



# AS Management Council

January 20, 2015

5:00 p.m.

VU462A

- Members:** *Present:* Chelsea Ghant, Chair (VP for Business and Operations); Sadie Normoyle (AS Environment & Sustainability Programs Director); Ana Palma Gutierrez (AS Ethnic Student Center Program Support Coordinator); Cooper Anderson (AS KUGS Program Director); Will Jones (AS Outdoor Center Equipment & Bike Shop Coordinator); Hannah Brock (AS Personnel Director); Camie Herk (AS Productions Director); Patrick Eckroth (AS Representation & Engagement Programs Director); Samantha Goldblatt (AS Resource & Outreach Programs Director); Morgan Haskins (AS Publicity Center Account Executive); Ashlyn Doltar (AS Club Coordinator); Abigail Ramos (AS Review Editor-in-Chief)
- Advisor:** Lisa Rosenberg (Assistant Director of Student Activities)
- Secretary:** Emma J. Opsal (AS Board Assistant for Internal Committees)
- Missing:** Osman Olivera (AS Business Director); Josie Ellison (AS Communications Director)

*Ghant called the meeting to order at 5:34 p.m.*

## I. Introduction

Ghant explained Ellison would not be able to perform their duties as Vice Chair, therefore the runner up from the election the previous quarter would take their place.

## II. Returning Salary Employee Hiring

Brock spoke about the previous Personnel Committee meeting, and the discussions the group had. She mentioned the evaluations she had received feedback for, and asked how much time it would take for the employees to complete the evaluations. She suggested 3 weeks, and no one disagreed. Brock stated she would distribute the evaluations the following day. Brock then asked the committee for their thoughts on implementing a policy for the rehiring of salaried employees. Eckroth stated his office had a negative reaction, as they believed the policy could create exclusivity. Brock stated this was valid, as she was unsure of which way for the organization to go. She saw there were benefits in retention, but she also was unsure if it would be unfair for someone returning on those hoping to be employed. Brock wanted to have an informal vote as to whether or not the Personnel Committee should continue to discuss the issue, vote on, and possibly bring it to the AS Board of Directors. Bates stated it could benefit some offices, and hurt others. He stated the Outdoor Center would benefit because those staff members who had the hard skills necessary for the work would not need to be retrained, and time would be saved. Ridgley thought it would be beneficial for his position, as a returner would have a better interview than anyone else. Thus, according to him, the process could be expedited, the skill base would be retained, goals would be completed, and not as much time would be used to interview for every job every year. He stated there was a delicate balance between the goals of the organization, and what a fair hiring process was. Brock stated this point had been brought up in the Personnel Committee meetings discussing the issue, but also that as students were typically attending Western Washington University for 4 years, it was a short term in the grand scheme of things. Ridgley suggested each director decide for each of the positions, the process of the returning, or if anyone would want to do. Palma-Gutierrez noted the Ethnic Student Center was an on campus home for the attending students, and felt that the overturning of employees left little room to benefit the office. She stated it would make

