides news coverage of student government, AS offices &amp; clubs, arts &amp; entertainment, student life &amp; other areas of life at WWU.</td>
</tr>
<tr>
<td>FXXMAR</td>
<td>Communication Office Admin</td>
<td>55,516</td>
<td>46,498</td>
<td>34,939</td>
<td></td>
<td>The Communications Office is responsible for organizational promotion, marketing and public relations. This office provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.</td>
</tr>
</tbody>
</table>

**Total AS Productions** | **201,620** | **227,982** | **213,241** | **5.8%** |

### Centralized Services

<table>
<thead>
<tr>
<th>Fiscal Code</th>
<th>Description</th>
<th>FY24 Allocation</th>
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</thead>
<tbody>
<tr>
<td>FXXCMP</td>
<td>Printer Maintenance</td>
<td>1,900</td>
<td>1,400</td>
<td>1,000</td>
<td>Decrease in use.</td>
<td>Budget covers the paper &amp; toner for AS printers.</td>
</tr>
<tr>
<td>FXXCPY</td>
<td>Copy Machine</td>
<td>4,500</td>
<td>4,500</td>
<td>4,500</td>
<td>Usage by other VU Offices is charged directly to them and offsets the cost of the machine.</td>
<td>This budget covers the base rate for the Xerox Machine and the cost of copying/printing for ASWWU.</td>
</tr>
<tr>
<td>FXXINS</td>
<td>Institutional Recharge</td>
<td>153,842</td>
<td>150,392</td>
<td>150,392</td>
<td></td>
<td>The Administrative Services Assessment (ASA) is a fee set by the university to recover administrative costs from auxiliary enterprises for state provided centralized services.</td>
</tr>
<tr>
<td>FXXTEL</td>
<td>Telephone</td>
<td>16,200</td>
<td>14,150</td>
<td>10,000</td>
<td>Decrease, reduction of unused phone lines.</td>
<td>This budget covers telephone costs and long distance.</td>
</tr>
</tbody>
</table>

**Total Centralized Services** | **176,442** | **170,442** | **165,892** | **-6.0%** |

### Publicity, Communications, and Marketing

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>FXXPCA</td>
<td>AS Publicity Center Admin</td>
<td>95,095</td>
<td>134,077</td>
<td>115,853</td>
<td>Reduction of 3 staff members based on need. Addition of positions moved from FXXMAR.</td>
<td>Reduction of 3 staff members based on need. Addition of positions moved from FXXMAR.</td>
</tr>
<tr>
<td>FXXPCB</td>
<td>Wavelength</td>
<td>35,005</td>
<td>48,332</td>
<td>39,859</td>
<td>Mandatory wage increases.</td>
<td>Wavelength budget pays for writers, editors, and supplies for the alternative online publication that provides news coverage of student government, AS offices &amp; clubs, arts &amp; entertainment, student life &amp; other areas of life at WWU.</td>
</tr>
<tr>
<td>FXXMAR</td>
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<td></td>
<td>The Communications Office is responsible for organizational promotion, marketing and public relations. This office provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.</td>
</tr>
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</table>

**Total Publicity Communications and Marketing** | **185,616** | **228,907** | **190,651** | **2.7%** |
## FY'24 AS Budget Recommendations as of 5-6-24

