

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

Thursday, July 24, 2008

VU 567

AS Board Officers: *Present:* Erik Lowe (President), Virgilio Cintron (VP Bus Ops), Andrea Goddard (VP Academics), Matt Jarrell (VP Activities), Kayla Britt (VP Diversity), Sarah Ishmael (VP Legislative) and Ben Wurtz (VP Student Life)

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

Guest(s): Frank Haulgren (Library), Aaron Garcia (AS Productions Director), Cory Budden (ASP Gallery), Rahim Khoja (AS Marketing Coordinator)

MOTIONS

- 08-SUM-11** Approval of the minutes of Wednesday, July 10, 2008 as corrected. *Passed*
- 08-SUM-12** Recommend upholding the current Portable Computer Policy of a \$10 late fee with the addition of a maximum fee of \$100.00. *Passed.*
- 08-SUM-13** Recommend the Group Room Policy suggestions with a stipulation that if rekeying becomes an issue the Library will return for further discussion. *Passed.*
- 08-SUM-14** Approval of the AS Centennial Event Coordinator Job Description as revised in Doc. 1 with the addition of 15. Serve as a voting member on the AS Promotions Committee. *Passed.*
- 08-SUM-15** Approval of the Marketing Coordinator Job Description as revised in Doc. 2. *Passed.*
- 08-SUM-16** Approval of the appointment of Nicole Meinzer to the Cold Beverage Contract Committee. *Passed.*
- 08-SUM-17** Allow Alternative Transportation Fee funding use to promote the overall goal of the transportation fee, by including other alternative transportation means (i.e. bicycling, walking) if cost is minimal. *Passed.*
- 08-SUM-18** Approve \$1,300 out of Operating Enhancement for the Summerstart Movie showings with the stipulation that ASP spends a maximum of \$400 with a not to exceed amount of \$315 for swag. *Passed.*
- 08-SUM-19** Approve the Carry-over policy with the new changes. *Passed.*

Erik Lowe, A.S. President, called the meeting to order at 3:07 p.m.

I. APPROVAL OF MINUTES

MOTION 08-SUM-11 by Lowe

Approval of the minutes of Wednesday, July 10, 2008 as corrected.

Vote: 7 - 0 - 0

Action: Passed

II. REVISIONS TO THE AGENDA

Removal of Action Item D. Voter Ed and Info Item Board A. AS Club Funds. Move action items ahead of Personnel. Move Information Items Guest until Rahim Khoja is able to make it to the meeting.

III. FINANCIAL REPORT

IV. PUBLIC FORUM

VIII. ACTION ITEMS-

A. Library Policies-Frank Haulgren

Goddard Doc. 4

Goddard said that the only issue the Board had with the Portable Computer Policy is the fine piece. Britt does not feel that the fine itself should be lowered but feels that there should

be a maximum amount. Frank Haulgren from the Library said that it is not possible for the computer system to do a maximum per day, only a grand total maximum. Goddard said that the maximums for other Universities range from \$100-300. Cintron feels like \$100 is a significant enough amount. Majkut thinks that there should be a balance between understanding that students are financially strapped and having a significant deterrent to encourage turning in laptops for other students to use. Haulgren feels that \$100 is a significant amount of money for anyone and it will be a good deterrent. Jarrell asked if the Library has ever made restrictions on a person's ability to check out laptops again. Haulgren said that they have not done this. Britt feels that since the laptop money comes from the Student Tech Fee, the use of the laptops should not be restricted. She also commented that she has never received a fine because 2 hours is a reasonable amount of time and there is an even more reasonable grace period. Lowe feels that students should be able to take responsibility for returning the laptops on time and if they can't get it in, there should be a monetary fine. He hopes that this will help with laptop availability. Cintron confirmed that there will still be an unspoken 20 minute grace period. Britt recommended more sensitivity in extreme cases. Haulgren is encouraging the staff to look more closely about individual cases.

