

**Western Washington University Associated Students
Board of Directors Meeting**

Thursday, July 10, 2008

VU 460

AS Board Officers: *Present:* Erik Lowe, Virgilio Cintron, Andrea Goddard, Matt Jarrell, Kayla Britt, Sarah Ishmael and Ben Wurtz

Advisor(s): Kevin Majkut, Director of Student Activities

Guest(s): Frank Haulgren (Library), Marcy Alstrom (Personnel) Alexander (AJ) Garcia (Alternative Transportation Coordinator, Sally McLaughlin (Recycle Center), Aaron Garcia (ASP)

MOTIONS

08-SUM-07 Approval of the minutes of Wednesday, June 26, 2008. *Passed*

08-SUM-08 Approval of the Recycle Center Educator Job Description as reflected in Doc. 1.
Passed

08-SUM-09 Approval of the Centennial Events Coordinator Hiring Committee as stated in Doc. 2.
Passed

08-SUM-10 Table the Model UN Funding until a later date. *Passed*

Erik Lowe, A.S. President, called the meeting to order at 4:03 p.m.

I. APPROVAL OF MINUTES

MOTION 08-SUM-07 by Lowe

Approval of the minutes of Wednesday, June 26, 2008.

Vote: 7 - 0 - 0 Action: Passed

II. REVISIONS TO THE AGENDA

Information Item Guest A. Sustainability Speaker is tabled.

III. FINANCIAL REPORT

Virgilio Cintron reported that the Finance Office is still finishing up with the last Fiscal Year.

IV. PUBLIC FORUM-

Sally McLaughlin congratulated the new and returning Board Members.

V. PERSONNEL ITEMS

A. Recycle Center Educator Job Description Cintron Doc. 1

Marcy Alstrom reported that Sally McLaughlin, Rich Neyer and Jim Schuster would like the Recycle Center Educator Position to be a four quarter position. This will allow for a head start on programming. Cintron, Kevin Majkut and Alstrom, the Personnel Committee, met and were in support of these changes. The Recycle Center has been working with Eco Reps in the Residence Halls since 1992. They are currently working with the Sustainability Office to offer the Eco Reps more opportunity to show that sustainability is not just recycling. It would help for the Educator position to be four quarters so they can work with the Sustainability or Residence Resource Awareness Program Coordinator. This will also allow for more time during the year to do waste analysis and then prepare the educational materials during the summer. Britt asked if there was money in the Recycle Center Budget for another quarter of pay. Cintron said that the RC is self sustained and there would be no financial implications to the AS Budget. This position would start immediately. McLaughlin has been hired for the 08-09 academic year and they are offering to extend her position instead of opening up for hiring for just the summer position. She is currently working as a laborer in the Recycle Center. The Recycle Center employs 3 salaried staff and 12-15 laborers during the school year. There are only 5 laborers during the summer, this allows for the other positions to be 3 quarters only.

MOTION 08-SUM-08 by Cintron

Approval of the Recycle Center Educator Job Description as reflected in Doc. 1.

Second: Ishmael

Vote: 7 - 0 - 0

Action: Passed

B. Centennial Event Cord. Hiring Committee

Cintron Doc. 2

Alstrom recommended that Matt Jarrell, Aaron Garcia, Rahim Khoja, and Casey Hayden serve on the Centennial Events Coordinator Hiring Committee. All four have agreed to serve and are excited. The position closed and there are three applicants ready to be interviewed.

MOTION 08-SUM-09 by Cintron

Approval of the Centennial Events Coordinator Hiring Committee as stated in Doc. 2.

