



AS Management Council

Tuesday, October 07, 2014

4:00 p.m. VU565

- Members:** *Present:* Chelsea Ghant, Chair (VP for Business and Operations); Morgan Burke (AS Business Director); Josie Ellison (AS Communications Director); 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); Abigail Ramos (AS Review Editor-in-Chief); Morgan Haskins (AS Publicity Center Account Executive); Ashlyn Doltar (AS Club Coordinator)
- Advisor:** Lisa Rosenberg (Assistant Director of Student Activities)
- Secretary:** Emma J. Opsal (AS Board Assistant for Internal Committees)
- Guests:** Giselle Alcantar-Soto (AS VP for Activities); Ian Fisk (Challenge Course Coordinator)

Ghant called the meeting to order at 4:07p.m.

I. Icebreaker - "Toss a Question"

A. All members and guests shared their names, positions, preferred pronouns, and answered a question on a rubber ball tossed around the room.

II. Charge and Charter

Ghant presented the Management Council Charge and Charter, and the changes made to it. (Document 1)

III. Activities Calendar

Alcantar-Soto presented a new Activities Calendar (Document 2). Alcantar-Soto made known the importance of her project, which she started immediately after beginning her position. She also made known the difficulty of creating the summer months, when the majority of campus employees were not present. Her proposed calendar, which would include all received event from all of the campus groups, not just the AS, would go out to all students living in the dorms, with the hopes attendance would rise with this calendar. She also felt it would align with Western's newly given status as a Changemaker campus. The calendar included every event Alcantar-Soto received by the deadline. Alcantar-Soto would have cooperation via Orgsync. All were given a copy of the calendar for the month of October. Herk wanted to know when the publication date would be. For the month of November, it would be October 20th, giving the publicity center enough time to create, print and distribute the calendar. Normoyle asked who would receive the calendar, and wondered why one copy per person would be printed, not one per room. Soto was glad she had the council, as Normoyle's was an idea she had not had. Palma-Gutierrez suggested putting the calendars in each dorm floor, so no matter the amount of students on the floor, they would have access to the calendar. She also asked if the calendar would be printed in black and white, or in

color. Alcantar-Soto said it would be printed in black and white to save money. Burke asked if she had contact with Residence Life, rather than just the Residence Hall Association. She also explained the Budget Office was trying to cut down printing costs over the 2014-2015 school year, and asked to explore more cost effective ways to distribute the calendar. She pointed out the amount of posters and papers on campus was considered cluttered by some on campus students, and requested Alcantar-Soto have conversations with Resident Advisors to determine where placement within dorms would be most effective. She mentioned calendars are already posted in dorms by RAs. Burke also wondered why not make it into a mobile application, and if it would work better for students. Burke also asked where the funds for the calendar would come from. Alcantar-Soto said she was not asking for the funding, and that the funding for the October calendar at the meeting had come from some summer funding. She said the budget would be determined soon. She stated she was continuing to have conversations with John Purdie, Associate Director for University Residences and June Fraser Thistle, Program Support Supervisor II for University Residences to determine what would be needed in the residence halls. She was also having conversations with Eric Alexander, Director of Viking Union Facilities & Student Activities to determine other possible venues to display the calendar outside of the dorms. Normoyle suggested Alcantar-Soto brainstorm with Maddie Gavigan Martin, the Resident's Resource Awareness Programs Coordinator in the Office of Sustainability to come up with other ideas for distributing the information within the dorms. Doltar compared it to her prior campus experience, where they did distribute a calendar to every person on campus, and the effectiveness of the system there. She also mentioned she felt a lack of communication of events on campus, even within her dorm suite. She believed she, as well as other students would benefit from such a calendar. Brock looked up the cost of developing an app, noting the expense, but also mentioning the cost could be cut by finding a developer on the WWU campus. Brock disagreed with Doltar, saying a calendar would mostly be ignored, as many students do not pay attention to the papers they receive on campus. She also wanted it to be accessible to off campus students, online or through another venue students would walk by and see it. Alcantar-Soto wanted a calendar separate from the other calendars available in the AS-Review. She also wanted to steer away from an online calendar, as three (3) calendar can already be found online. Ramos asked how students were going to receive the calendar, whether it go through the mail or another option. Alcantar-Soto explained in a conversation with representatives from the residence halls it had been conveyed to her that if the AS provided the calendar, they would distribute it through their own systems. Herk, returning to the conversation about how to get the calendar and other information to off-campus students, pointed out the large amount of traffic in dining halls of off-campus students, notably the Viking Commons during lunch hours. She also mentioned the restrictions of posting, and how in her opinion a direct to student physical calendar of events would be amazing. Alcantar-Soto asked Herk to clarify if she meant to replace the calendar with table tents in the dining halls, or if they would be placed as well as the calendar. Herk was unsure, but she was in favor of both ideas, due to her being a representative from an event based office. She also felt many students as they progressed through their school careers they would get used to the calendar and want to access it even as they would move off campus. Alcantar-Soto agreed this would be beneficial to the future of the calendar, and also mentioned looking into her bulls-eye emails, and perhaps lifting some of the restrictions on them so the calendar could be distributed through that avenue. Ellison mentioned the kiosks on campus, and how they are incredibly visible as they are large displayed for a longer amount of time, and match the format of mailers sent to freshmen, therefore would be familiar to students transitioning to off-campus life. Goldblatt wanted a cost benefit analysis to be done on perhaps printing a large version of the calendar.