### Professional Advisement & Leadership Development

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>FXXVU Student Engagement Administration</td>
<td>1,273,282</td>
<td>1,375,656</td>
<td>1,425,327</td>
<td>Mandatory staff increases, position restructure, reinstatement of one position that was grant funded. Budget covers all professional staff involved with Student Activities and Engagement, supplies, telephone and some professional development.</td>
<td></td>
</tr>
<tr>
<td>FXLLCE Leadership Learning &amp; Community Engagement</td>
<td>31,572</td>
<td>32,571</td>
<td>29,621</td>
<td>Mandatory staff increase. Decrease in speaker fees. LEADS peer leadership educators can facilitate 40 different modules in various departments, units, clubs, groups. LEADS advises the largest AS Club, NSLS-WWU leadership honorary. LEADS co-sponsors and co-staffs 6-8 speaker broadcasts each year. The total annual budget for this program is ~$150,000.</td>
<td></td>
</tr>
<tr>
<td>FXXIPTR Student Employee Development</td>
<td>7,710</td>
<td>8,150</td>
<td>8,150</td>
<td>Increase in costs for training. The Personnel Training Budget is used for mid-quarter trainings, pre-winter quarter training, and pre-spring quarter training, as well as used for pre-quarter summer development. All AS salaried and select hourly employees are required to attend the pre-quarter and mid-quarter.</td>
<td></td>
</tr>
<tr>
<td>FXXSER AS Student Employee Recognition</td>
<td>2,100</td>
<td>2,600</td>
<td>2,600</td>
<td>Increase in cost for recognition event costs. This budget pays quarterly and end of year Student Employee Recognition events.</td>
<td></td>
</tr>
<tr>
<td><strong>Total Prof. Advisement &amp; Leadership Devlp</strong></td>
<td><strong>1,314,664</strong></td>
<td><strong>1,418,577</strong></td>
<td><strong>1,465,698</strong></td>
<td><strong>11.5%</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Student Administration

<table>
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<tr>
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<tbody>
<tr>
<td>FXXBUS Business Office Admin</td>
<td>12,860</td>
<td>16,038</td>
<td>14,161</td>
<td>Mandatory wage increase, return to 17 hours academic, reduction in summer hours. The Business Office Admin budget is primarily for salary and a few supplies to run the Business Office.</td>
<td></td>
</tr>
<tr>
<td>FXXPRS Personnel Office Admin</td>
<td>16,556</td>
<td>20,382</td>
<td>16,429</td>
<td>Mandatory wage increase.</td>
<td></td>
</tr>
<tr>
<td><strong>Total Student Administration</strong></td>
<td><strong>29,416</strong></td>
<td><strong>36,420</strong></td>
<td><strong>30,590</strong></td>
<td><strong>4.0%</strong></td>
<td></td>
</tr>
</tbody>
</table>

### AS Student Representation and Governance

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>FXXBAD Board Administration</td>
<td>131,600</td>
<td>151,243</td>
<td>118,327</td>
<td>Mandatory wage increases, estimated hour use increased. 2 positions moved to SSN, decrease travel</td>
<td>This budget pays the salaries for the AS Executive Board Members and Student Government Assistants. It also pays for supplies for the office, posters for Scholarships and Student Trustee Search, etc. All Business Cards for AS Students are purchased through this budget.</td>
</tr>
<tr>
<td>FXXLAF Legislative Affairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Continue to be funded from FXLACF due to current budget conditions. This budget pays primarily for the AS lobbying efforts such as Western Lobby Day to ensure that students are represented in the legislative process, and to effectively advocate for affordable, accessible, and quality Higher Ed.</td>
<td></td>
</tr>
<tr>
<td>FXXBDR Diversity Initiative Fund</td>
<td>4,000</td>
<td>2,000</td>
<td>-</td>
<td>Reduction due to lack of use. The Diversity Initiative Fund is used for supporting and promoting diversity topics on Western's Campus. This budget is also used to send 12 students to a conference each year, historically the Oregon Students of Color Conference.</td>
<td></td>
</tr>
<tr>
<td>FXXSSN Student Senate</td>
<td>91,725</td>
<td>196,100</td>
<td>153,202</td>
<td>Mandatory wage increases, estimated hour use increased. 2 positions moved from BAD.</td>
<td>Pay for AS Student Senate, which includes representation from all colleges and at large students. Addition of goods and services to support the Senate.</td>
</tr>
<tr>
<td><strong>Total AS Board of Directors</strong></td>
<td><strong>227,325</strong></td>
<td><strong>349,343</strong></td>
<td><strong>271,529</strong></td>
<td><strong>19.4%</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Office of Civic Engagement

