



AS Management Council

Friday, October 23rd, 2015 4:00 p.m. VU 567

- Members:** **Present:** Hannah Brock (VP for Business and Operations, Chair); Yuliya Rybalka (AS Personnel Director); Jonah Falk (AS Productions Director); Griffin Crisp (AS Representation & Engagement Programs Director); Marina Price (AS Review Editor-in-Chief); Walter Lutsch (AS Club Coordinator); Anna Kemper (AS Environmental & Sustainability Programs Director); Osman Olivera (AS Business Director); Shiffite Awel (AS Publicity Account Executive 1); Jordan Van Hoozer (AS KUGS Program Director); Brian Gliński (AS KVIK Coordinator)
- Advisor:** Lisa Rosenberg (Assistant Director of Student Activities)
- Secretary:** Octavia Schultz (AS Board Assistant for Internal Committees)

Motions

MC-15-F-1 *To approve the minutes from October 9th, 2015.*

MC-15-F-2 *To elect Osman Olivera as the Management Council Vice Chair.*

Brock called the meeting to order at 4:05pm.

I. Approval of Minutes

MOTION MC-15-F-1 By Crisp

To approve the minutes from October 9th 2015.

Second: Rybalka Vote: 12-0-0 Action: Passed

II. Discussion Item

a. AS Reserve Fund

Brock informed the council that the AS Reserve Fund policy would be separated into three different sections; the first would inform students on how to apply for access to the fund. The second would be for designated funds. The third would be the policy on the distribution of Discretionary Reserves. She noted that only the Discretionary Reserves were accessible, and that a form had been created to access them. She informed the council that Orgsync was the preferred host of the form because ESIGN was not user friendly. She mentioned that Olivera had helped in the creation of the form. The application would allow students to apply for funding from the AS Large Event Fund or apply for a grant from reserves. Brock noted that once the form had been finished, it would be brought to Management Council for review.

III. Information Items

a. Supplemental Event Fund Policy

Crisp inquired about language in the policy that allowed funds to be allocated at the discretion of specific office directors. He noted that it was not necessary to allow the positions to allocate funds. Brock agreed, noting that emergency meetings could have been called in cases of urgency. She stated that funds needed to be allocated by a formal vote, not by a small

percentage of the council. Rosenberg noted that most requests were placed far enough in advance to avoid needing emergency meetings. She suggested changing the wording to "...allocated by a majority vote of Management Council. Proposals must be submitted in ordinance with the Management Council Rules of Operation." Olivera asked if there was a minimum or maximum amount that could be requested from the fund. Rosenberg noted that at the time there was not a minimum or maximum set, though Management Council could have added them. Olivera also inquired if there was a limited number of times per year that employees could request access to the fund. Opsal suggested reviewing the minutes from previous years, as the AS Supplemental Event Fund policy had come up for discussion before. Brock noted though it had been brought up for discussion, the policy had not been changed. Brock stated she wanted to edit the document with track changes to review and potentially vote on at the following meeting. She noted that if the edits passed and were taken to the AS Board of Directors, the form would be put into Peabody format. Rosenberg inquired if Olivera had wanted to propose any guidelines for the document. Olivera stated that he wanted to set a limit on the number of times per year that someone could request access to the fund. Crisp asked how much money was in the fund for that year. Brock stated the amount was \$3,000. Crisp requested the members' opinions about if a maximum amount for requests should have been set. Rybalka inquired if the fund had been thoroughly used in previous years. Brock noted that the fund wasn't fully used the previous year. Rosenberg noted that the amount in the fund had actually been reduced from the previous year because the amount had not been fully allocated. Kemper stated that it was not necessary to have a cap if the fund was not being used enough to require one. Olivera agreed with Kemper, but wanted to limit the number of times employees could request from the fund per year. Brock stated that specificity in the policy could have made it difficult for future years to use the fund, because unexpected circumstances could have come up. She stated that Management Council could use logic to make decisions on a case-by-case basis. Crisp asked how Discretionary Reserves and the AS Supplemental Event Fund were different. Olivera noted that requests could not have been made for Discretionary Reserves unless taken to the Board of Directors. Crisp stated that if the AS Supplemental Event Fund was not being allocated, the money would have been better spent by the offices of the AS if it were incorporated into their budgets. He expressed his concern that it seemed redundant to have both Discretionary Reserves and the AS Supplemental Event Fund. Olivera explained that Discretionary Reserves were intended to be used when a substantial change was needed in the AS, not for events. Brock stated that reserves were important for the longevity of the AS, and were not to be used for frequent spending. She stated that it was better for the AS as an organization to spend money that was already allocated, and that reserves may not have been replenished. Opsal mentioned that the AS Structure and Program Advisory Committee evaluated budgets when an office went through the assessment process. Brock stated that many employees of the AS were unsure of what reserves were. Lutsch noted that the AS Club Activities Office had discussed what reserves were for, how much was needed in reserves. Olivera stated that the AS Business Office had been discussing the percentage of student fees that went into reserves. He noted there were two categories of reserves; discretionary and rainy day. Brock informed the council that the Rainy Day Reserves accounted for 20% of all reserves, and that the fund had around \$400,000 in it. She stated the amount was unnecessarily high and wanted to reduce to the amount of Rainy Day Reserves to 10% of the total, with rest of the money put into Discretionary Reserves. Brock explained to the council how money was put into reserves. Crisp noted that the AS Large Event Fund had a \$500 minimum for funding requests. Brock explained that the AS Supplemental Event Fund was used for smaller events that did not meet the \$500 minimum. Brock noted that requests over a certain amount for large events should have been looked at by the Board of Director to balance the power that Activities Council had

over a large budget. Olivera noted that the Business Office should have been required to review those requests as well.