Alcantar-Soto mentioned residence halls RAs create calendars of events, and how they could be replaced by the proposed calendar. She also explained the October calendar was a test run, and that if large quantities of the calendar were found on the ground, she might go the route of a large poster in the residence halls. Doltar mentioned the cost of an app, and how difficult getting students to download an app would be, and that if one was created, it too would have to be promoted alongside all the events. Burke mentioned putting them in communal bathrooms as a "potty talk." Normoyle continued her concern of the amount of paper used per month, and how sustainable it could be. Alcantar-Soto was open to more ways to make the project sustainable. Haskins suggested the calendar instead be printed on a half-sheet, thus halving the amount of paper used. Ghant tabled the discussion due to time constraints. Alcantar-Soto asked the council to make an effort to use Orgsync in the time before the following meeting. Ellison noted the Communication Office's job was made easier when Orgsync was used, because it cut out a substantial amount of work on their part. Alcantar-Soto mentioned she would be cross-referencing emails and Orgsync to create the calendar.

IV. Outdoor Center Challenge Course Program Mission Statement and Policies and Procedure

Ian Fisk was present to discuss the changes to the Challenge Program Policy and Procedures. Ghant wanted transparency throughout the AS, so all present would understand what was occurring in the OC. This was a continuation of the changes wanted to be made from the predecessor, as no changes to the document had been made 1984. The majority of changes had been made by Fisk's predecessor, Johnny Mayfield, with Fisk finishing the document with the mission statement. Burke mentioned it was worked on by a committee that included Fred Collins OC Manager, Jim Schuster, the former Director of VU Facilities & Student Activities, and Morgan Burke, the previous AS VP for business and operations, not solely Fisk's predecessor. Fisk stated Burke was a large part of the process. Burke also noted the mission statement, as it had not existed in prior to Fisk's addition, as it became individual to each department in the Outdoor Center.

V. Expectations

Ghant opened up the floor to discussion of the expectations for the committee, and whether it should be more formal, or more casual. She asked if the council had any preferences to the style. Ellison expressed their enjoyment of the format of the day, a more conversational style of meeting. The discussion was tabled for the following meeting, as members of the committee needed to leave, and the room was needed for another meeting.

VI. Adjourn

The Meeting was adjourned at 5:00p.m.