



Title: Water Bottle Free Initiative

Discussion Item: The goal is to create an AS policy that reflects the values with respect to the Water Bottle Free Initiative

Sponsor: WWU Students through VP for Bus Ops & Students for Sustainable Water

Persons of Contact: VP BusOps, AS VP for Student Life, Students for Sustainable Water

Date: Nov. 5<sup>th</sup>

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Guests: Sara Purlington & Carolyn Bowie from Students for Sustainable Water

Context: The Water Bottle Free initiative was voted by students during last spring's election season. Students for Sustainable Water are a big reason why students were able to voice their opinion on this matter. This initiative, which was passed by 73% of voting Western Students, states

*"Shall we the students of WWU find the selling of bottled to be an unsustainable practice and strongly urge the University to take action to discontinue the sales and distribution of bottle water on campus?"*

As representatives of the students, the AS Board of Directors is tasked with the actualization of this goal. However, the Board of Directors believes it starts with Management Council. You all are leaders within your respective areas and it's important to start with you and your department.

Goal: To create an AS Wide Policy that reflects student values with respect to the Water Bottle Free Initiative. This policy would require a best faith effort of AS Programs & Services to eliminate single use water bottle distribution where possible & reasonable.

Additional considerations: continued education



# AS Employee-to-Supervisor Evaluation (Fall 2011)

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11/19/12

Employee's Name:

Supervisor's Name:

Employee's Job Title:

Supervisor's Job Title:

Please circle the appropriate rating and add comments

**1. Availability and Approachability-** Supervisor is accessible and available to you regularly. S/he is approachable, open-minded, willing to discuss difficult issues, and receptive to feedback.

Above Expectations		Meets Expectations		Below Expectations		N/A
5	4	3	2	1	0	

**2. Professionalism-** Supervisor shares confidential information appropriately and only as necessary. S/he maintains appropriate professional boundaries with fellow workers and is a positive representative of the Associated Students and the \_\_\_\_\_ (insert office/department).

Above Expectations		Meets Expectations		Below Expectations		N/A
5	4	3	2	1	0	

**3. Diversity/Enclusivity-** Supervisor serves as a role model in promoting an inclusive and respectful community. Helps to develop and sustain an environment that recognizes, respects, includes, fosters and maximizes the strengths and differences among the \_\_\_\_\_ (insert office/department).

Above Expectations		Meets Expectations		Below Expectations		N/A
5	4	3	2	1	0	

**4. Staff Development-** Supervisor provides leadership, training, and guidance to staff. S/he allots time and money for developmental experiences and provides opportunities for application of new learning.

Above Expectations		Meets Expectations		Below Expectations		N/A
5	4	3	2	1	0	

**5. Administration-** Supervisor completes administrative responsibilities on time, accurately and completely. S/he holds staff accountable for administrative processes, and

Above Expectations		Meets Expectations		Below Expectations		N/A
5	4	3	2	1	0	

provides you with information and resources when requested.

**6. Individual and Group Supervision-** Supervisor holds staff -and individual supervision meetings-. Supervisor holds staff accountable for job responsibilities and is well-informed about staff performance. Supervisor provides regular informal feedback about your job performance and is open to hearing your feedback about their job performance.

Above Expectations		Meets Expectations		Below Expectations	N/A
5	4	3	2	1	0

**7. General-** Has a positive attitude toward job, displays good self-awareness, sets and meets goals, maintains healthy balance

Above Expectations		Meets Expectations		Below Expectations	N/A
5	4	3	2	1	0

**Strengths** - Areas supervisor excels in. Comment on things they have done which have been helpful to you.

**Areas for Improvement** - Things that Supervisor could do to increase their work performance.

**Training and Development Suggestions-**

By signing this, I acknowledge that this document has been filled out by the employee, reviewed by the supervisor, discussed between the two, and will be delivered to the Personnel Office.

EMPLOYEE SIGNATURE

(date)

SUPERVISOR SIGNATURE

(date)

# AS Supervisor-to-Employee Evaluation (Fall 2011)

Employee's Name:

Supervisor's Name:

Employee's Job Title:

Supervisor's Job Title:

## RATING SYSTEM:

**Exceeds expectations** - employee goes above and beyond, fully meets the requirement with a positive attitude, consistency, accuracy, etc.

**Acceptable** - employee meets basic requirement, generally follows direction, and positively accepts feedback from supervisor.

**Needs Improvement\*** - employee does not meet basic requirements, needs extensive directions, and requires motivation from supervisor.

\*For each "Needs Improvement" response, describe a plan of action for the employee to improve on the line below the task.

