



### AS Local Liaison Hours

**Proposed Motion:** Approve the AS Local Liaison as a salaried position and amend Board motion ASB-13-SUM-13 increasing the funding to not to exceed \$11,500 from the AS Reserve Fund (FXXRES).

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

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

**Date:** January 31, 2014

**Attached Document:** AS Local Liaison Job Description

### Background & Context

**From the January 28, 2014 AS Personnel Committee meeting:**

A. Local Liaison JD

Hernandez said that they saw this job description fall quarter. It was a work study position at first, moving into an hourly, and then increasing the hours for this position. The Board requested that the Personnel Committee consider making this a salaried position. The current position holder has found it hard to stay within hours some weeks. Also many of the meeting occur off campus and include travel. Currently office hours are listed at 3 hours. Monger will confirm with Galloway that this is still the amount they would like to require Rosenberg is concerned about requiring a position to work with a work study position because currently the position is not filled. Change to “or REP Associate Director.” Rybalka asked what happens to the information once it is collected. Guizar said that there are regularly scheduled meetings with the REP Associate Director and AS VP for Governmental Affairs. Add “and reports information to the AS Board of Directors through the AS VP for Governmental Affairs.” Guizar said that mostly the position is informing the community of what Western is doing, as well as passing on new concerns/information to the AS Board.

*MO TION PC-14- W- by Guizar*

Approve the AS Local Liaison with stated changes.

Second: Smith                      Vote: 5 - 0 - 0 Action: Passed

**From the November 8, 2013 AS Board Meeting document:**

A. AS Local Liaison Hours

(10 minutes) Galloway Doc. 2

Joseph Levy is in his fourth week as AS Local Liaison. He has prepared an hourly breakdown of the work that he has completed so far. He has been unable to complete all of his duties. Even with a reduction in duties, he was still unable to stay within the 10 hours per week allotted. Kaylee Galloway, AS VP for Governmental Affairs, has included justifications for increasing the position to 14 hours average per week. This puts them right below what a 15 hour salaried position would be doing. Le suggested increasing the request to \$5,000 to compensate for the increase in minimum wage that will occur in January. Levy said that in week 3 he had to leave office hours early in order to try to stay below 10 hours. Carly Roberts, AS President, supports this increase, especially in light of what is happening at the university level with rental advocacy. Robby Eckroth, AS VP for Student Life will also need Levy’s help with talking to the Neighborhood Associations about the expansion of the shuttle. Roberts thinks that increasing this position to 14 hours, makes them closer to a coordinator level. She