MOTION 08-SUM-12 by Goddard

Recommend upholding the current Portable Computer Policy of a \$10 late fee with the addition of a maximum fee of \$100.00.

Second: Cintron

Vote: 7- 0 - 0

Action: Passed

Goddard presented a document that the Board came up with during a work session. It contained suggestions regarding the guest room key policies. Haulgren said that there could be an unofficial policy option of a fee waiver due to extraordinary circumstances. Majkut believes that rekeying could be well over \$100. Britt said that when the Board talked about rekeying people were concerned about charging a fine, but they were also concerned about all of the expensive equipment in these group rooms. Haulgren said that at this time rekeying would just come out of the general library funds. Haulgren is interested in keeping the key policy close to the one they use now to make it easier for the library workers. This policy includes a barcode and a paddle. He thought the idea of security tape would be a great addition to the policy. Cintron asked if it is possible to split fees between two people. Haulgren said it is not currently possible and that one person would have to assume all of the responsibility for the room. Majkut said that there is a low possibility of keys being illegally copied because of the intricacy of the University key system. Cintron felt that there didn't need to be a late fee system because there will be a reservation list. Lowe suggested a \$100 or 50% of the rekey fine for lost keys. Cintron didn't feel that a rekey fee is needed at this time. The Library could have a trial period to see if it is necessary and at that time return to the Board for recommendations.

MOTION 08-SUM-13 by Goddard

Recommend the Group Room Policy suggestions with a stipulation that if rekeying becomes an issue the Library will return for further discussion.

Second: Ishmael

Vote: 7- 0 - 0

Action: Passed

V. PERSONNEL ITEMS

A. Centennial Job Description

Cintron Doc. 1

Cintron and Aaron Garcia went over the Job Description and felt the reportage needed to be clearer. The position will report to the AS Productions Director who will coordinate with the Vice President for Business and Operations. This position would also be the budget authority for the Centennial Budget with the ASP Director as co-signer. The 100 Anniversary Committee was taken out, since it no longer exists. Matt Jarrell, VP for Activities asked about

the deletion of his position under reportage. Lowe said that they will still work closely. Cintron added #15 Serve as a voting member on the AS Promotions Committee.

MOTION 08-SUM-14 by Cintron

Approval of the AS Centennial Event Coordinator Job Description as revised in Doc. 1 with the addition of 15. Serve as a voting member on the AS Promotions Committee.

Second: Britt Vote: 7- 0 - 0 Action: Passed

B. AS Marketing Coordinator Cintron Doc. 2

Cintron explained that the Promotions Committee had voted and chosen this position as their Vice Chair but it was not included in the Job Description. Lowe confirmed that the current hire for this position was aware of the change.

MOTION 08-SUM-15 by Jarrell

Approval of the Marketing Coordinator Job Description as revised in Doc. 2.

Second: Britt Vote: 7- 0 - 0 Action: Passed

VII. COMMITTEE RECOMMENDATIONS

A. Cold Beverage Contract Committee- Nicole Meinzer Lowe

There have been two requests for Cold Beverage Contract Funds. This committee needs to meet. Nicole Meinzer is currently a Graduate Student. She has served on this committee in the past and is interested in serving again.

MOTION 08-SUM-16 by Lowe

Approval of the appointment of Nicole Meinzer to the Cold Beverage Contract Committee.

Second: Britt Vote: 7- 0 - 0 Action: Passed

VIII. ACTION ITEMS-

B. Late Night Shuttle Publicity- A.J. Garcia Wurtz Doc. 5

There are no changes to this proposal since the last meeting. AJ Garcia would like to include Bicycling and walking information in the new Late Night Shuttle Pocket Guide. Garcia just wanted to run it past the Board because the student fee states that the money should be used for transit. The committee feels that people in Bellingham often combine alternative means, such as putting their bike on the bus to go up the hill and riding down. Lowe feels that the addition of this information would help with the overall goal of the transportation fee. AJ Garcia said that they are simply asking for permission to use the fee money. Lowe requested that the motion use wording that would include future use of the funds that promote the overall goal of the transportation fee.