b. Rules of Operation Review

Rybalka noted the dollar amount listed in the Rules of Operation for the AS Supplemental Event Fund was outdated. She also inquired if the language regarding executive sessions was needed. Brock noted that Management Council likely would not have needed executive sessions, as nothing the council discussed was confidential. She noted that the section would be removed from the document. Rosenberg pointed out that common practice for elected positions had been self-nominations and nominations by others, though the document did not specify self-nominations were allowed. Brock inquired if Management Council had required subcommittees in previous years. Rosenberg noted that subcommittees had occasionally been required. Opsal inquired if the wording “Associated Students” in a particular section meant all students, or specifically AS staff. She also suggested rewording the Program Vision for the AS Supplemental Event Fund in the Rules of Operation. Rybalka suggested putting the stipulations for funding requests in the funding request application, instead of the Rules of Operation. Brock stated that she wanted to create an Orgsync form for funding requests to the AS Supplemental Event Fund. She also noted that the Detailed Itemized Budget portion in the Rules of Operation needed to be edited, and that she wanted to update the AS Budget Center to make it more accessible to students at a large.

c. Office Updates

Van Hoozer stated that volunteer positions for news readers at KUGS had opened. She noted that a record breaking forty positions had been filled within three hours. She stated the volunteers would start in winter quarter, when KUGS was on air every hour of the day. She also mentioned that the Jamie Hoover, the program advisor for KUGS, had recently been to a conference. Falk stated that there was a Hip Hop concert that night put on by AS Productions. He mentioned that a Halloween themed collaboration with the Environmental and Sustainability Programs was coming up. He noted that November was going to be a busy month full of events. Opsal stated that the first set of documents for the assessment process had been due the Wednesday prior, and were being reviewed. She noted that there had been discussion about substantially altering the assessment timeline for documents and recommendations, and the subject would be brought up at the following Management Council meeting. Price stated the AS Review was hiring a work study photographer and a writer. She noted that the office was looking for more ways to involve the AS in the newspaper. She stated that a newsletter with the AS Board of Directors was launching. Futsch mentioned that the Club Activities Office had just launched the “Club Cup”, a competition to motivate clubs to interact with the office, the AS, and other clubs. Olivera noted that the Business Office was preparing for mid-quarter budget trainings, and that a new work study employee had just been hired. Brock stated that she had previously watched a live demo of a representative from Texts.com, and that she was looking forward to setting up the service for WWU. She noted that the website was similar to Craigs list but was specifically a platform for students to connect with one another and sell their used textbooks. She noted that she was going to consult with the AS Bookstore before moving forward with the service, because the AS Bookstore paid for a service called Sequoia, which did not allow students to sell their own textbooks. She mentioned that there was a Facebook group intended for WWU students to sell their textbooks, but it was not user friendly and was frustrating to navigate. Texts.com was a free service that would show students results specifically for textbooks used at WWU, and was more user friendly than the Facebook group. She noted that the website did not facilitate transactions, but allowed students post their own books for sale and message each other to

arrange a transaction. She stated that underneath student listings, advertisements from retailers would be shown, and that was how the website was able to make the service free for students. Brock stated that she was personally excited about the service. Rybalka stated that the Personnel Office was doing more hiring, as well as preparing the pre-quarter trainings. She mentioned that the Assistant Personnel Directors were working on recognizing student employees for outstanding work. She mentioned that Personnel Committee had been discussing new positions and editing job descriptions. Awel noted that the AS Publicity Center was running smoothly. Kemper stated the Environmental and Sustainability Programs Office had two events the following week, including a direct action workshop, and a Halloween themed event at AS Outback Farm. She stated the office had hired two interns and two work study positions, and was working on getting funding to bring Dr. Vandana Shiva, an environmental activist from India, to campus in February. Crisp noted that the Representation and Engagement Programs Office was busy due to Whatcom County Elections. He noted that the office was phone banking and calling voters to remind them to vote, and the 2015-2016 Legislative Agenda was being written. He noted that the office was removing the event "Elect Her" and would be creating a new event for empowerment during elections. Rosenberg noted that the Legislative Affairs Council was looking for more student input regarding the 2015-2016 Legislative Agenda. Gliński stated that KVIK was launching a short film contest to encourage student film making. Brock expressed her support of office updates, noting that it was important to keep everyone updated and encourage collaboration between offices.

IV. Action Item

- a. Election of Management Council Representative for Personnel Committee and Management Council Vice Chair

Kelly Mason was the only candidate for the Representative for Personnel Committee, there were no objections to her holding the position, and she was announced the official elected representative. The council read written statements from both candidates for Management Council Vice Chair; Osman Olivera and Walter Lutsch. The members submitted their votes anonymously by writing their preferred candidate's name on a slip of paper. Rosenberg and Rybalka stayed as witnesses to verify Brock's counting. Brock later emailed the council with the results of the election.

MOTION MC-15-F-2 By Brock

To elect Osman Olivera as the Management Council Vice Chair.

Second: Rybalka

Action: Passed

V. Adjourn

Brock adjourned the meeting at 5:00pm.