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>FXXREP Office of Civic Engagement Admin</td>
<td>91,310</td>
<td>108,305</td>
<td>101,953</td>
<td>Mandatory wage increases. Restructure of positions to include Committee Coordinator. The OCE supports student civic engagement and participation on campus by having voter registration drives, voter education events, the AS elections, Coordinating student appointments and training for committee members, lobbying on behalf of the AS in Olympia.</td>
<td></td>
</tr>
<tr>
<td>FXXELC AS Elections</td>
<td>8,650</td>
<td>8,050</td>
<td>7,850</td>
<td>Decrease</td>
<td>Provides funding to promote awareness of the AS Elections, entice people toward running for elected positions in the AS Elections, promote voter education about both the general and AS Elections, and ensure the maximum voter accessibility possible.</td>
</tr>
<tr>
<td>FXXLEG Director for Legislative Affairs</td>
<td>7,000</td>
<td>7,000</td>
<td>-</td>
<td>Recommend funding from FXLACF</td>
<td>Budget for the Legislative Liaison. Includes all moving expenses, rental costs for their winter quarter hiatus in Olympia, and costs for their events during Fall and Spring Quarters.</td>
</tr>
<tr>
<td><strong>Total Office of Civic Engagement</strong></td>
<td><strong>287,960</strong></td>
<td><strong>323,450</strong></td>
<td><strong>280,600</strong></td>
<td><strong>19.6%</strong></td>
<td></td>
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**FY'24 Draft AS Budget**
### FY'24 AS Budget Recommendations as of 5-6-24

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<tr>
<td>FXXGL Civic Involvement Coordinator</td>
<td>4,600</td>
<td>-</td>
<td>Combined with FXXVER due to new combined position.</td>
<td>This budget funds the programming of the Civic Involvement Coordinator, which supports students' understanding of, and participation with, current political and social issues. Supports speakers, panels, workshops, media campaigns, interactive civic engagement events, or other formats that support the OCE.</td>
</tr>
<tr>
<td>FXXVER Voter Education &amp; Registration</td>
<td>5,200</td>
<td>6,025</td>
<td>5,025</td>
<td>FXXLEL budget combined, overall decrease. Funding for Western Votes and the voter registration/education program, and engage with the legislators, and provides educational and informational opportunities for students who are preparing to vote in municipal, county, state, and federal elections.</td>
</tr>
</tbody>
</table>

**Total Office of Civic Engagement** 116,760 129,380 114,828 -2%

### AS Subsidies

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>FXCHLD Child Development Center Administration</td>
<td>104,997</td>
<td>100,000</td>
<td>reduction in light of budget situation.</td>
</tr>
<tr>
<td>FXXFIF Fall Info Fair</td>
<td>-</td>
<td>-</td>
<td>Removed request to fund student position. Will cover with Info Fair Fees one more year.</td>
</tr>
<tr>
<td>FXWHLE Whole Program</td>
<td>8,119</td>
<td>19,029</td>
<td>14,431</td>
</tr>
</tbody>
</table>

**Total AS Subsidies** 113,116 124,029 114,431 1.2%

### TOTAL AS BUDGET

<table>
<thead>
<tr>
<th>FY24 Draft AS Budget</th>
<th>FY25 Academic</th>
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</thead>
<tbody>
<tr>
<td>S &amp; A Fee Summer Quarter</td>
<td>159,500</td>
<td>165,880</td>
<td>4.0%</td>
</tr>
<tr>
<td>S &amp; A Fee Academic</td>
<td>2,480,220</td>
<td>2,579,429</td>
<td>6.0%</td>
</tr>
<tr>
<td>Difference</td>
<td>(116,511)</td>
<td>(406,311)</td>
<td>(155,452)</td>
</tr>
</tbody>
</table>