wanted to make sure they were not doing something inequitable. Le asked for it to be 14 hours because he doesn't think this position has coordinator level responsibilities, such as supervision. He thinks that keeping it at an hourly rate but increasing the hours is the correct level. Galloway sees this position increasing in responsibility and importance until it is close to the level of the AS Legislative Liaison. Eckroth doesn't feel that many of the coordinator positions oversee students. Roberts thinks that the classifications don't necessarily make sense, and they should be examined later on. Kevin Majkut, Director of Student Activities, said it feels like they are assigning a lot of responsibilities and there are even more things coming up. It seems like this might be a really important year for local issues. He thinks that it could still be a pilot position as a Coordinator. Part of the way they look at positions is responsibilities and the other is how the hours are worked and controlled over time, and whether a position has different hourly demands per week. He thinks it is ok to approve this as an hourly position, but maybe after the first of the year they should consider moving it to salaried. He thinks it would be about \$1,000 more over the two years to have it as a salaried position. He thinks it might be hard for the liaison to keep track of the hours for this position because they are not always the same or in office hours. Levy thinks that right now they are asking for the 14 hours, but in his experience he thinks it would work better as a salaried position and it would make the job much easier. There are random meetings called often with this kind of position and planning out specific hours per week can be hard. Roberts thinks respectful of the position is to make it a salaried position. She thinks with the types of demands on this position and not having all of the hours in the office, it can be difficult to remember when to report hours worked. Also salaried positions have the security of a salary over breaks, etc. Roberts proposed a motion passing the request and revisiting it as a salaried position by the second meeting of spring quarter. Le thinks this is too short of a timeline of this position. He thinks that originally it had hourly responsibilities, now they are seeing that more obligations are happening. He feels they are arising because they have the position, rather than adding responsibilities because it is needed. Eckroth said that the position is needed. Before most of these issues came through the Campus Community Coalition and through the VP for Student Life, this bridge led to miscommunication. Galloway wasn't part of the drafting process of the original work study and positions are often different from how they look on paper. Sometimes it takes longer to do things that are in the job description than they could have estimated. Levy has shown that the demands of the position warrant more hours. Josie Ellison, AS VP for Academic Affairs would like to move back the deadline a little because of its proximity to Viking Lobby Day. Mayra Guizar, AS VP for Diversity thinks it would be best to wait until the end of the year to assess how the hours worked. Roberts said that in a perfect world waiting until the end of the year would be desirable. She thinks that out of respect for the person, if they are putting them at 14 to keep them under the coordinator level, for the ease of the employee they should change over to a salaried position. She said if this was not a pilot position she would be uncomfortable in changing it. She thinks that the Personnel and Finance Offices would mostly be handling the changes to the job description. Majkut said it would go to Personnel Committee (PC) for them to make the assessment about what the appropriate level would be. The Finance Office would just cancel one job and create another. Le thinks that they might as well just change it to salaried now because there isn't that much time between now and the second week of winter quarter. Le would like to give enough time for Personnel Committee to have time to review it. Galloway would like to bring it to PC now. Eckroth is in strong favor of moving it to salary as fast as possible. Galloway and Ellison dittoed. Levy can say after a month of being in the position, he can say for certain that it is not fit for an hourly position.

*MOTION ASB- 13-F-32 by Roberts*

Amend ASB-13-SUM-13 increasing the funding amount to \$5,000 for two years, allowing the AS Local Liaison to work an average of 14 hours per week, with the stipulation that the status of this position as an hourly position is revisited by the second meeting of winter quarter 2014. Second: Ellison Vote: 0 - 7 - 0 Action: Failed

Le thinks that it might not fit in to the normal position classification. Le had concerns about directing the PC. Roberts wondered if it was necessary to approve it for 14 hours at this point or if they should wait for it to come back from the PC. Le suggested waiting until it was reviewed by PC and just clarifying to the person approving the timesheet that it is acceptable to work up to 14 hours. Galloway said that if PC doesn't approve as salary then it would still be 10 hours per week. Le asked if the Board is able to charge the PC with something. Majkut said the Board has the authority to do this, but it's heavy handed. They could just have them consider it, and then the Board would still make the decision at the end Majkut said it could be appropriate sometimes to do this; he's not sure it's needed in this case. Roberts said this type of delegation is the exception in the organization, because most things to go from the subcommittees to the Board. Roberts reminded them that the PC already looked at it. Le feels it would be good to have an outside group review this. Roberts said that there are seven knowledgeable people who are familiar with staff structures making this decision. She doesn't feel that PC is that external since the members are all overseen by someone who sits on the Board. Le suggested just approving it as a salaried position and then have PC make the changes. Roberts would like to send it to PC because it will offer a little more review. She feels anything else would be too much process given that the majority of Board Members support it being a salaried position. She feels voting now would be too little process. Le said that the Board is knowledgeable, but this is PC's structure he would like them to decide if it meets the criteria and make the decision. Roberts thanked people for the robust conversation.

*MOTION ASB-13-F-33 by Roberts*

Amend Board motion ASB-13-SUM-13 increasing the funding amount to \$5,000 per year for two years, allowing the AS Local Liaison to work an average of 14 hours per week with the stipulation that the Board charges Personnel Committee with reviewing this position's responsibilities in accordance with the existing position classifications with the intent that they create a recommendation with a salaried model of this position.