Please make comments, as applicable, in the spaces provided below

### General Responsibilities

1. Adheres to office hours	Exceeds Expectations	Acceptable	Needs Improvement
2. Courteous to fellow employees	Exceeds Expectations	Acceptable	Needs Improvement
3. Courteous to customers	Exceeds Expectations	Acceptable	Needs Improvement
4. Ability to organize/prioritize	Exceeds Expectations	Acceptable	Needs Improvement
5. Quality/accuracy of work	Exceeds Expectations	Acceptable	Needs Improvement
6. Completeness of work	Exceeds Expectations	Acceptable	Needs Improvement
7. Meets deadlines	Exceeds Expectations	Acceptable	Needs Improvement

8. Follow through on duties with little or no supervision      Exceeds Expectations      Acceptable      Needs Improvement

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9. Sets good example of work ethic      Exceeds Expectations      Acceptable      Needs Improvement

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10. Initiative in performance of duties      Exceeds Expectations      Acceptable      Needs Improvement

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List specific examples of what the employee does well:

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List specific areas the employee could improve on as well as a corresponding plan of action for improvement:

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Additional Comments:

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\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
(date)

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
(date)

## **HOSPITALITY**

This policy shall cover the purchase of food, beverages, and related production costs with Associated Students funds in relation to events and activities.

### **A. GENERAL**

1. Hospitality efforts shall be reasonable in scope although the requirements may vary based upon the needs of the event or program. Different regulations may be in force based upon the origin of funds (i.e., allocated or earned funds) or the category of recognition (i.e., organization or program).
2. Hospitality purchases will comply with state and university regulations.
3. Hospitality rates for meals will be based upon the current state per diem rate on a per meal basis for Bellingham. The rate includes all incidentals, taxes and gratuities and the per person cost may not exceed the per diem total except as noted below.
4. Gratuities shall not exceed fifteen percent (15%) unless the rate is calculated automatically by local restaurants.
5. If hospitality is provided off-site but not at a restaurant where food is purchased (e.g. retreats, work parties, programs) then the per person costs to purchase food, including tax, shall not exceed the per diem total.
6. AS funds may not be used to purchase alcoholic beverage(s) of any kind, for any program and/or event.

### **B. WATER BOTTLE FREE INITIATIVE**

1. With respect to the Water Bottle Free Initiative passed in the spring of 2012, the Associated Students will put forth a best faith effort to eliminate the usage & distribution of plastic single use water bottles where possible & reasonable.
  - a. Exceptions will be made when safety & practicality require such usage.
  - b. Such exceptions will be made at the consensus of the Business Director (Asst. Business Director for clubs) and requestor.

### **BC. TYPES OF HOSPITALITY**

1. Contracted Hospitality - Contracted hospitality is defined as funds for food and/or beverages included in a personal services contract as part of a program. Generally meal costs should not exceed the meal per diem rate unless the contractor requires a higher amount which is listed in the contract.
  - a. Hospitality functions closed to the general campus population (i.e., backstage dinners) must be listed within the personal services contract. The contract must contain a dollar amount allocated to hospitality purposes. A not to exceed amount for hospitality can be included in the contract and the AS sponsor will purchase and provide the food.
  - b. Programs and organizations sponsoring speakers and/or other individuals that require meals at local restaurants, may budget funds for two (2) organizational student representatives to accompany the guest. In the event there are two (2) or more guests then one (1) representative per guest with a maximum of four (4) student representatives are authorized.
  - c. Meal buyouts, where a per diem amount is paid directly to the contractor, are authorized under this policy.

2. Closed Hospitality - A closed activity is defined as an event where admission is limited to the listed organization's membership and guests and/or the event is not publicized to the general campus community.
  - a. Clubs or organizations will not be authorized to produce closed reception parties with funds allocated by the Associated Students of Western Washington University. Events of this nature can be funded through earned funds subject to authorization by the Business Office on a case by case basis. See section four (4) of this policy for a complete description.
  - b. Programs may utilize allocated funds for a closed reception or meeting when it falls within program objectives and is approved by the Business Office. A guest list (or attendee list) must be filed with the Finance Office within twenty-four (24) hours following the event.
3. Open or General Hospitality - An open or general reception is defined as an event where admission is open to the campus population. Hospitality functions performed for a program objective (i.e., gallery openings, open houses, receptions) must be open to the campus population.
4. Program/Office Support - Food and beverages provided as office hospitality for the general public. Also food and beverages provided for staff and volunteers at meetings, retreats, or workshops.
  - a. Programs are authorized to provide limited beverages such as coffee and tea for general office hospitality for the public. Staff should provide their own refreshments for personal use.
  - b. Programs may purchase beverages and light refreshments on an irregular basis, not to exceed one (1) time per quarter, for staff meetings or functions as a team building enhancement. Personal celebrations (ex. Birthdays) are not authorized under this section.
  - c. Programs are authorized to purchase food and beverages for staff and volunteers attending retreats, training, or workshops. An agenda of the activities of the workshop or retreat must be presented and approved by the appropriate staff advisor and by the AS Business Office before making any financial decisions regarding hospitality of the event. Purchases for on-campus events are limited to light refreshments and those meals that are missed as a result of attendance.
  - d. The AS Business Office may authorize food or beverages on a limited basis for committee and council meeting when meals are missed as a result of attendance.
5. AS Club Earned Funds - shall be defined as any and all AS Club funds that have not been allocated from the services and activities fees. The AS Business Office may waive sections of this policy when earned funds are used to purchase food and drinks for events and meetings. Events of this nature are subject to authorization by the Business Office on a case by case basis. The Business Office shall specifically note the waiver and rationale on the authorizing documents.
6. Non-Contracted Hospitality - shall be defined as any and all events or programs that do not have a formal contract, this can include but is not limited to individuals volunteering their time. In the absence of a formal contract a memorandum must be submitted detailing the request for hospitality. This document must follow the policies outlined in the AS Hospitality Policy, be signed by of the appropriate Student Activities advisor and approved by the AS Business Office. Hospitality of this kind shall be reviewed on a case by case basis by the AS Business Office.