Second: Britt

Vote: 7 - 0 - 0

Action: Passed

VI. INFORMATION ITEMS—GUESTS

B. Library Policies-Frank Haulgren

Goddard Doc. 4

Frank Haulgren came to present new Portable Computer and Group Room Policies to the Board. These changes came out of the online responses during the 14 days to have your say event. At this point the Laptop Policy is the same as when it went into effect 5-6 years ago. It was created to try and offer the most availability to students. There were very few laptops to start with and now that number has grown. The Library feels that there is room for flexibility now in how they assess fines. The late fine is currently \$10 per hour. The feedback the Library has received is that this is too harsh. At this point when users register for the laptops they are informed that there is no renewal of laptops and are informed of the late fee cost. There is an unspoken grace period of 20 minutes. This period was introduced because so many people were being assessed fines. The 20 min is designed to allow for lines at the printer etc. There was a significant drop off in the amount of fines assessed after the grace period was put into place. One of the ideas that the Library has is a tiered fine system. An option is to make the fee \$5 for the 1st three hours and \$10 for anything over 4 hours. Matt Jarrell asked where the fine money goes. Haulgren said it is put in the Library General Fund and used for replacing lost items, printer paper, toner, etc. Cintron asked how this fine compared with other campuses. Andrea Goddard answered that at first it was high with most fines being \$5-8. Now the range is \$4-20. Goddard will share more peer institution data in a Board worksession. Ishmael inquired if they have considered putting a timer on the laptops to remind students to turn them in on time. The Library has considered this, but it is not fool proof because the laptop would have to be booted up immediately after rental and not turned off at all during usage. Any changes to these policies would affect all laptop rentals on campus. Majkut asked what the Library's goal was in coming to the Board meeting. Haulgren said they wanted to get the Board's opinion and felt that it might be easier to implement if the Library could say they consulted with the Student Government. Majkut asked if there are still times when all the laptops are checked out. Haulgren said that there are times like that. Jarrell asked about a student comment about taking a laptop home and having to pay \$180. He asked if there is a cap to the fines. Haulgren said when fines are that high he usually personally reviews the circumstances. He does not remember this specific circumstance. He also looks at how not having the laptop available affected other students. For example if it was taken for a whole day during midterms, it would be taken more seriously. Haulgren feels that the fee system is not there to bleed students out of money, so if a fine is that high he usually offers to cut it in half. Unfortunately the fines are run through the Library Circulation System and so the only real choices are tiered or a flat rate. There can not be a per minute charge for instance. Ishmael asked about the student to computer ratio. Haulgren said there are 52 in the Library, 20 in the VU, 20 in the Rec Center and 8 at SMATE. Jarrell asked if there are extra accommodations made for students with temporary or permanent disabilities. Haulgren is

trying to give more flexibility within the system. A staff member can override the time that a laptop needs to be returned.

The Group Room Policy would be brand new. One of the things driving this policy is that the Student Tech Fee has provided some new equipment for the group rooms such as an electronic white board, etc. This equipment will be very expensive and they will need to start locking the rooms. At this point there are 11 group rooms, 4 of these rooms can be reserved. Another concern is that occasionally single people will use the group rooms which can put the groups out in the study areas. There has been some concern expressed over the noise in the Library. The Policy would include a key check out for a specific group room. Haulgren believes they should be able to put which rooms are currently in use at any given time, which will make it easier for people to know what is available and will help ensure that groups use the room instead of individuals. There needs to be some policy about things like how long before forfeiting a reservation, etc. Jarrell said if he had a dollar for every time he went looking for a group room and couldn't find one, he could pay a huge laptop fee. Britt asked how they would be advertising policy changes other than the website. The Library would like to do a better job of communicating to their users. They are working on some ideas now. Ishmael asked how they would handle it if there was damage to the room. (i.e. would the person who checked out the key be liable.) The Library has been so excited about the new equipment they really didn't think about damage. They are hoping that the group rooms will help alleviate the sky bridge congestion. Jarrell suggested signs on the doors of the group rooms, post info on the website, and have an article in the Western Front. Britt said she could pass information out to AS Clubs and suggested using the digital signage. Majkut commented that he used an electronic whiteboard and thought it was great technology. You just write on the board and then it is sent to the computer as a pdf. The Board will come up with a recommendation and have this as an action item next week.

