

DRAC meeting notes April 24, 2019

- I. Attendance and Introductions
 - a. Voting members: Christopher Bianco, Darren McCroom, Jim DeWilde, Travis Cram, Cynthia Horne, Cameron Allen, Kevin Harris, Alex Miles, Juliet Knowles (proxy for Jordan King), Megan McGinnis (proxy for Jennifer Keller)
 - b. Non-voting members: Rebecca McLean, Steve VanderStaay, Erin Emry
 - c. Guests: Julia Sapin, Glen Tobasa, Ryan Kelly, Pierre Gour, Garth Amundson, and Ellery von Dassow from Art & Art History - B Gallery; Nicole Larson and Harley Kyger from Engineering and Design -WWU Racing.
- II. Approval of minutes from March 13 meeting
 - a. Motion to approve the minutes from the March 13, 2019 meeting: Erin Emry moved, Cynthia Horne seconded; motion passed unanimously.
- III. Process for Applying for DRAC Membership – Steve VanderStaay
 - a. Distribution of copies of the DRAC charter, S&A Fee Guidelines, and the Killian document to all present.
 - b. Recognition of two areas interested in joining DRAC. Will listen to their presentations and then DRAC will need to consider two things:
 - i. Do they meet DRAC guidelines per the charter.
 - ii. Discussions beginning next week on merits, viability and sustainability of expanding DRAC constituency to include one or both as probationary members.
- IV. Presentations for Admittance to DRAC
 - a. Gallery B – Department of Art and Art History

The B Gallery puts on five to six exhibitions per quarter and they are open to all colleges, departments and programs and to students, faculty and staff. Once per quarter there is a call for exhibitions to all the university, including administrative offices. The gallery serves all of Western as a place for people to show their artwork as well as providing hands-on experience for students to learn how to properly install exhibits; such experience is an asset when working in the corporate world.

A sample budget was distributed and the funding priorities are first, creating paid positions for the work currently performed by volunteers and second, upgrading the gallery lighting. Future growth would include the ability to expand the gallery hours so it would be open evenings when the Western Gallery is open for receptions, and open on weekends so family members and the public can visit.
 - b. ~~Formula 1~~ WWU Racing Team – Department of Engineering and Design

The WWU Racing Team is a club where students work together to design, manufacture and test a small Formula-style race car. The team is composed of a business team, which manages the funds, creates a PO system, and does marketing and advertising, and an engineering team that builds the car. Senior members of the team teach tool classes and safety, and all students must take these classes before getting a badge and allowed access to work on the vehicle. WWU Racing is open to all students, regardless of major, and have students from business, environmental studies, computer science and English as well as engineering on the team.

Funding primarily has come from in-kind donations, discounts, and fundraising. The Porsche Club of America is their largest sponsor, and often family and friends of team members contribute heavily on Western Gives Day. Donations go entirely to the cost of building a car, and students need to pay for travel expenses out of their own pockets. Relying on donations is unreliable, and without enough funding the club finds it hard to build a car. A breakdown of the budget costs was distributed that showed the costs for producing the vehicle, marketing, and travel.
- V. S&A Fee Committee Open Hearing Thursday, April 25, 2019, 8:45am VU 4652B
- VI. Next meeting – May 1, 2019, 9:00am Miller Hall 158
 - a. Discussion of membership proposals

DRAC Members

Vote

Wednesday, April 24, 2019

First	Last	Program	Y/N	Signature
Rebecca	McLean	Budget Support	N	<i>Rebecca</i>
Christophe	Bianco	Music	Y	<i>CC</i>
Darren	McCroom	Theatre/Dance	Y	<i>Darren W. McCroom</i>
Jennifer	Keller	SPC	Y	
Jim	DeWilde	ESS	Y	<i>Jim DeWilde</i>
Travis	Cram	Forensics	Y	<i>Travis Cram</i>
Cynthia	Horne	IAA	Y	<i>Cynthia Horne</i>
Ama	Monkah	AS VP Activities	N	
Cameron	Allen	Forensics	Y	<i>Cameron Allen</i>
Jordan	King	IAA	Y	
Isa	Kaufman-Geballe	SPC	Y	
Kevin	Harris	Theatre/Dance	Y	<i>Kevin Harris</i>
Alex	Miles	Music	Y	<i>Alex Miles 4/24/19</i>
		AS Rep At-Large	Y	
		AS Rep At-Large	Y	

