



# AS Management Council

Tuesday, December 1, 2014

4:00 p.m. VU567

- Members:** *PrGSGnt:* Chelsea Ghant, Chair (VP for Business and Operations); Morgan Burke (AS Business); 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:**

*Ghant called the meeting to order at 4:05p.m.*

## I. Job Description Revisions

Brock was present to discuss the possible revisions to job descriptions. She explained that in the personnel office and personnel committee, it had been decided to not call for extensive revisions to the majority of the job descriptions. This was because the previous year, most of them had been thoroughly examined and revised. Brock also wanted to update the hourly and work-study job descriptions, so their format would be the same as the salaried positions. The only main change she could think of would be the changing pay scale, as the minimum wage was about to change. She asked the council ask their offices to look at their job descriptions and submit only the substantive changes. She also requested that all the changes be submitted to the Personnel Committee by January 9<sup>th</sup>, 2015, the first Friday of the upcoming winter quarter, but if a staff member was stressed out about something and unable to submit the changes by that time, the Committee was willing to accept the changes on a case by case basis. Normoyle asked for an email reminder the Tuesday before the 9<sup>th</sup>, and Burke suggested a calendar due date for the 9<sup>th</sup> as a reminder. Brock explained further why she wanted the changes then, stating the Personnel Committee and the AS Board would be able to approve them before the upcoming spring hiring.

## II. Access to Millennium

Burke was present to discuss the differences between Banner and Millennium, two programs used by the Business Office and the various AS directors to track the finances of the various offices. Banner would show the transactions each month, giving totals of expenditures for each office, whereas Millennium would show the differences in expenditures within 24 hours. Burke further explained how the directors, as budget authorities, would be able to keep up to date on their expenses in a much timelier manner than with the Banner reports. She felt this was very important, especially for program offices planning for future events. Burke stated those on the council did not have access at the time, but wanted to give the members access before the end of the quarter. She wanted them to all have a stronger grasp on their offices' finances, and be sure the numbers matched in a much more prompt manner. Burke also felt those directors in charge

of multiple offices would also benefit, as then they would have better communication with the various coordinators in the office, and be able to alleviate some of the workload for the Business Director. She also discussed e-sign forms shown to her by Rosenberg, to get access to Millennium. It would need to be signed off on by an advisor, however, as it was an exclusive group of staff members who had access to the program. Burke stated it should be accessible to the office though, especially since the flow of funds varied over the course of the months. Burke thought it was good for the directors to have the access, as the numbers could change drastically in short periods of time. Bates asked if the access was only going to be given to Directors, as he held a coordinator position and was on the council. Burke stated in talks for giving access to the program, it had been determined the Bike and Equipment Shop Coordinator from the Outdoor Center would gain access, and the other coordinators in leadership positions for offices without directors would also be given access. Rosenberg stated the two e-forms needed were to gain access to the banner program, and another to gain access to Millennium. Burke also suggested the council members would need to change their universal passwords as they needed a higher level of security than the standard password guidelines from the university. This was due to the confidential nature of the info accessed. Burke then illustrated the process of accessing Millennium by logging in to her account and showing the various codes and budgets of the different offices. Burke then told the directors they could ask for errors to be fixed by herself and Assistant Budget Director Caleb Ode. Burke stated the benefits were a sure thing, for all the members of the AS staff, and would initiate the access forms in the following days.

### **III. AS Evaluations**

Ghant showed the council the edits the Personnel committee had made to the mid year evaluations, highlighting the specific changes to wording they had made. She then asked the council to scan the forms for changes, asking for any changes they suggested. Ellison changing the piece about the multicultural awareness as diversity within the organization was not limited to one type of identity. Haskins suggested Brock send the forms out so the council would be able to take time to review the forms outside of the meeting. Brock said sure, and asked the council return their updates to the forms by the 8<sup>th</sup> of January, the first Thursday to the upcoming Winter Quarter, so they could be distributed throughout the organization in the middle of the Winter Quarter.

