



### **AS Local Liaison Hours**

**Proposed Motion:** Amend Board motion ASB-13-SUM-13 increasing the funding amount to \$4,770 per year for two years, allowing the AS Local Liaison to work an average of 14 hours per week.

**Sponsor:** Kaylee Galloway, ASVP for Governmental Affairs

**Persons of Contact:** Joseph Levy (AS Local Liaison) and Graham Marmion (AS REP Associate Director)

**Guest Speaker:** TBD

**Date:** November 8, 2013

#### **Attached Document**

AS Local Liaison Hours Breakdown

#### **Background & Context**

The AS Local Liaison position for an average of 10 hours per week was passed by motion ASB-13-SUM-13: “Approve a two year pilot program for an hourly AS Local Liaison position with the expectation that there will be an assessment process at the end of the pilot, approve the AS Local Liaison Hourly Job Description, and approve \$3,500 per year for two year grant program from the AS Reserve Fund (LXXRES) for the AS Local Liaison position.”

As expressed in the August 14, 2013 Board meeting, there was concern that an average of 10 hours per week was not enough hours, which has proven to be the case (as documented in the AS Local Liaison Hours Breakdown). It was expressed in the minutes that “Roberts thinks that they could bring the position back later in the year if more than 10 hours per week are needed.” Based on the first month of employment and reviewing the position responsibilities, the AS Local Liaison needs to be funded an average of 14 hours per week to fully and effectively complete their job.

#### **Bare Minimum Monthly General Responsibilities Breakdown:**

- Weekly REP Meetings (4 hours)
- 3 Weekly Office Hours (12 hours)
  - Reports, research, emails, etc
- Weekly City Council Meetings (8 hours)
- Monthly Mayor’s Neighborhood Advisory Commission (2.5 hours)
- Bimonthly County Council Meetings (4 hours)
- Monthly Campus Community Coalition Meetings (1 hour)
- Weekly Check-ins with REP Associate Director and VP for Governmental Affairs (4 hours)
- Bi-weekly Check-ins with Assistant Director of Student Activities (1 hour)
- Legislative Affairs Council as needed (3 hours)

**4 week total: 39.5 hours**

#### **Additional responsibilities needed and not included above:**

- Additional Meetings
  - Weekly Rental Safety Work Group (1 hour each)

- Take on a leadership role in the meetings? (Prepare and Chair the meetings (add additional time)
- o Meetings with: (frequency and duration will vary) (3 hours per week)
  - Students
  - Community
  - Elected Officials
  - Carly/Administration
- o Student Outreach (ongoing)
- o Help with campus campaigns of local issues (e.g. Rental Advocacy)
- o Work with Neighborhood Associations (e.g. South Campus Shuttles)

As you can see, there is a lot of work for this position, much of which will be left unaccomplished with the current number of hours allocated for the position.

Furthermore, I have talked with Joseph, 2013-14 AS Local Liaison, and he is willing and able to take on the additional hours if funding is approved.

**Fiscal Impacts:** In order for the AS Local Liaison to fully and effectively fulfill the responsibilities of their job description, they will need to work an average of 14 hours per week.

The cost breakdown follows:

$\$9.19 \text{ per hour} \times 14 \text{ hours a week} \times 36 \text{ weeks} \times 3\% \text{ benefits} = \$4,770$

**Total NTE for two years = \$9,550**

**Rationale:**

The AS Local Liaison will help to ensure student representation and voice at the local level which is vital in upholding the AS mission of student representation. In order for the AS Local Liaison to accomplish their position responsibilities fully and effectively, it is necessary to allocate additional funds for an average of 14 hours per week.

## AS Local Liaison Hours Breakdown

### WEEK 1

#### **Monday 10/14**

REP Meeting: 9-10 AM

Office Hours: 10-11 AM

Meeting with Graham: 2-4 PM

LAC: 4-5 PM

Board Meeting: 5-6 PM

City Council: 7-9 PM

Total: 8

#### **Tuesday 10/15**

N/A

#### **Wednesday 10/16**

Office Hours: 10-11 A

Campus Community Coalition: 3-5:45

Mayor's Neighborhood Advisory Commission: 6:30-9

Total: 6.25

#### **Thursday 10/17**

N/A

#### **Friday 10/18**

Office Hours: 10-11 AM

Total: 1

**Week 1 total:** 15.25 Hours

### WEEK 2

#### **Monday 10/21**

REP Meeting: 9-10 AM

Office Hours: 10-11 AM

Meeting with Kaylee and Graham: 11-11:30 AM

LAC: 4-5:30 PM

County Council Q&A: 5:30-6:15 PM

Sehome Meeting: 6:30-9 PM

Total: 7.25

**Tuesday 10/22**

Meet with Anne: 4:30-5:30

Total: 1

**Wednesday 10/23**

Office Hours: 10-11 AM

Interview: 11-11:30

Total: 1.5

**Thursday 10/24**

N/A

**Friday 10/25**

Office Hours: 10-11 AM

Rental Meeting: 1-2 PM

Total: 2

**Week 2 Total: 11.75 Hours**

**WEEK 3:**

**Monday 10/28**

REP Meeting: 9-9:45 AM

Office Hours: 10-11 AM

LAC: 4-6 PM

Total: 3.75

**Tuesday 10/29**

**Wednesday 10/30**

Office Hours: 10-11

Total: 1

**Thursday 10/31**

**Friday 11/1**

Office Hours: 10-10:30 AM

Total: .5

**Week 3 total: 5.25**

During week 3, Joseph did not attend City Council, meetings with community members, the rental safety work group meeting, or weekly/bi-weekly check-ins with individuals. He left office hours early and was fortunate enough not to have MNAC, County Council, or CCC.

**WEEK 4:**

**Monday 11/4/13**

Rep Meeting: 9-9:45 AM

Office Hours: 10-11 AM

Meeting with Dave: 1:30-2:30 PM

Meeting with Sydney: 3-3:30 PM

LAC: 4-6 PM

City Council: 7-8 PM

Total: 6.25

**Projected Rest of Week**

**Tuesday 11/5/13**

(Skipping meeting with RHA)

Sehome Neighborhood Meeting: 7-8 PM

**Wednesday 11/6/13**

Office Hours: 10-11 AM

Total: 1

**Thursday 11/7/13**

City Council Public Hearing: 7-9PM

**Friday 11/8/13**

Office Hours: 10-11 AM

Rental Safety Meeting: 1-2 PM

Total: 2

**Week 4 total: 11.25**

**ONE MONTH TOTAL: 44.25**

With the intentional reduced working, lack of check-ins, and lack of meeting attendance, Joseph still managed to work over 40 hours in the first month. For him to actually work effectively in this job, he will need more meetings with community members, city council members, and county council members. He also hopes to go to more meetings that will reflect the local agenda, such as the planning or housing committee meetings. With additional hours, he could more effectively accomplish the goals in the position.