DRAC Associates and Guests

		Theatre/Dance Alternate	N	
		Music Alternate	N	
Juliet	Knowles	IAA Alternate	N	<i>Juliet Knowles (serving as proxy for Jordan King)</i>
Emily	Dietzel	SPC Alternate	N	
Steven	VanderStaay	VPUE	N	<i>SC 2 votes</i>
Megan	McGinnis	SPC	N	<i>Megan McGinnis - proxy for J Keller</i>
Heather	Dalberg	Music	N	
Erin	Emry	Theatre/Dance	N	<i>Erin Emry</i>
Ichi	Kwon	ABA	N	
Ann	Reynolds	Forensics	N	
Joan	Blackwell	IAA	N	
Steven	Woods	Forensics	N	
Julia	Sapin	Art/ Art History	N	<i>Julia Sapin</i>
Glen	Tobasa	Art/ Art History	N	<i>Glen Tobasa</i>
Ryan	Kelly	Art/ Art History	N	<i>Ryan Kelly</i>
██████████	██████████	██████████	N	██████████ name hidden for confidentiality purposes
Nicole	Larson	Engineering & Design	N	<i>Nicole Larson</i>
Harley	Kyger	Engineering & Design	N	<i>Harley Kyger</i>
PIERRE	COUR	ART/ART H	N	<i>Pierre Cour</i>

GARTH AMUNDSON ART

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Ellen von Dassow - Art/Art History Student / B Gallery Assistant Director -
Cassandra Hart - Art/Art History Student / B Gallery Documentation

April 24, 2019

Dear Professor Bianco and members of the DRAC,

We would like the DRAC Committee to consider extending membership to the B Gallery in the Department of Art and Art History as a represented area. The B Gallery is a student-run gallery that puts on approximately fifteen exhibitions per year. It is open to all students enrolled at Western, as well as Western faculty and staff, to stage exhibitions and to participate as audience members (and the audience also includes citizens from the larger Bellingham area and regional communities).

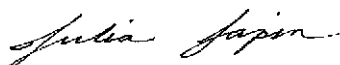
The group of students who run the B Gallery consists of students who apply for the positions on a yearly basis. Those positions include: Director; Assistant Director/Treasurer; Preparator; Exhibition Designer; Publicity/Social Media Coordinator; Documentation/Catalog Designer; and Administrative Assistant. "The B Team," as they call themselves, sends out applications seeking proposals from across campus every quarter for the following quarter; exhibitions are awarded based on a number of criteria that the B Gallery team review as a committee. Currently they are working on a volunteer basis; despite the fact that they hold other jobs to pay the bills, they create consistently stellar exhibitions. It would be wonderful to honor their commitment by being able to pay them for their hard work in the B Gallery.

Given that this is a competitive activity generated in the Department of Art and Art History for consumption by a public audience, that students "collaborate with faculty advisors," and that these calls for proposals are "open to all students enrolled at the university," as well as administrative units that have need of the space (that are also working with students), the B Gallery seems to us to be a perfect candidate for DRAC membership.

The B Team, their faculty advisor Professor Ryan Kelly, and I would like an opportunity to discuss the B Gallery's possible membership on the DRAC at an upcoming DRAC meeting.

Thank you for your consideration.

Sincerely,



Julia Sapin
Chair, Department of Art and Art History
Professor, Art History

Art & Art History

B Gallery

4/24/2019

Annual Labor Cost: **\$64,800**

8 Student Workers

20 hours per week

\$13.50/hr

30 weeks per year

One-Time Start-Up Costs:

Upgraded gallery lighting \$62,700

Equipment \$ 8,000

Supplies \$ 2,000

Total **\$72,700**



MEMO

Facilities Management

Physical Plant, Room 115
516 High Street
Bellingham, Washington 98225-9121
(360) 650-3727

To: Glen Tobosa
From: Jason Sprinkle, Project Coordinator/Estimator, Facilities Management. Ext #3421
Date: April 24, 2019
Subject: PR0004244 FI GALLERY B LIGHTING
:

Scope of Work

The following scope of work is included in the Preliminary Cost Range for the above project:

1. Furnish And Install New Lighting And Ceiling Tiles In The Fine Arts B Gallery.
2. Tests and surveys indicate a presence of hazardous materials. If any unforeseen hazardous materials are found, the additional abatement costs will be in addition to this preliminary estimate.
3. Permits are required for this project.

