

February 26, 2014

**Substantive Changes:**

The AS Personnel Committee may make recommendations to the AS Board of Directors to adjust employee's salaries and make substantive changes to job descriptions in accordance with Washington State Law and Western Washington University policies. AS job descriptions may be adjusted at any time to fit the organization's needs. "Substantive changes" to job descriptions include, but are not necessarily limited to:

- (a) pay adjustments
- (b) reportage changes
- (c) major responsibility changes
- (d) term of position changes
- (e) job title changes
- (f) and position classification changes

**Personnel Committee has also recommended the following substantive changes to the board:**

AS ESP Associate Director-Reclassifying from Associate Director to Director Classification  
 AS REP Associate Director -Reclassifying from associate director to Director Classification  
 AS REP Committee Coordinator- PER committee originally saw a request of giving this position 20 planning hours

i. \*\* AS Committee Coordinator

Add 20 hours in the two weeks prior to fall training to prepare for committee training. There was concerns about the position not being in the office. The committee decided to just start the term of position two weeks early which would increase the requested hours by 10 hours to allow for planning for outreach and training for the committee members.

*MOTION PC-14- W- by Burke*

Approve with the stipulation that the position will start 4 weeks prior to the start of classes and will be given the full 30 hours of planning.

Second: Guizar Vote: 4 - 0 - 0 Action: Passed

**Fiscal Implications**

both AS ESP Associate Director & REP Associate Director

*Director Pay (With New Salary Schedule)= \$10,244*  
*Associate Director Pay (based off of new salary schedule)- \$8,819*  
*Difference of 1,461 each*

*Committee coordinator additional week of pay= \$311*

*Difference of \$3,256 (with Fringe benefits)*



## "ESP Associate Director Title Change"

**Proposed Motions:** *The Environmental and Sustainability programs proposes to change the position of the ESP Associate Director to a Director position.*

**Sponsor:** *Roby Eckroth (ASVP Student Life), Environmental and Sustainability Programs*

**Persons of Contact:** *Nina Olivier (ESP Associate Director), Robby Eckroth (ASVP for Student Life)*

**Guest Speaker:** *n/a*

**Date:** *February 3<sup>rd</sup> 2014*

### Attached Document

Please see attached Job Description

### Background & Context

- *After brief discussion with the AS Personnel Director, the ESP moves to change the job title of ESP Associate Director to ESP Director.*
- *After comparing Job Descriptions to that of other Directors within the Associated Students, it became apparent that the ESP Associate Director carries out equivalent duties as would a position labeled as "Director"(see attached JD of ROP Director and ASP Director)*

### Summary of Proposal

- *The AS Environmental and Sustainability programs hopes to establish the Associate Director position as a Director position. The ESP as a whole has changed and expanded drastically since the establishment of the Associate Director position. Therefore, the title remains unfitting for the job description. The "size" to which a department in the AS is not specified, therefore makes labeling difficult and categorizing positions into Associate Director and Director arbitrary.*
- *Through the expansion of the Environmental Internship Program within the Environmental Center, addition of work-study positions within the ESP, and the expansion of the Outback Farm work study positions and summer apprentices; the ESP department within the AS should no longer fall into the category of a small to mid-sized department.*
- *In addition, the ESP Associate Director's position goes beyond Associate Director responsibilities of establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, program planning*
- *The Associate Director is entitled to the following responsibilities such as:*
  - o *Ensure that ESP Financial decisions are made responsibly and properly*
  - o *Ensure that all ESP employees, interns and volunteers are adequately trained*
  - o *Ensure ESP staff members are fulfilling their job responsibilities*
  - o *Ensure ESP events are catering to needs of students*
  - o *Promote campus awareness of the Environmental and Programs*
  - o *Act as departmental liaison to the AS organization and campus community*
  - o *Uphold the ESP mission statement*
  - o *Enhance teamwork and comradely*
  - o *Organize and participate in ESP inclusive events (such as Earth Day Festival, Transportation Week, Red Square Info Fair, AS Job Fair, etc)*
  - o *Assess and track office use and program quality*

**Fiscally**

*The financial implications to this change would be the need to increase the ESP Associate Director's salary to a Director's Salary.*

*This increase would be from \$8,279.54 to \$9,740.73; a \$1,461.19 increase*

**Rationale**

*The long term benefit in changing the categorization of the ESP Associate Director would allow for:*

- Lessening the complexity of the organization and categorizations with in the AS*
- By providing the ESP with a director position, it enables the program to further grow and develop in effective ways both benefiting the Environmental and Sustainability programs and the Associated Students as a whole.*
- In addition, allowing for the categorical change will provide the current Associate Director of the ESP to expand in opportunities that might be restricted due to the labeling as an "associate"*
- This change also allows the Environmental and Sustainability Programs to be recognized as a large and growing department*