MOTION 08-SUM-17 by Wurtz

Allow Alternative Transportation Fee funding use to promote the overall goal of the transportation fee, by including other alternative transportation means (i.e. bicycling, walking) if cost is minimal.

Second: Ishmael Vote: 7- 0 - 0 Action: Passed

The Board took a 5 minute recess. Ishmael and Wurtz had to leave to attend another meeting. The Board reconvened at 4:01 p.m.

VI. INFORMATION ITEMS—GUESTS

A. 100 Year Art- Rahim Khoja Cintron Doc. 3

Rahim Khoja, AS Centennial Graphic Designer, shared a document describing several proposals for art honoring the AS 100 year anniversary. Cory Budden, AS/VU Gallery

Coordinator is interested in making this a gallery project. The Western Outdoor Sculpture Collection, which is nationally recognized as one of the top collections, is looking to add a new sculpture this year. The proposal is to include the AS by having a student representative during the jury process to select an artist. This is currently being coordinated by Sara Clark-Langager who is excited about having a student involved. The WA State Arts Commission assisted in the forming of this jury, which will meet in October and November. Khoja said that traditionally the artist comes to campus to get a feel for it, whatever inspires them is what the sculpture ends up being. Then they work with the Master Planning Commission to decide where the sculpture will be displayed. There is already funding for the sculpture as part of the building funds. This proposal would require no funding from the AS. Also Clark-Langager feels that they can dedicate the sculpture to the AS, she just needs to check with a couple of people. The money must be spent by June 30, 2009. The institution may take a while to pick a space and install it. But hopefully it will be completed in the 08-09 100th Anniversary Year. Khoja recommended Budden as the AS Representative, Budden is interested. The second suggestion honors sculptures done by Western Graduates including the dedication of the David Ireland's chair sculpture to the AS. The third suggestion is to have an open call for Western artists to create a new artwork that will be permanently displayed in either the Rec Center or the Viking Union. The idea is to have students send in sketches or the actual work. It would then be displayed in the VU Gallery. Khoja said that the VU and the Rec Center are the most traveled non-academic buildings. Ex AS President Ramiro Espinoza suggested a Spring dedication and the inclusion of the Board of Trustees. Jarrell suggested including the Centennial Events Coordinator in the dedication plans. Khoja feels that these events would be small scale and Budden believes most of the event could be coordinated through the AS/VU Gallery. Britt asked if it would be possible to incorporate the VU 50th Anniversary if the art was to be displayed in the VU. Khoja knows that there is VU/AS integration but wanted this to be a separate honor for the AS. Cintron said that the Facilities and Services Council was currently looking at ways to make the VU more inviting and that art was already a suggestion. Majkut suggested working with the buildings to pick a specific sight so the artists know what they are working with. Lowe clarified with Khoja that his request from the board was approval to try one or more of these suggestions with the hope of future financial funding. This item will be an Action Item at the next meeting.

C. ASP Movie Funding- Aaron Garcia

Lowe Doc. 6

Aaron Garcia narrowed down the movie choices to Iron Man. He feels this is a movie that people would be interested in seeing. Also there is a tie-in to the first academic year ASP movie which will be the Incredible Hulk. In addition to the funding for the copy write charges Garcia would like some swag from the Bookstore to give out. Britt thinks it would be nice to have swag (promotional gifts), but feels that the bookstore items will already be given out as prizes quite a bit during Summerstart. She wondered if there were other swag ideas such as AS specific swag. Khoja offered up some pricing for swag, but was concerned about the ordering time. Garcia said that there will be different prizes for each of the seven nights. He has collected band stickers, posters etc. Britt asked about the possibility of gift certificates to local businesses. Lowe feels that Bookstore merchandise will tie back in to the university. According to the Alumni association and other sources students are much more likely to be active in a university if they have University merchandise. Jarrell suggested something like sweatbands for everyone. He felt that the upperclassmen would be jealous of the uniquely freshman swag. Cintron asked how the AS could stand out from all of the other prize givers. He also would like the Board to give more money so that ASP does not have to use so much money from its admin budget. He suggested \$1,300 from Operating Enhancement. Lowe suggested giving out more quality and bigger items from the bookstore. Khoja suggested giving out vouchers to AS events to encourage participation and help advertise all that the AS has to offer. Britt was impressed with this suggestion. Garcia said that he is also trying to make the giving out of the

