

**Western Washington University Associated Students
Management Council Meeting
Thursday January 16th, 2014 VU 567**

Present: Daley Smith (AS Productions Director), Nidia Hernandez (Personnel Director), Nina Olivier (ESP Associate Director), Lisa Rosenberg (Assistant Director of Student Activities), Mason Luvera (Communications & Marketing Director), Luke Brouček (PC Account Executive), Morgan Burke (Business Director), Tristan Wood (KUGS Marketing and Development Director), Matt Smith (ROP Director), Graham Marmion (REP Associate Director), Kasey Koenig (Club Coordinator), Polly Woodbury (ESC Program Support Coordinator),

Absent: Brian Bates (OC Equipment Shop Coordinator), Cade Schmidt (AS Review Editor)

Advisor: Lisa Rosenberg

Secretary: Max Zentner

Guest: Carly Roberts (AS President)

MOTIONS

MC 14-W-1 Appoint Graham Marmion as temporary vice-chair of management council. *Passed*

The meeting was called to order by Morgan Burke, Vice-Chair at 4:36pm

I. REVISIONS TO THE AGENDA

II. INFORMATION ITEMS

- A. Members introduced themselves and what candy bar best represents who they are.
- B. Nidia Hernandez introduced employee evaluation sheets and requested feedback on their effectiveness. She stated that there have been very little changes from last year. The deadline will be February 28th. Nina Olivier asked how feedback would work for new employees this quarter. Hernandez stated that they would occur at a later time. Additionally, info about the hourly evaluations will soon come. Graham Marmion asked how to ensure his employees are truthful they are on the evaluations and not just nice. Hernandez stated that a conversation before hand would help encourage truthful results. Daley seconded. Carly Roberts stated that in her experience having an office state their expectations worked well. Matt Smith asked if there is any way to add a category. Hernandez stated that she could be flexible. Marmion requested that there be an additional comments section at the end of each evaluation.
- C. Hernandez brought up the subject of job descriptions. She reminded members that applications will open soon and that job descriptions need to be updated soon. January 31st is the deadline for substantive job changes. The changes will need to be proposed at a Personnel Committee meeting. Marmion asked if there is any flexibility on the deadline for substantive changes. Hernandez stated that there is little, however if there are small job changes, there is some flexibility. You can find job descriptions on the AS website and they can all be altered on the Q-Drive under the master documents folder. For all job descriptions reportage and salary will be looked at. If members wish to extend a position, the proposal is due at this point in time.

D. Morgan Burke introduced Program Standards Committee (PSC). After Structure and Program Advisory Committee (SPAC) makes recommendations, there is a proposal for the PSC to look over the recommendations and send suggestions to the board. Lisa Rosenberg reminded the members that a large purpose of SPAC is to look at the mission standards of the AS offices.

E. Kudos to Morgan Burke for taking over the meeting.

III. APPOINTMENT OF TEMPORARY VICE-CHAIR

MOTION MC 14-W-1 by Roberts

Graham Marmion was nominated to be the temporary vice-chair of MC.

Second: M. Smith Vote: 11 - 0 - 1 Action: Passed

IV. MEMBER REPORTS

D. **Smith ASP:** In Motion in the VU Gallery is open now through Jan. 31st. The closing reception will be on Jan. 29th from 6-8pm in the gallery. The event Diva Karaoke will be in the Underground Coffeehouse (UGCH), Jan. 23rd, signups start at 6:30pm. Dave B w/ Key Nyata will be performing at the UGCH, Jan. 22nd at 8pm. Ra Scion w/ Vervex will be performing at the UGCH, Jan. 29th at 8pm. The event, Washed Out will occur Feb. 2nd, 8pm in the MPR. Tickets are \$14 student/\$18 general. The Laser Tag tournament will be Feb. 8th at the Ree Center, signups available on our Facebook page! The Pop Music Industry Conference is on Feb. 22nd.

Woodbury ESC: The ESC just had a quarterly retreat. Joe Garcia from the leadership department presented. Saturday is the MLK human rights conference at Watcom Community College. Viking Lobby day will be occurring this weekend. FASA just had their heritage dinner. January 24th is the Japanese Student Association Tsunami relief effort. A student who was affected by the Tsunami will be presenting on her experience. Chinese Student Association Chinese New Year event will be coming up soon.

Brouček PC: All the clubs have decided to request things because they have an expiration date this week for some of their PC funding. The work-study has been doing all the visual signage. The monitors need working on because they aren't built to handle the complexity of the signs.

Burke Business Office: ERs are still coming in. The budget trackers are looking great. The new ER has a new format that makes them difficult to read but Burke is working on taking care of that.

M. Smith ROP: The ROP is starting to plan for the Drag Show which is in its 22nd year. The Vagina Memoirs will occur and the end of February. January is slow in terms of events, but February is packed full. There will be a rental issues day of action in early February. Derick Reinhardt and River Reieir are going to the creating change conference. The SAC is working to set up a consent culture resolution. There will be an event for students to share their opinions. It could be a great publicity moment for Western.

Roberts AS Board: The board has been working hard. The board has passed an appointment for the Western Students Give Back Logistics Coordinator to put a spotlight on the volunteer work that Western Students are doing and to provide opportunities for volunteer opportunities. If

other members have ideas for how to engage with the position they are welcome to approach Sarah King, the coordinator.

Wood KUGS: There are currently 88 volunteers. New DJ training is occurring. The News and Public Affairs Director made a piece on masculinity which is now up to be downloaded all over the world.

Hernandez Personnel Office: Mid-quarter trainings are currently happening. The job fair will be March 4th. Keep in mind that someone must be at the tables for each department all day. Be there by 10:30. Spring hiring will take a lot of commitment from everyone. If you will be reapplying tell people. Please look at the job description tab.

Olivier ESP: This Friday is a grassroots environmental workshop. Next week is a documentary showing. Next week is waste week. Students will carry around all the garbage they find. Dirt will be shown in Edens Hall. Environmental Lobby day will be February 17th. They are in the process of finding and hiring an outback farm coordinator. One of the Outback Farm fences was torn down in the past wind storms.

Marmion REP Office: The REP is swamped with many events. It is the first week of campaign season with the VP for Bus Ops special election. Elect HER will be taking place on February 8th and registration for that due on February 7th. There will be a Lobby Day on February 14th. Western Votes will then be having a rally for higher education. Early March will be the start of the actual AS Elections.

Koenig Clubs: Long boarding club did their pilgrimage to Berkeley and made a 3 episode mini-documentary series that are featured online. A lot of travel is happening. Showcase will be the large event this quarter and will occur March 10-21st.

Luvera Comm Office: The Comm Office has been working on the Event Calendar. There has been a bug on the calendar that prevented people from viewing the event on the calendar. The publicity campaign is coming along. A revamp of the website will be coming. It will take a long time to create.

Rosenberg: The last two weeks of April and first two weeks of May will be heavy for review of applications and interviews. MC members should keep this in mind as they start looking at programs which may be ahead.

Meeting was adjourned at 5:27 pm