## Converting REP Associate Director to REP Director

**Proposed Motion:** That the REP Associate Director position be converted into the REP Director position

**Persons of Contact:** Graham Marmion

**Guest Speaker:** Graham Marmion

**Date:** January 30, 2014

Attached Document:

*Attached are the job description with track changes present*

### Background & Context

*When the REP was created it had five positions (REP Support Staff, Associate Director, AS Legislative Liaison, AS Senate Chair, and AS Elections) and housed Western Votes. It has since lost the REP Support Staff but gained AS Committee Coordinator, Vote Coordinator, AS Local Liaison, and Legislative Research Work Study Position bringing the total number of positions in the REP to eight. Additionally, in Fall Quarter there is five to ten Vote Staff housed in the REP. The classification difference between Associate Director Positions and Director Positions is that an Associate Director manages a "small" programs whereas a Director manages a "large" programs. As the REP has such a large number of staff in the office (up to eighteen), the REP has become a "large" program and the duties of the REP Associate Director mandate more than an average of 17 hours of work a week.*

### Summary of Proposal

*The REP Associate Director would be replaced with the REP Director. This would increase the average number of hours worked per week to 19 in order to accommodate for the increase in job responsibilities and ensure the REP Director is compensated fairly.*

### Fiscally

*At current rates, the salary would increase from the Associate Director pay scale (\$8,279.54) to the Director pay scale (\$9,740.63) for a change of \$1,461.09. At the proposed pay scales the change would be from \$8,819 to \$10,244 for a change of \$1,425.00.*

### Rationale

*The distinction between Small and Large programs is not clearly defined as the Communications office and Business office both have Director Positions with two to three staff. Evidently, the REP with its large amount of responsibilities and staff can be defined as a "large" office. With the increase in positions, the Associate Director of the REP has had to spread their 17 hours across an additional 3 positions and duties, which has led to a decreased ability to support each position. For instance, in the current 17 hour allotment, it has become necessary to make check-ins with staff extremely short and the Associate Director's meetings with the Assistant Director of Student Activities are scheduled on a "as needed" basis. All of this serves to hamper the communication and coordination within the office and hinders the ability for the REP to achieve its primary mission of ensuring the student voice is heard at local, state and federal levels. The additional two hour a week average would provide the REP Director with the time to strengthen this coordination.*



# Associated Students of Western Washington University Representation and Engagement Programs

Associate Director

## About the Position

The Representation & Engagement Programs (REP) Associate Director is responsible for the overall operations of the REP. This includes ensuring and facilitating coordination on the activities of the AS Elections Coordinator, AS Student Senate Chair, AS Legislative Liaison, the REP Assistant. The Associate Director will work with the University Administration and Faculty to coordinate efforts to promote effective citizenship and civic engagement. The Associate Director will also be responsible for the overall operations of the REP, including ensuring and facilitating coordination on the activities of the AS Elections Coordinator, AS Legislative Liaison, the AS Local Liaison, the AS Committee Coordinator, and the AS Student Senate Chair. The Associate Director will work with the University Administration and Faculty to coordinate efforts to promote effective citizenship and civic engagement.

## Position Classification

A5 - mid-size department to ensure quality programming and efficient use of student resources. Specific duties include: publishing departmental goals, departmental... These positions operate under the management direction of the AS Board of Directors.

## About the Department

The Representation & Engagement Programs (REP) Associate Director is responsible for supervising the overall operations of the REP. This includes ensuring and facilitating coordination of the activities of the AS Elections Coordinator, AS Student Senate Chair, AS Legislative Liaison, the Committee Coordinator, and the Voter Registration and Education Coordinator (in federal election years). The Associate Director will work with the University Administration and Faculty to coordinate efforts to promote effective citizenship and civic engagement.

## Terms of Position

This is a four quarter position. This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 17

19 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**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills.
- Conflict management knowledge or experience.
- Basic computer knowledge including word, excel, publisher and outlook.
- Demonstrated knowledge of or interest in civic engagement.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with event planning.

#### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - 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.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

#### **Representation and Engagement Programs Responsibilities**

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - o Maintaining 10 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 Planning 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 regular communication with REP staff outside of meetings.
- Foster working relationships with related campus and community resources by:
  - o Being aware of and participating in related events and being aware of campus and community resources.
  - o Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

#### **Position Responsibilities**

- Ensure that REP Financial decisions are made responsibly and properly by:
  - o Reviewing all departmental budgets on a monthly basis
  - o Evaluating each budget regularly to assess expenditures
  - o Serving as Budget Authority for the REP Administrative Budget, Voter Education and Registration Budget, and NY Times Readership Program budget, and serving as administrative budget authority for other REP office Budgets (AS Elections, Student Senate, Committee Coordinator, and Legislative Liaison),
  - o Filling out budget forms in accordance with AS standards.
  - o Providing information and connection to departmental, organizational, and campus funding sources.
- Ensure REP staff members are fulfilling their job responsibilities by:
  - o Regularly meeting with the Advisor of the REP to discuss personnel and programming questions and concerns
  - o Conducting one-on-one staff meetings with REP staff at least every other week as well as managing all REP employees,
  - o Chairing the weekly REP Staff meetings
  - o Planning long and short term goals for the department with the REP staff and the Advisor
  - o Conducting employee evaluations at the beginning of winter quarter and providing one-on-one meetings with staff to discuss job performance,
  - o Mediating and resolving conflicts within the department
  - o Providing training and tools for conflict and communication within working relationships
  - o Serving as a resource for referrals or information about employee expectations and consequences of negligence of the ethics codes
  - o Developing and implementing methods of assessing and evaluating the programs and initiatives of the REP
- Ensure that all REP employees are adequately trained by:
  - o Planning and facilitating the REP's fall training and orientation, including departmental training of coordinators, hourly staff, and work-study student, (as needed),
  - o Offering training pertinent to the REP throughout the year.

- o Providing information and education at REP staff meetings.
- o Planning staff appreciation activities and acknowledging achievements on a regular basis, at least once a quarter.
- Ensure that any necessary committee appointments are made during the summer by:
  - o Recruiting student members of AS and university committees
  - o Appointing student members of AS and university committees, in coordination with the AS Board of Directors
  - o Maintaining a list of summer committee member appointments and their contact information
  - o Training student committee members
- Support the success of Western Votes by:
  - o Advising and supporting Western Votes as an organization and its members,
  - o Training the Western Votes leadership in collaboration with the ASVP for Governmental Affairs.
- Ensure the coordination of effective Voter Registration & Education efforts by:
  - o Supervising the Voter Education & Registration Coordinator (in federal election years)
  - o Planning a voter registration drive to take place at Summerstart and during early fall quarter
  - o Hiring and supervising Voter Registration hourly employees
  - o Planning other voter registration drives as necessary
  - o Coordinating with other groups on campus to register students to vote
  - o Assisting the Voter Education & Registration Coordinator and the Elections Coordinator in planning events/services dedicated to voter education.
- Increase Civic Engagement within the Student Population by:
  - o Assessing or reviewing past assessments of political participation on campus,
  - o Developing and implementing a Civic Engagement Plan in coordination with others on campus to promote increased political participation and civic engagement,
  - o Planning, organizing, and coordinating College Civics Week events and programs,
  - o Managing and overseeing the AS' involvement in the New York Times newspaper program.
  - o Chairing the planning committee for Elect Her (dependent on continuing to receive a grant from the American Association for University Women).
- Promote campus awareness of the REP by:
  - o Coordinating publicity for the REP, including but not limited to posters, bookmarks, banners, Facebook page, and more,
  - o Coordinating and participating in AS inclusive events including but not limited to: VU Late Night, Red Square Info Fair, Summerstart/Transitions, AS Job Fair, and Campus Activities Showcase.
  - o Being available for speaking engagements, newspaper, and radio interviews as needed,
  - o Act as departmental liaison to the AS organization and campus community by: serving on the following committees: AS Management Council, Work Study and salaried staff hiring committees.
  - o Serve on the AS Fall Staff Development planning committee during summer quarter,
  - o Establishing appropriate working relationships with: Associated Students Board of Directors, AS Publicity Center, AS Personnel, AS Ethnic Student Center, AS Club Coordinator, and the AS Business Office.



**Salary**

This position will receive \$10,244 per position term (approximately \$412 twice per month).

**Reportage**

This position reports directly to The ASVP of Government 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 February-28-2013-by motion-ASB-13-W-1.



## Committee Coordinator Earlier Start

Proposed Motion: That the Committee Coordinator position to work 20 hours in the two weeks prior to Fall Training.

