

**Western Washington University Associated Students
Management Council Meeting
Thursday January 30th, 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 & Development Coordinator), Matt Smith (ROP Director), Brian Bates (OC Equipment Shop Coordinator), Graham Marmion (REP Associate Director), Kasey Koenig (Club Coordinator)
- Absent:** Polly Woodbury (ESC Program Support Coordinator), Cade Schmidt (AS Review Editor)
- Advisor:** Lisa Rosenberg
- Secretary:** Max Zentner
- Guest:**

Motions

MC 14-W-2 Approval of the minutes of November 19th, 2013 and January 16th, 2014.

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

I. REVISIONS TO THE AGENDA

II. APPROVAL OF THE MINUTES

MOTION MC 14- W-2 by Marmion

Approval of the minutes of November 19th, 2013 and January 16th, 2014.

Second: D. Smith Vote: 11 - 0 - 0

III. INFORMATION ITEMS

- a. Matt Smith explained that there were capacity issues at last year's vagina memoirs. He stated that they solved this by reserving the PAC for another night because it has a larger seating capacity, replacing a night in the MPR making two nights in the PAC and two in the MPR rather than one in the PAC and three in the MPR. However, there was not enough room in the budget to cover the extra reservation. He is requesting \$250 for the cost of reservation.

IV. DISCUSSION ITEMS

- a. Members reviewed the salary determination policy. Nidia Hernandez explained that the policy drives the salary calculation tool. In the new salary determination policy, each equation and number is explained. Burke clarified that salaries were dependent upon tuition. Hernandez added Personnel Committee decided that the AS fall training will be paid in one lump sum, rather than pro-rating it. Burke explained that the base wages in the AS have been increased to \$9.65 per hour. Assistant Directors now get paid more than Coordinators because Assistant Directors oversee Coordinators. Graham Marmion asked how it is determined which offices get Directors and which get Associate Directors. Hernandez stated that there is a conversation going on in the Personnel Office around this issue. Assistant Coordinators have increased with minimum wage increases. Nina Olivier noted that the alternative transportation

coordinator gets paid a directors wage due to the fee students pay. Hernandez asked if anyone would like to know why there is a difference in position salaries of 3.5%. She stated that it was to give cushion so that the salaries don't have to change over the next few years.

V. AS CALENDAR & WEBSITE UPDATE

- a. Mason Luvera stated that there have been many errors on the AS Calendar. He added that the AS Website will be completely updated soon. This means that in the meantime small updates would not transfer to the new site. To save energy and time, they will update once the entire website is updated. Marmion asked who to contact for changes. Luvera stated to contact him. Rosenberg asked if there will be flat pages. Luvera stated that yes, and in fact it is a goal for all offices to be able to update their own page.

VI. BUDGET PROPOSAL PROCESS

- a. Burke stated that the budget proposal process will hopefully be easier in the future. She would like to set up meetings with people to ensure their questions are answered. They will have to fill out forms explaining where their numbers come from. Justification for amounts and calculations will be required. Brian Bates asked how this process will work with the Outdoor Center as they just submitted their budgets. Burke stated that it is a daunting process and that new items can't be added without going through the proper channels. The items need to be something that the AS needs. Burke stated that she will give a lot of assistance in this process so that success can be easily achieved. There is a hope that categories will make more sense with the new format.

Meeting was adjourned at 5:24 pm