swag memorable. Jarrell has worked Summerstart two times and feels that the vouchers to events will be a great prize. Cintron suggested limiting the ASP funding to about \$400 with \$315 for swag. Goddard asked about the previous budgetary need of \$150 for Event Services. Garcia checked in to this and Fairhaven Auditorium takes care of all of the setup and has the necessary equipment.

MOTION 08-SUM-18 by Cintron

Approve \$1,300 out of Operating Enhancement for the Summerstart Movie showings with the stipulation that ASP spends a maximum of \$400 with a not to exceed amount of \$315 for promotional gifts. Second: Britt Vote: 5- 0 - 0 Action: Passed

E. Carryover Policy

Cintron Doc. 8

Cintron said that nothing had changed since the June 26th meeting when this was presented. In general the major changes are that the AS Board will have the final approval of carryover requests and that a club (instead of account) must be inactive for two years to have their funds transferred into the general club fund.

MOTION 08-SUM-19 by Jarrell

Approve the Carry-over policy with the new changes.
Second: Britt Vote: 5- 0 - 0 Action: Passed

IX. INFORMATION ITEMS – BOARD

B. A.S. Promotions Committee Charge & Charter

Cintron Doc. 10

The changes to the Marketing Coordinator Job Descriptions necessitated changes to this charge and charter under the membership section. This item will be an Action Item next week.

C. AS Management Council

Cintron Doc. 11

The changes to this charge and charter involve the addition of the AS Structure Taskforce. Also the Personnel and Business Director's Memberships are no longer optional. The Recycle Center was added after a discussion of the need to incorporate them more into the AS. This item will be an Action Item next week.

D. AS Structure Task Force

Cintron Doc. 12

This is an advisory committee to the Board through the VP for Bus Ops. Cintron said the last update was in 2004. This committee is needed to keep track of the policies and procedures of the AS. There were some additions under membership and Jim Schuster was taken out because he is no longer involved in program standards. Majkut was not sure if the AS President needed to be included in the membership. Lowe is happy to have one less meeting. This item will be an Action Item next week.

E. VP Job Descriptions

Cintron Doc. 13

There are 3 Job Descriptions that would need to be changed based on changes to charge and charters and the possibility of changes to the Associate positions (Item F.) The President description only needs to have the addition of the Structure Task Force, if there are changes to Item D. The VP for Bus Ops description needs the addition of the Structure Task Force, and chairing the Facilities and Services Council Chair, as this is still in the charge and charter. Also there are some additions contingent on Item F. Bus Ops is still a voting member on the ASVU Tech Committee and is Vice Chair of the Budget Committee. The VP for Legislative and Governmental Affairs includes changes contingent on Item F. and the addition of the Vice Chair of the AS Transportation Advisory Committee.

F. Associate VP Job Descriptions

Britt Doc. 14

Britt and Cintron have been looking at the Associate Vice President positions. Upon reflection Britt has some concerns. These positions have undergone a lot of changes in the past few years. There were three AS Secretaries and then they assigned each of these positions 2 specific VPs to work with and their titles expanded to Assistant to (specific VPs). Last year the assistants were all very involved and it was felt that they could be given more responsibility. That is how the positions changed to Associate Vice Presidents during last quarter. Upon reflection Britt feels that some of the responsibilities delegated to the associates should be handled by elected officials. Cintron and Britt felt that assistant was a better title and that the associate title could confuse people because it sounded like an elected official. The other changes to the descriptions involve balancing the responsibilities. A work session has been set for August 30th to look these descriptions over in more detail. This item will be an Action Item next week.