Second: Eckroth Vote: 5 - 1 - 1 Action: Passed

**From the November 8, 2013 AS Board Meeting document:**

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 (FXXRES) 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)
  - o 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 Affair (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
  - o 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.



**Associated Students of Western Washington University**  
Representation and Engagement Programs  
AS Local Liaison

**About the Position**

The AS Local Liaison serves to better promote relations between the Associated Students and the City of Bellingham, Whatcom County Government, Campus Community Coalition, the Mayor's Neighborhood Advisory Commission, and other bodies of importance to students on the local level. The AS Local Liaison must act in the best interest of and represent the Associated Students Board of Directors on set issues, and will report to the AS Board of Directors through the AS Vice President for Governmental Affairs regarding all local policy activities. The AS Local Liaison reports to the REP Associate Director for all work within the REP.

**Position Classification**

The AS Local Liaison is a specialized Coordinator position. Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The Associated Students Representative & Engagement Programs exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels. The REP works to promote effective citizenship and civic engagement through services, programs, and collaboration.

**Terms of Position**

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

**Preferred Qualifications**

- Background and/or interest in civic and local issues.
- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.

- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours, this position will require some evening work.
- Basic knowledge of department and position specific responsibilities.

#### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
  - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description,
  - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

#### **AS Representation & Engagement Programs Responsibilities**

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - o Maintaining 3 regular posted office hours per week as arranged with the REP team,
  - o Providing unbiased, nonjudgmental, and accurate information and services to students,
  - o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
  - o Provide voter education and voter registration information
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
  - o Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout the REP office.
  - o Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events
  - o Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
  - o Plan short- and long-term goals for the REP with office staff and the REP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with REP staff outside of meetings
- Foster working relationships with related campus and community resources by:
  - o Being aware of and participating in REP related events
  - o Fostering and enhancing working relationships and communications with WesternVotes and other civic engagement organizations on campus.

#### **Position Responsibilities**

- Keep the Associated Students updated on all local issues relevant to students by:

- o Obtaining and reviewing all agendas of the City Council, County Council, WTA Board of Directors, Mayor's Neighborhood Advisory Commission, Campus Community Coalition, and all other relevant local bodies.
- o Assist the AS Vice President for Governmental Affairs by attending the meetings of City Council, Mayor's Neighborhood Advisory Commission, and the Campus Community Coalition,
- o Serving as the Alternate Representative for the Mayor's Neighborhood Advisory Commission,
- o Sending biweekly reports to the AS Vice President for Governmental Affairs on all local issues.
- Work towards local policy favorable to students by:
  - o Actively establishing working relationships with local civic leaders.
  - o Giving oral and written testimony to the appropriate local body with approval of the AS Vice President for Governmental Affairs,
  - o Partnering with complimentary University offices, employees, and faculty, as necessary, to advocate outcomes on the local level in the best interest of students,
  - o Consulting with the AS Vice President for Governmental Affairs before representing the ASWWU on any local policy issue of concern to students,
  - o Partnering with, as necessary, AS offices, employees, and committees involved in work with a local policy dimension.
- Encourage local civic engagement by students by:
  - o Publishing reports on local policy issues.
  - o Taking an auxiliary role to any voter registration campaign undertaken by the Representation and Engagement Program and chartered organizations to promote voting in local elections,
  - o Working with the Legislative and Voter Education Assistant or REP Associate Director in the creation of a calendar promoting the political engagement of students.
- Provide managerial and administrative support to the Representation and Engagement Programs as necessary by:
  - o Assisting with REP events and special programs as requested,
  - o Assisting the Vote Coordinator and Elections Coordinator as necessary,
  - o Performing other tasks as needed or assigned.

**Salary**

This position will receive approximately \$ ,00( per position term (about \$ 1,000 twice per month).

**Reportage**

This position reports directly to Representation and Engagement Programs Associate Director and reports information to the AS Board of Directors through the AS VP for Governmental Affairs.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer

Revised on