### **IV. Office Update**

Ghant asked for the highs and the lows of each office from the entire Fall Quarter. Palma-Gutierrez started, with her high being the high attendance of the Open House hosted by the ESC and the ESC Conference. She stated she was glad to see the hard work of her office and the students involved pay off. She also stated she thought there were no lows. Burke followed, stating the highs for the Budget Office were the hiring of the work-study for the office, as well as the new Budget Director. Although her leaving of the AS was a low for her, she felt the new employee would bring new energy and optimism to the office. Another low for her was the Budget Center had not been updated by the other offices, even though it was almost the end of Fall Quarter. She also stated a low was some of her projects were going to be left part of the way done. Haskins followed, stating things at the PC were great, from the working being done to the improvements in communication which would have lasting impacts for the future. Her lows included some of the issues involved with copy services, and how distribution had yet to be streamlined, and even amounts of posters were not always being distributed. Ramos went next, stating the low for the AS Review was the accidental printing of a proof for the first issue of the review. She also stated

the paper was having issues filling their paper, and asked the offices send the paper ideas for events the Review could cover. A high for her was the hiring of 2 new writers, and the creation of a new website, as before the photos in the paper had not been accessible online before. Normoyle followed, stating a high for her office was the hiring of 2 work-study employees and 4 interns had been hired to fill the office. She stated the office was becoming more productive as she had been able to delegate tasks to the new employees, and the following quarter would be full of excellent programming from her office. She also stated the Outback farm was in the process of hiring new staff members for the next year's growing season. Herk discussed the events from her offices being a high, as the coordinators had been extremely passionate and innovative in the execution of the quality events. She also stated the office had just hired work-study employees, which was beneficial as the AS funded Production Assistants were running out of hours. She also stated the office was going through a rebranding, and hoped her office would be able to stick with it through the years. Her low was the lack of supplemental marketing for the events. Bates stated the OC had a productive quarter which was exciting for him. The office had completed hiring bike techs and the front desk staff. Bates also stated there were no lows for his office. Anderson stated KUGS was doing well after celebrating their 40<sup>th</sup> Anniversary, and had trained 33 DJs. Ghant stated her high was the continued collection of information for alleviating the problems associated with the AS's need for more vehicles. She also stated there were no lows in her office. Ghant stated she enjoyed her duties, and saw the progress towards improvement for the AS was moving along well. Rosenberg was excited for the new activities advisor from Colorado to start, who was a much needed support ASP and clubs. Eckroth's high was everyone in his office was busy by choice, but wanted more balance for his workers. He did however, enjoy seeing his workers coming together. Doltar stated her low was how she felt she was getting behind on club materials, but was able to finally complete things at the time of the meeting. Ellison stated a high for their office was the lack of a riot, like the previous year, which had been great for the communications office. Additionally there was an adjustment made in the Communications Office as this year there was no work-study in the office. Ellison also stated the office was going to receive a couch to aid communications with visitors to the office. They also mention a campaign being planned to get more information out about the AS, hiring, and gaining excitement for events. For Brock, a low was the calls and emails she had to make to inform students they had not been hired by the AS. She stated she wanted to improve this system, switching to all regret emails. For her, there were many highs, which include the collaboration for the Fall Staff development, and the amount of help she received in the planning and execution of those two weeks. She was also excited to be planning the Pre-Winter Quarter training. She also was happy they had hired a work-study. She also reminded the council of the upcoming employee appreciation day, and the announcement of the employees of the quarter as her final high.

## **V. Next Time**

Asked for an informal vote on whether or not the council would be willing to have a meeting the first week of the Winter Quarter. This notion did not gain a majority of votes. Burke suggested to wait until the second week for the benefit to the incoming member of her position, and then the incoming staff member would have a better grasp of their schedule. She also thought it would benefit the alternation between the council and the Facilities and Services Council. It was also suggested there be a meeting the 5<sup>th</sup> January, the Monday before the first day of Winter Quarter. It was considered a good idea as the staff members would be in training that day, and would be available for a meeting that day, then go into the regular scheduled time for the rest of the quarter. Brock stated the training would go until 5 P.M. that day. Ghant took a poll of who would

be in favor of having a meeting that day, at 5:15 P.M. Ghant took a poll of who would be able to have a meeting that day. The majority of the council agreed.

**VI. Adjourn**

*The Meeting was adjourned at 4:58p.m.*