G. Budget Committee Charge and Charter

Cintron Doc. 15

Cintron explained that last year's Board thought it would be beneficial to have the Business Director Chair the Budget Committee. The Job Description changed but not the Charge and Charter. Cintron said that he would like the Vice President for Bus Ops to be the Vice Chair so that there would be a Board presence. Cintron feels that the Board has more programming info that others may not have. This item will be an Action Item next week.

X. STUDENT SENATE REPORT

Student Senate Meeting Information

There was no Senate report.

XI. BOARD REPORTS

VP for Business & Operations

Virgilio Cintron stated that he had been working on the planning of the A.S. Fall Training with the A.S. President, VP for Diversity, and the Personnel Director and it has been going well. He has also been working on changing the job descriptions for the Associate Vice Presidents and Vice Presidents. He will be meeting with the Personnel committee next week to discuss changes to the employment policy. He has also been working on all the documents presented today on the board meeting and is glad to have completed them.

VP for Academic Affairs

Andrea Goddard reported that she has been working to arrange meeting with all the Dean of every college for introductions before the school year begins. She also recently met with Tina Loudon to discuss the reorganization of Academic Advising and Career Services. Goddard is beginning initial contact with the planning committees of the TechTonic Exposition and Scholars Week, which are in February and May. She is continuing work on the Student Technology Fee and is looking forward to putting a committee together in Fall.

VP for Student Life

Ben Wurtz reported that he has been working on getting ready for Summerstart and the fall distribution of bus passes. He has also been at the WST table at the transitions sessions. He is working with AJ Garcia to figure out the pocket schedule for the Late Night Shuttle. This should be complete in the next week or two. He's going to have a meeting with the director of the Rec Center in regards to what the fee funds. Wurtz will be meeting with John Purdie about Voter Coalition and the role that residence halls can have in that. Nothing much else except training and waiting for students to arrive for a little more interaction!

VP for Legislative & Governmental Affairs

Sarah Ishmael reported that she received 4000 voter registration forms from the Secretary of States office. She has been working on the Voter Education Event and is still in the process of getting the logos right for the Western Votes T-shirts. Her regular meetings with Jakob Lunden for the Voter Coalition (which is now named WWU Get Out The Vote 2008) are going swimmingly.

President

Erik Lowe reported that he had many productive meetings throughout the last two weeks. The Transitions programs had been very successful so far and the AS/VU tours were going wonderfully. He and Cintron had a meeting with the ROP and ASP Directors to discuss the development of new programming standards for the upcoming year. He had a very enlightening meeting with A.J. Garcia, the new AS Alternative Transportation Coordinator, to get an update on Western Student Transportation's progress so far this summer and his plans for the future. The fall training planning is going extremely well and he's looking forward to September and having all AS employees on campus and producing great things. He's also very excited about the EDGE trip tomorrow and knows it will be awesome.

VP for Activities

Jarrell met with the Centennial Event Coordinator Hiring Committee and determined criteria and interview questions. Interviews are scheduled for this upcoming week. He is also working with Cintron on editing the AS Club Fund and the Transportation Policy. After meeting with Joanne DeMark and Casey Hayden, Jarrell is putting together a site team for the ACE Leadership Retreat. Jarrell approved \$200 and \$75 in Bookstore Donations for Summerstart and the Visual Journalism Conference.

VP for Diversity

Kayla Britt reported that she has been working on the Associate Vice President job descriptions with Cintron over the past week. She has also been busy with the Ethnic Student Center Conference Committee, as well as the planning of AS Fall Training. Britt also gave two transitions tours of the AS/VU over the past week, and is excited about Summerstart.

XII. OTHER BUSINESS-

There was no other Business.

THE MEETING WAS ADJOURNED BY ACCLAMATION AT 5:00 P.M.