



### **Vote Coordinator JD Edits**

**Motion:** Approve \$3,500 from the FXXRES to FXXREP to fund a 1 year pilot program for a four quarter AS Civic Engagement Coordinator at the assistant coordinator classification, with the stipulation that it be assessed at the end of the year to determine if the position should be institutionalized and if so, out of which budget.

**Sponsor:** Kaylee Galloway, AS VP for Governmental Affairs

**Persons of Contact:** Graham Marmion (REP Associate Director), Sarah Kohout (Western Votes President), and Caylyn Rolph-Tate (former Vote Coordinator).

**Date:** March 12, 2014

#### **Attached Document**

Revised Vote Coordinator Job Description

#### **Appealing Personnel Committee's Decision:**

Personnel Committee Motion: AS Vote Coordinator is being recommended to the AS Board of directors to be 2 full quarters (Summer & Fall) with the stipulation that this position remains at the Assistant Coordinator level and current responsibilities remain unchanged.

#### **New Proposal:**

Upon taking into concerns and perspectives from Personnel Committee and the Board of Directors, I have developed a new proposal idea that I believe to be a good compromise.

I request a one-time grant allocation of \$3,500 from AS Reserves to fund a 1 year pilot program for a four quarter AS Civic Engagement Coordinator at the assistant coordinator classification, with the stipulation that it be assessed at the end of the year to determine if the position should be institutionalized and out of which budget. I believe that if the FXLACF is restructured, it would a realistic expectation to have the difference between the current AS Vote Coordinator Salary and the AS Civic Engagement Coordinator be funded from that account.

This position should be created with very specific goals and outcome expectations such as increased voter registration and turnout (GOTV), increased data collection and management, increased outreach to students through Western Votes, WS A, and US SA, and relieve workload pressures from AS VP for Governmental Affairs and others.

The assessment should critically assess whether there is a need for the position, if the position was able to meet their goals/outcomes, whether the position is a good investment, and whether it should be funded through S&A or TAF. Even if this position proves to not be needed, having a year of precedent will be helpful in future years.

Although the exact Reserves balance is unknown, in conversations with both Kevin and Cindy, there is likely to be a 6 figure balance with an upward estimation of \$1 million.

I think this is a great way to assess the need for additional personnel in civic engagement areas without placing additional burden on the S&A budget process. Also, the short term investment is low risk.

## **Summary of Proposal**

In order to continue expanding our voter registration drive, get out the vote, Western Votes, and general campus organizing efforts for local, state, and federal student issues, it is necessary to expand this position to four quarters (or 3 quarters with spring hourly) as well as to classify it as a coordinator.

Currently, the Vote Coordinator stays extremely busy during summer and fall quarters doing voter registration and get out the vote. Expanding this position two additional quarters could prove to be very beneficial to the AS in enhancing student representation. There are many responsibilities this position could have in winter and spring quarters. Many of the possible responsibilities have been added to the position responsibilities section of the job description. For example, this position could more directly assist Western Votes in all of their efforts. In conversations with the 2013-14 Western Votes President, it was clear that additional assistance would prove to be very beneficial in easing the work load of the entire Executive Board that would allow improvement and expansion in all Western Votes efforts. This would include having stronger and more frequent days of action and rallies for AS (campus, local, state, and federal), Washington Student Association, and United States Student Association campaigns in various student issues. Increased outreach leads to greater campus awareness and civic engagement.

Also, the current responsibilities of the Vote Coordinator show that the position should have a coordinator classification. For example, in 2013, this position oversaw 9 hourly vote staff each working an average of 15 hours a week, 25 early move-in volunteers working 9+ hours, and several Western Votes volunteers. This position oversees volunteers much like AS Productions Logistics & Volunteer Coordinator.

The proposed name change aims to be all encompassing to the increased work and responsibility of this position in more comprehensive on and off campus organizing efforts, which includes, but is not limited to, voter registration and get out the vote.