more sense for a multi-year office, and would help the ESC grow. Additionally the time dedicated to training a new employee would mean lost time for benefiting the office. Ghant stated the consistency came from the supervisors. Doltar had some of the same concerns, and a longer term would be helpful, however the resources were available for her to succeed without a previous year's experience. Ramos stated for her office, the policy could go both ways. She stated it was important for the assistants to be able to move up, however it was important for all to learn skills. She stated the positions should be kept open, as there should be opportunities for people outside of the AS to grow, not just those who had already worked within the AS. Haskins brought up previous figures from Casey Hayden that evidenced the relatively low amount of retention currently within the AS. She stated in her department, there were many technical positions that required help to understand their jobs, and it is helpful to serve the AS. At the same times, she was unsure if there would come a point when no one from outside the AS would be able to enter the staff. Bates reiterated it was a possibility, and there was flexibility in this issue. He also stated this could improve the functionality of the organization, as with some retained staff, the organization would not have to reset themselves fully every year. Goldblatt discussed retention, believing having people reapply for the positions did not affect retention substantially. She stated it was a relatively little hassle. She also stated it was possible for more qualified applicants to usurp an employee reapplying for their position, and at the end of the day, this meant the jobs got done. She reiterated the Mission Statement, and how not only was the Mission Statement created to tell how to serve the student population, but for the employees to learn through their positions. It was asked if an employee wanted to move up in the AS, or to another position, would they be able to go through the debated process rather than apply. Brock stated this was not the case, and the employee would only be allowed to return to the position they already held. Brock's main concern stemmed from this idea, as this would completely close off the position from anyone else who wanted it. She mentioned a point from Herk, how 3 times she had been interviewed, and every time her energy was renewed for the job. Additionally she stated the interviews were beneficial for all not only to receive a position, but to also have the experience for the entering the workforce after college. Eckroth stated, from a programming office's perspective, it was important to refresh the minds of the job holders and get new ideas to build upon the old ones. For clarification, Rosenberg stated a staff member wanted to apply to more than one position, their old position would no longer guaranteed, the same as the system as it stood. Ghant held an informal vote on the matter, to direct the conversation of the Personnel Committee. Most opposed the continuation of the conversation.

### **III. Budget Process (S&A Fee)**

Ghant gave an update on the S&A fee committee, and the timeline. The budget requests were to be heard February 18<sup>th</sup>, however the AS would not be done with their budgeting process for the following year at that time. Ghant asked for the council to send her any requests for budget increases for the following year by the 20<sup>th</sup> of February. Ghant stated the increases would likely be for new positions, however she would consider whatever was sent to her. She also mentioned the deadline for Facilities and Services recommendations for would be the 20<sup>th</sup> as well. She asked the emails with the requests be clearly marked. Returning to the S&A fee deadline, Ghant reminded the council to consider whether or not the addition of a new position was the best way to strengthen the organization, and to also consider restructuring the current ones as well. Ghant stated the salaries would also be increased that year, and the budget would be tight for the following year.

### **IV. Parliamentary Procedure**

Ghant reminded the committee Ellison was not present to go over Parliamentary Procedure, as in their previous position, they had strongly implemented it. Ghant said it was very important the council follow it, as the following meeting would contain a lengthy discussion on a proposed expansion of the AS motor pool. Ghant reminded the council of the three speak idea, and the allowance on speaking this created. She also stated some advisors would be present for the discussion. She also stated she would bring any questions posed by the Facilities and Services committee for the council to consider in their discussion. Ghant stated it was important for the conversation to continue. She stated she would distribute a review sheet for the council to study before the following meeting.

## **V. Office Update/ Reminders**

Ghant asked for general updates on the offices. Ramos stated the AS Review had been released, however there was a lack of feedback on the paper, and they were hoping to get feedback from the offices, as well as the distribution of a student survey with a prize at the end. Brock stated the Personnel Committee had set dates for Spring Hiring, and they were going to intake some volunteer students at large to assist in the hiring of salary employees. She stated the volunteers would also be present for spring training. Eckroth discussed mentioned the completion of Viking Lobby Day the weekend before, and the work being done by the Legislative Liaison in Olympia. She had testified twice, which was considered very good for any lobbyist. He also discussed the filling of committee spots, as approximately 70% were funded. Additionally the event funded at the previous meeting was coming up February 7<sup>th</sup>. Herk stated when "Boyhood" had been shown by AS Films, the entire hall had been filled. 120 people had also visited the gallery the week before. She also mentioned how every Underground Coffee House show for the quarter would have a student opener, with the time being shifted forward an hour in consideration of the hours of the coffee house. Palma-Gutierrez stated the first heritage dinner of the year had happened the weekend before, and almost every weekend for the rest of the quarter there would be one. Additionally the MPR had been filled during the dinner that weekend. Gutierrez also stated there would be an ESC Viking Lobby Day President's Day Weekend, the first for the office. Goldblatt discussed the events of the ROP, the upcoming Drag Show, the Vagina Memoirs, and a Sex Education event. Ghant encouraged the council to support one another, and participate in each other's activities.

## **VI. Adjourn**

*The Meeting was adjourned at 6:12p.m.*