Preliminary Cost Range:

The preliminary cost range is between \$51,300.00 and \$62,700.00; including labor, materials, fees, and taxes.

This preliminary cost range was prepared without the benefit of a complete design. Unforeseen conditions discovered during the Design process that would make the Project exceed the upper limits of the Preliminary Cost Range will require approval by client prior to start of Construction.

Approval to Proceed:

To proceed with this project, please fill out the funding information required below. We will need your approval to proceed by July 26, 2018 for this preliminary cost range to still be valid or the project will be cancelled. By approving the funding you are authorizing an expenditure of approximately \$8,090.00 to \$9,708.00 to cover design costs.

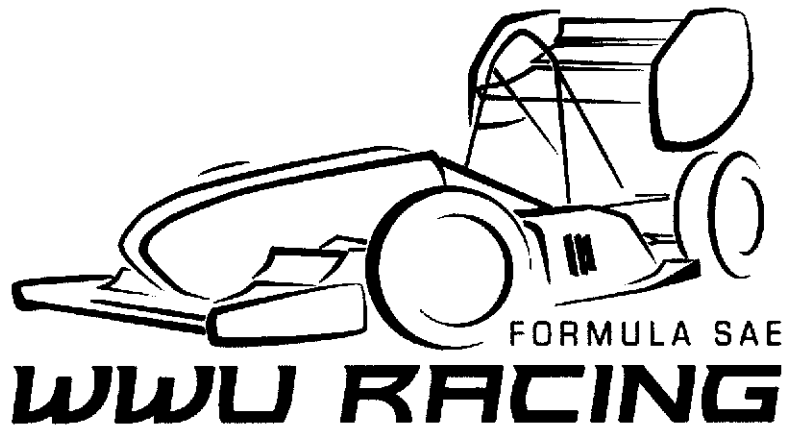
FAST INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCN
			E160			

Preliminary Schedule:

Once funding approval for the design is obtained, final design will be completed within approximately 8 weeks. Once final design is complete, we will review the design and the updated preliminary cost range with you, and you will have the opportunity to proceed with the project, place the project on hold, or cancel the project. If you choose to proceed with the project, we will forward it through the scheduling and construction process and inform you of the expected completion date.

cc: Chris Brueske, FM

Attachment



What is WWU Racing?

WWU Racing is a Western Washington University AS club based out of the engineering and design department where students work together to design, manufacture, and test a small Formula-style race car. The team is split into a business team and an engineering team that work together to create a car to take it to the International Collegiate Formula SAE (Society of Automotive Engineers) competition in late June. Throughout the year, students learn to work on a diverse team, solve complex problems, manage a strict budget, network with local companies, and practice professional communication skills.

Who are we?

WWU Racing is open to any student attending the university, regardless of major. General team meetings are held every month in an effort to keep all members informed about the car and recruit new members. Senior team members hold safety meetings, teach classes and mentor newer members throughout their first few years on the team. The club is also supported by 3 faculty advisors from the three engineering programs in the department: Electrical Engineering, Manufacturing Engineering and Plastics and Composites Engineering. Advisors are available to all members and act as a resource and advocate for them.

Budget

WWU Racing currently receives the majority of its funding through private donations and sponsors. These donations come in the form of money, material, or services from local organizations, the AS Activities Council, and families and friends of team members. The bulk of our funding comes from our largest sponsor, The Porsche Club of America, who have donated \$15,000 to \$20,000 in the past. This results in the team raising on average about \$30,000 a year. This, however, leaves the team significantly underfunded. In order to still produce a new car each year, the team is forced to cannibalize older cars, limit budgeting for marketing, and have members pay out of pocket for travel expenses.

System	System Budgets
Engine and Drivetrain	\$8,500.00
Controls	\$4,700.00
Chassis	\$2,625.00
Aerodynamics	\$1,500.00
Electronics	\$3,800.00
Suspension	\$6,400.00
Testing	\$3,000.00
Business and Marketing	\$10,000.00
Travel to Competition	\$10,000.00
Total Budget Needed:	\$50,525.00

Vehicle Cost	\$30,525.00
Business and Marketing	\$10,000.00
Travel to Competition	\$10,000.00
Total Budget Required:	\$50,525.00



Team Photo from 2018 Lincoln Nebraska Competition