## **Background & Context**

The REP was created during the 2009-10 academic year with several intentions, one of which was having more students participate in local, state, and federal elections. From 2005-2008, Western Votes organized all voter registration and education efforts for the Associated Students. In 2009, Western Votes continued its role in voter registration and education and expanded to incorporating political and legislative advocacy. Upon creation, the REP, in collaboration with Western Votes, were charged by the AS Board of Directors with the task of holding a voter registration drive each year. Western's voter registration drives prior to the implementation of the Vote Coordinator were much smaller and reached a fewer number of people. In August 2010, a more institutional vote plan was proposed and included a temporary hourly voter registration staff position starting September 12<sup>th</sup> and ended September 24<sup>th</sup> for approximately 30-40 total hours worked. In May 2012, the position was changed to Voter Education & Registration Coordinator and classified as an Assistant Coordinator with a term of position expansion. The position was intended to only work in even year elections. In May 2013, the position was renamed to Vote Coordinator, the term of position was further expanded, and the position would now be hired every year. A lot of progress has been made in WWU voter registration efforts with 2303 people registered in 2012 and 2749 people registered in 2013. Every year we have expanded this position, we have seen an increase in civic engagement and awareness as well as larger voter registration and get out the vote efforts.

## **Minutes from Personnel Committee on 2-25-14**

Galloway stated that altering the Civic Engagement Coordinator position is something she's seen a need for. She spoke first to the classification of the position. This position has more responsibility than a typical assistant coordinator. For example, the position oversaw over 25 student volunteers over the course of move in and voter registration. This position also oversees the vote staff, which consists of 6-8 members. Because of these responsibilities, she feels it needs to be reclassified along the lines of the coordinator level. There is a need for an AS staff position to oversee the civic engagement and student representation programs, as well as legislative advocacy. This position would focus on these areas during winter quarter. It could also provide direct assistance to Viking Toby Day, WSA Toby Day, and Western Votes, areas in which the staff who work those events are currently overworked in Galloway's opinion. In spring quarter, the position would benefit from needing solely fifty hours throughout the quarter or operating on an hourly basis, and their duties would be limited to institutional wrap-ups and plans. The position would need to be available for an internship. This position would help utilize the student's electoral power, and take registering voters to an additional level. Nidia Hernandez stated that many positions are currently being looked at for their job categories and they are being looked at. She asked what the difference is between local liaison's responsibilities, the legislative liaison's responsibilities, and this new position's responsibilities as they sound similar. Galloway stated that it comes down to a difference in lobbying and organizing. The local liaison is more focused on the lobbying aspects outside of the university. The Civic Engagement Coordinator would focus more on campus efforts, the grassroots level. Yuliya Rybalka asked if the position would assist the Western Votes executive board. Galloway stated that this position could support each of the different positions as well as the group as a whole. Rybalka asked if it would plan trainings, or merely assist. Galloway stated that the position would focus on coordinating the trainings. The content that they develop could be a resource for future students. Hernandez asked if the training role falls under the REP Associate Director's job description. Galloway stated that in her experience, there is not the capacity for the REP Associate Director to do all of the training. Hernandez asked if the budgeting for the position to attend trainings would come through the REP office. Galloway stated that many of the WSA trainings are free through Western's membership. She added that there are many cheap trainings and many could also be over the phone. But, it may be appropriate to ask for additional funds from the Legislative Action Fund. Burke asked if the restructure happened would some responsibilities in the REP be taken over and would reduce the need for this position. Galloway stated that in the restructure conversation, not all items were affordable, including this position. The S&A fee could cover the cost of this position. Hernandez asked if this position's role would be to train, or if it should be for the director. Galloway stated that in the ideal world training would fall under the REP director, but the capacity is not there. Hernandez recognized that the office has grown in size, which is why they are discussing restructuring. Mayra Guizar stated that even if the REP director were to lead training, the funding for those trainings would occur anyway. Galloway wanted to make it clear that this position would have volunteer oversight responsibilities and that Lobby Day participant recruitment and retention would be a focus of this position. She added that the WSA Lobby day has a lot of room to grow, and this position would allow for this process.

### **Fiscally**

The 2013 Vote Coordinator was paid \$3,475.

In using the new salary calculation tool:

- If the position was changed to a 4 quarter coordinator, the salary would be \$7,311, which is a \$3,836 difference.

- **If the position was changed to 4 quarter assistant coordinator, the salary would be \$6,801, which is a 3,326 difference.**
- If the position was changed to 3 quarter with 50 hours in spring, the salary would be \$5,981, which is a \$2,506 difference.
- If the position was changed to a 3 quarter assistant coordinator, the salary would be \$5,498, which is a \$2,023 difference.

### **Rationale**

- 1) Student representation is a core value and objective of the AS.
- 2) When we have invested in more people working more hours in civic engagement efforts, we have seen vast improvement.
- 3) If we want to continue to strengthen Western Votes and lead the state in our organizing efforts including voter registration, get out the vote, days of action, and rallies, we must see the investment in expanding this position to a four quarter coordinator position.