Persons of Contact: Sarah Kohout and Graham Marmion

Guest Speaker: Sarah Kohout

Date:

Attached Document:

*Attached are the job description with track changes present*

### Background & Context

*"This proposal came about because of the intense workload the Committee Coordinator has in the first month of the school year. If the Committee Coordinator had twenty extra hours to acquaint themselves with the committee process, REP office, and the committee charge and charters so that the committee appointment process can begin sooner."*

### Summary of Proposal

*"The Committee Coordinator would work twenty hours in the REP office during the two weeks prior to Fall Training. This is so they could get a head start on the committee appointments, planning a training event, and become familiar with Outlook and Orgsync. During the two weeks of Fall Training the Committee Coordinator is in trainings and does not have the time to begin their job, having an extra two weeks would be extremely beneficial to the Committee Coordinator and would help the committee process go smoother."*

### Fiscally

*"The Committee Coordinator would need to be paid for those two weeks prior to Fall Trainings. At next year's pay scale that would be \$205.4 for those two weeks of working twenty hours."*

### Rationale

*"The benefit of doing this would be that committee appointments could begin quicker, the Committee Coordinator would have more time to plan for trainings and AS Info Fair, and it would help prepare the Committee Coordinator for the committee appointment rush in early October."*



Associated Students of Western Washington University  
AS Representation and Engagement Programs  
AS Committee Coordinator

### About the Position

The Committee Coordinator position is responsible for coordinating Associated Students and University committees by facilitating student recruitment, appointment, training, and recognition.

### Position Classification

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 REP 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; 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 **four** 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. This-taes-i-tien-fewtfes-ŽQ  
ber^rfrOf-wQf^tø-be4uuffi^ye^t^e-summe^beufhø^e5sim-luffl^wt-tee-a^ə^əθmiffleter-i-hese  
heufs-^r^ae-Gøffmieteci-witTim-t^e-t-we-imfneéia-telv-ptâcrr-te-AS-fafi-t-r-afmngT-in-ée&rémaTiøn  
w-i-tivR^resmt-a-h^né-Ingag-emeñit-fv^egfamfr-Bireeteb

### 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

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve

- Ability to work flexible hours
- Budget management knowledge or experience
- Basic knowledge of AS and University committee structures
- Experience with taking minutes and parliamentary procedures.
- Ability to work independently on projects with minimum supervision in an atmosphere of ongoing distractions.
- Experience with MS Excel, MS Word, MS Outlook
- Self-motivated to seek out information
- Knowledge of or experience in training processes
- 

### **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, and Program Standards,
  - 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.
  - o

### **AS Representation and Engagement Programs Responsibilities**

- Empower and support the Associated Students membership with civic enRagement information, \_\_\_\_\_ activities, and peer education by:
  - o Maintaining 10 regular posted office hours per week as arranged with the REP team.  
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 Planning 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 regular 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 communication with \_\_\_\_\_ Western Votes and other civic engagement organizations on campus.

## Position Responsibilities

- Recruit members to ensure student perspectives are represented on AS and University
  - Committees by:
    - o Participating in relevant campus info fairs, including, but not limited to: Campus Activities Showcase, Red Square Info Fair, to promote AS and University committees,
    - o Developing and producing marketing materials for use at events to recruit committee members.
    - o Reaching out to the student body through such means as tabling, and contacting classes, departments, residence halls, clubs, past committee members, and other campus organizations.
    - o Coordinating with RHA to promote and obtain required RHA representatives,
    - o Leveraging other available opportunities to promote the committee system as an opportunity for student involvement and advancement.
  - Prepare committee appointees for their assignments by:
    - o Establishing and maintaining a training system.
    - o Training committee appointees about the AS, the REP Office, parliamentary procedure (if applicable), and the relevant committee,
    - o Providing on-going training and support for committee members and chairs as necessary.
  - Foster working relationships with committee members/chairs by:
    - o Establishing the position as a resource to committee members.
    - o Maintaining ongoing support for committees, committee members and committee chairs and facilitating necessary communication,
    - o Gauging feedback from members and adjusting processes as necessary,
    - o Assessing the needs of committees, committee members, and committee chairs,
    - o Providing recognition to committee members for their accomplishments and contributions.
    - o Serving as liaison between committees and the AS Board of Directors.
  - Ensure smooth administration of the committee process by:
    - o Processing applications for committee appointments
    - o Creating and maintaining a database for tracking committee information
    - o Training AS Board members on their role with the committee application process
    - o Contacting applicants not selected and suggesting other committees that are open
    - o Contacting selected applicants for committee member appointments and informing them of committee specifics
    - o Seeking out and changing committee information and updating committee pamphlets, databases, website, and other relevant materials,
    - o Ensuring AS Board Program Assistant has necessary and timely information to put committee-related items on the AS Board of Directors agenda.

## Salary

This position will receive \$6,222 per position term (approximately \$295 twice per month).

## Reportage

This position reports directly to the AS Representation & Engagement Programs Associate Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.