#### **ED. OTHER REGULATIONS**

1. Non-perishable food and beverages remaining following hospitality functions should be retained by the Associated Students organization for appropriate uses. Perishable items should be disposed of in a manner that provides for the least waste of valuable resources which may include a donation to a community organization.



2. In accordance with established Associated Students principles and procedures, specific exceptions to the above listed policies may be granted by the AS Business Director in consultation with the ASVP for Business and Operations.
3. Any and all changes made to this policy must be approved by a majority vote of the AS Board of Directors.

Interpretation and Enforcement: AS Business Office, AS Board of Directors

Approved By: Activities Council, AS Board of Directors

Date Approved: 11/15/83, 05/92, 05/24/99 (AC), 06/02/99 (ASB), 9-19-08, 11-18-09 (ASB-09-F-61)

Organization: Associated Students

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## AS Employee Self-Evaluation (Fall 2011)

**Employee's Name:**

**Supervisor's Name:**

**Employee's Job Title:**

**Supervisor's Job Title:**

This evaluation is designed to facilitate communication between you and your supervisor. By answering the questions completely and openly, you will be providing your supervisor with the information they need to provide you with feedback about your performance and to create an atmosphere of growth and opportunity. This evaluation process provides the opportunity to check perceptions about your performance and your needs as an employee.

Once you have completed the questions, set up a time to meet with your supervisor and discuss your evaluation. The answers to the questions and your discussion with your supervisor will remain confidential. The Personnel Office will keep the evaluations, which you can request to see at any time.

1. Why did you come to work for the Associated Students?
  
  
  
  
  
  
  
  
  
  
2. What goals did you have when you started your position? Has any progress been made in reaching these goals?
  
  
  
  
  
  
  
  
  
  
3. What skills have you developed or improved upon in the process of performing your job?
  
  
  
  
  
  
  
  
  
  
4. Please rank the following skills 1-12 (1 = you excel at most; 12 = needs the most work). Only use each number once:  
Time Management \_\_\_\_\_  
Listening Skills \_\_\_\_\_  
Organizational skills \_\_\_\_\_  
Delegation \_\_\_\_\_  
Communication with peers \_\_\_\_\_  
Multicultural competence \_\_\_\_\_  
Setting goals \_\_\_\_\_  
Maintaining office hours/Meeting attendance \_\_\_\_\_  
Staying on Task/following through \_\_\_\_\_  
Efficiently utilizing resources (i.e. supervisors) \_\_\_\_\_  
Dealing with conflict or Complicated situations \_\_\_\_\_  
Ability to follow direction \_\_\_\_\_
5. For the two skills you rated yourself the lowest on, describe why you feel that way and what you can do to improve in these areas.

a)

b)

6. Do you find your job rewarding? If so, what do you find gratifying about your position? If not, please explain and tell us what can be done to make it more rewarding?

7. What can your supervisor(s) do to help make your job easier or better?

8. Set two specific, position related goals you will accomplish with the rest of your year. Also, explain how you plan to achieve these goals.

a)

b)

9. What challenges have you faced and how have you addressed these challenges?

10. a) Please explain how you are balancing your student responsibilities and AS responsibilities? b) Do you feel you are working an appropriate amount of hours for your position (fair amount for workload, getting paid for all work done, not being over/under worked, etc.)?

a)

b)

11. Do you have any suggestions that you feel would improve your office or area?

3. What activities have you initiated, or actively participated in, in effort to encourage camaraderie and teamwork within your group and/or office? What was the result?

**By signing this, I acknowledge that this document has been filled out by the employee, reviewed by the supervisor, discussed between the two, and will be delivered to the Personnel Office.**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
(date)

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
(date)