C. Late Night Shuttle Publicity- A.J. Garcia

Wurtz Doc. 5

AJ Garcia, AS Alternative Transportation Coordinator presented the idea of a pocket schedule for the Late Night Shuttle. They are developing a marketing and outreach campaign. They are hoping to pass them out during bus pass distribution. AJ would like to add information about bike and pedestrian routes to the WTA and Late Night Shuttle information. The Transportation Fee money is slated to cover the transit systems. It does not include all transportation because the fee should not pay for things like bike racks or new pathways. They would like to have this small flyer include all modes of alternative transportation because in Bellingham many people combine types of transportation. For example, they may put their bike on the bus to ride up the hill and then ride their bike home. AJ Garcia would like to get feedback from the board on their feelings about this combined advertising. Lowe feels that this would be a great way to advertize, since the shuttle and bus maps would be the priority it would be helpful to include the addition on walking and bike routes. Lowe said that last year the money allocated to advertising was not all spent due to difficulty figuring out ways to spend it without having walking or biking as well as the fact that they have been getting the program up and running. AJ Garcia feels that students should know what their transportation fee pays for. Cintron asked if this kind of advertizing would be appropriate according to the language used in the fee proposal. Lowe said that he felt this would be appropriate because it is promoting the overall goals of the office. Ishmael asked if perhaps the fee needed to be revisited to include all alternative transportation. AJ Garcia said at this point they are not considering expansion. Wurtz said that in the minutes of the meeting where the fee was being considered the fee included 60,000 for projects that the fee committee would take on, such as bike paths. The Board felt that the University should be taking care of this and that the fee should not pay for bike or pedestrian infrastructure changes. Lowe said that there has not been a combined document that is easy to carry and that promotes all

alternative transportation. He also stated that the Alternative Transportation Webiste is very helpful. This item will be an action item at the next Board Meeting.

D. ASP Movie Funding-Aaron Garcia

Lowe Doc. 6

Lowe said that typically ASP Movie requests would be presented by Cintron, however he has had multiple meetings with the Summerstart/Transitions organizers, KUGS, ROP, ASP, etc. about AS involvement in these events. The AS is hoping to use this time to promote the AS and get people involved. ASP Films has a very tightly run budget and cannot afford to take on this additional funding request. The amount is significant because the movie will be shown many times during August. Aaron Garcia has listed some possible movie titles, but it open to other suggestions. Lowe explained that Summerstart is now a 2 day event with a mandatory overnight stay. They are providing many activities for participants such as providing music, dancing, raffles etc. They would like to have an activity for people who would like to participate in a more passive way, which is where the movie comes in. This is a great opportunity to have a captive audience and let them know what the AS has to offer and how they can get involved. This will also be a great way to kick start the 100th Anniversary of the AS. Jarrell thinks that it is great to offer a variety of activities so everyone can find something to do. This will be an action item at the next Board Meeting.

VII. COMMITTEE RECOMMENDATIONS

VIII. ACTION ITEMS-

A. Model UN Funding

Lowe Doc. 7

No one was able to attend this meeting from the International Affairs Association. Cintron spoke about his concern about funding any proposal this large without having the complete numbers from the previous fiscal year. The 2008-09 Budget relies on a specific amount being carried forward from the previous year. The Finance Office should have a better idea of the numbers sometime in August. Jarrell wondered if the item should be tabled. Lowe felt that it would be best to have club representatives present and to have the complete budget numbers. Majkut said that the fiscal year officially ends June 30, but then there is what they call the 13th month, which gives time to clean up the fiscal year items. He feels this should be complete by the beginning of August. Wurtz commented that their first conference was not until November.

MOTION 08-SUM-10 by Lowe

Table the Model UN Funding until a later date.

Action: Passed by Acclamation

IX. INFORMATION ITEMS – BOARD

A. Voter Education Concert/Workshop

Ishmael Doc. 8

Sarah Ishmael presented her proposal focusing on registration and education during a workshop and concert. She is requesting \$3,000 from AS Supplemental for a day of workshops centered around civic engagement. She is hoping to bring Talib Kweli a socially conscious musician. His original asking price was \$25,000 but he is willing to negotiate. Britt asked what this artists concert turnout what and if he had performed on other college campuses. Ishmael said that she had found him listed as a favorite artist on 200 Western Student's Facebook. Britt is wondering about advertising. They will be promoting along with the Voter Coalition. Ishmael will be partnering with the Social Issues Resource Center to put on the workshops. She is also trying to work with the American Democracy Project. She has estimated contributions of \$200 from the Political Science Dept and AMCS Professor Estrada is excited to contribute to the curriculum. Ishamel did not provide a budget because she did not have concrete numbers, she will provide one at the next meeting. Lowe asked how

involved AS Pop Music has been. Ishmael has met with them regularly and they have agreed to take on most of the financial burden, this is estimated to be \$18,000 which they will be taking out of their budget. Britt asked if this will negatively affect AS Pop and cause them to come to the Board later for funding. Majkut commented that they usually have a large event at the beginning of the year that they take some loss on but then it works out through the rest of the year. Ishmael said that the workshops would be low budget and the largest cost would be providing food for the 2 hour workshops. The AS funding would go towards the entire event but the majority of that budget is the concert. Lowe would like Hunter Motto from AS Pop to attend the next Board meeting if possible. This will be an Action Item at the next Board Meeting.

X. STUDENT SENATE REPORT

Student Senate Meeting Information

Erik Lowe will be meeting with Annie Jansen, Student Senate Chair next week.

XI. BOARD REPORTS

VP for Activities

Matt Jarrell reported that he spent the morning interviewing and hiring a Centennial Events Graphic Designer. Next week they will be interviewing and hopefully hiring the Centennial Events Coordinator Position. Bookstore Donation Budget is getting messy and he is working on sorting out the issues in the coming week. He is hoping to work with a new club next week called Educating Future Leaders.

VP for Legislative & Governmental Affairs

Sarah Ishmael reported that she attended the Mayor's Neighborhood Advisory Committee meeting and it was great to meet everybody and the mayor. She will be looking into the new position to enforce the new Rule of 3 Law. MNAC is excited about having students on the Neighborhood Committees, they encourage more students to get involved. She has been working with Jakob Lunden on the Voter Coalition. She has been working with Wurtz and AJ Garcia on the transportation marketing. She ordered 8,000 voter registration forms. She should have Western Votes T-Shirts by mid-August. She has been working hard on the Concert and Workshops. She also has been preparing for Fall when the big political storm will hit. She also met with Jane ? and Sherry ? from the governmental relations office and had a really productive conversation. She has been negotiating with the Washington Student Lobby on some issues. Ishmael will be attending a conference in August for 6 days with the United States Students Association.

VP for Academic Affairs

Andrea Goddard reported that she has been working on getting things set up for next year, including having a meeting with John Lawson about the Student Tech Fees. She learned about what has been done in the past and how he would like to move forward this year, especially with the renewal is coming up. She has meetings coming up with the Student Tech Center, Academic Advising, Admissions and has been making contacts around campus. Cintron, Lowe, Goddard, Alstrom and Cindy Monger met today about Committee Procedures.

VP for Student Life

Ben Wurtz reported he has been working on the transportation fee and getting the word out about what it provides. He got to answer a student question about the Late Night Shuttle. Last week he met with the Central Health and Safety Committee. They finally had quorum

and were able to vote on the skateboard and bike policies. They voted 4-3 to keep the dismount zones, but there will be less of them. Skateboards are now allowed on campus but are subject to the dismount zones.

VP for Diversity

Kayla Britt reported that she and Cintron are on the Ethnic Student Center Conference Committee for this Fall and they have been working on it. In regard to the session with Jason and Joanne DeMark about the leadership club, Cintron and Britt would like to be included in the discussion about how the \$20,000 that is given to the Leadership Development office is spent. She wants to look at their commitment to leadership and what it means. Britt is going to meet with Alstrom about the diversity section of AS Fall Training.

VP for Business & Operations

Virgilio Cintron reported that will be passing out a swat analysis to all AS Directors. He is excited to get them back and see where we can improve the AS. He will be meeting with Jarrell and Lowe about the Bookstore Donations. He is also looking in to making the Not for Profit more active. He has a meeting next week with Goddard about the Tech Fee. He is also involved in a weekly meeting about AS Fall Training with Lowe, Majkut and Alstrom. He met with the Personnel Committee and participated in the Committee Procedures meeting.

President

Erik Lowe reported that he has been working with people on AS training and is excited because it will have a different look and be more applicable to people's needs. He sat in on the meeting about Committees. He is hoping that this will be the first year in a long time where all AS and University Committees Student Appointments will be filled. He has been involved in many conversations about AS involvement in Summerstart and it looks like the involvement will be very different than in the past but the AS will be a lot more engaged with students. He had a meeting last week about the BT Expansion with project lead Bob Schmidt. The Alternative Transportation Master Plan was not included on the Agenda because Lowe will be making formatting changes to make it easier to understand. His mom and brother came up from Monday to Wednesday and it was a lot of fun.

XII. OTHER BUSINESS-

- A. Cintron requested that the Carry-over Policy be included as an Action Item next meeting because it was omitted this time.
- B. Majkut would like to discuss Committee Trainings or developing materials.
- C. Britt encourages people to sign up and participate in Summerstart. She feels it is an important outreach opportunity and later on last year people still remembered her from Summerstart.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 5:35 P.M.