

**Western Washington University Associated Students
Management Council Meeting
Monday, October 8th, 2012 VU567**

Present: Hung Le (AS Vice President for Business & Operations); John von Volkli (AS Assessment Associate Director); Druksel Dorji (AS Business Director); Mario Orallo-Molinaro (AS Communications Director); Nina Olivier (AS Environmental & Sustainability Programs Associate Director); Daniel Espinoza-Gonzalez (AS Ethnic Student Center Program Support); Lauren Stelling (AS KUGS Program Director); Sara Richards (AS Personnel Director); Daley Smith (AS Productions Director); Brandi Ball (AS Resource & Outreach Programs Director); Marina Philip (AS Publicity Center Account Executive).

Absent: Jonathan Mayfield (AS Outdoor Center Equipment & Bike Shop Coordinator); Jered McCardle (AS Representation & Engagement Programs Associate Director); Megan Thompson (AS Review Editor in Chief);

Advisor: Lisa Rosenberg

Secretary: Madeline Espeseth

Guest:

The meeting was called to order by Hung Le, Chair at 6:08pm

I. REVISIONS TO THE AGENDA

II. PERSONAL INTRODUCTIONS

III. DISCUSSION ITEMS

A. Management Council Orientation

- i. Charge and Charter: Le reviewed the CC with the Council. Each bullet was read allowed to highlight the changes made by the BoD and to answer any questions the council members had. Things to note are the changes in those who are on the council including the changes in who came from the ESC and the Accounts Office, as well as the addition of the Clubs Coordinator. Le discussed his role as the Chair. Rosenberg explained that her role is to keep continuity from year to year and to act as an advisor. Espeseth explained her role as the secretary and binder maker.
- ii. Rules of Operations: Le explained that the document is very out of date and there will be revisions that Le hopes to complete in the next few weeks.
- iii. Funding: Funding now comes from supplemental AS funding. If you need more funding you can bring it to the council and it will be brought to the AS Board by Le.
- iv. Deadlines: There are deadlines, please keep them in mind when submitting documents to Le and Espeseth for the committee meetings.

B. Fall Retreat Debrief

Richards led a discussion on the fall retreat/Camp AS, how it went in practice, and how the planning process went. Richards explained that there were 83 people who attended Camp AS and 46 responses to the questionnaire, meaning an ample amount of responses to gauge the effectiveness of Camp AS. Based in the numbers, most of the sessions were considered highly or moderately effective. All employees have access to the submitted responses on surveymonkey (login: associatedstudents, password: knobbyknees) and Richards will be sending out a cleaner and clearer format to employees in the next few weeks. Stelling shared that the KUGS staff felt there should have been more introduction and representation of the

staffs and offices to give a better idea of what the offices do in order to give people a better idea of how they can work with the different offices. Stelling also shared that there should be more use of returners so they can contribute to presentations. There was a lot of support for having more efficient use of time so we can respect people's time since they are req'd to be at a mandatory training. Stelling shared that she enjoyed diversity training but it should be earlier in the day so people could be more attentive. Espinoza-Gonzales suggested that legacy documents should be made for each future training so that people are not starting from scratch at the beginning of each summer/training period. People also need to be aware that they can step up to participate in planning training. Richards agreed with Stelling that the returners should be utilized more in order for first-year employees to figure out who they can reach out to. Stelling said there should be more flexibility to be on a task force for training so that people can do it individually if they are not there to work in a group. Orallo-Molinari wanted to start the discussion in regards to the comment about someone feeling uncomfortable during Camp AS. Orallo-Molinari wanted to know what the AS could do to make people feel more comfortable such as utilizing and promoting the "challenge by choice" method. Espinoza-Gonzales commented on the amount of time each office had to present and he felt that it was set up in a way that made sense. Espinoza-Gonzales said that the ice breakers should start out low risk and then progress, whereas training this year did the opposite. Philip dittoed. Ball agreed that the intro to offices was effective but could be improved on during the on-campus portion of training by allowing the offices to talk about their work. Stelling said KUGS wanted the collaboration exercise to stay small. Olivier dittoed, but also made it clear that the activity should be continued because good ideas came from it. Stelling added that offices should start out the collaboration by saying what types of services their offices can offer an event.

The discussion moved to how the planning aspect went. Le dittoed Espinoza-Gonzales' idea of having a legacy document for planning. Smith said that her office did not think it was worth it to drive to a place so close to campus; there was less opportunity to bond. Von Volkli dittoed. Richards would suggest for the future planners not return to Camp Brotherhood because it was not accessible. Richards said feedback is still always welcome in the Personnel Office. Richards discussed the assessment from the on-campus portion of training. Ball commented on social media training and thought it was based on opinion rather than fact and information. Smith dittoed and felt that there were a lot more sites that could have been talked about rather than just Facebook. Ball dittoed. Orallo-Molinari suggested a wider variety could possibly be discussed at Winter Training. Richards thought a survey to assess the social needs of the office might help direct the training. Espinoza-Gonzales wanted clarification on what "interaction" meant. Olivier said her staff wanted more time to discuss and have people share their resources rather than sit in lecture style training as well as know who else in the group was knowledgeable about resources. Dorji said that presenters should be more aware of how they are using their time. Richards said it should be made clear that the presenters are here all year and if people have more questions they can still talk with them so as to avoid repetitive questions during the presentation. Orallo-Molinari said that he felt the social media training was beneficial because it helped him realize that Facebook could be a marketing tool and not just social media and clarified why there may have been focus on Facebook. Dorji asked for clarification on the University's direction in regards to the use of OrgSync and if its' use is going to be increased then there should be more training on it. Orallo-Molinari said that OrgSync was going to be mostly used by clubs but due to the benefits and tools that come with OrgSync the rest of the AS is moving towards using it if they so choose. Tyson said that it is a new tool which is why so many people aren't using it. Rosenberg suggested that Casey come in during a meeting to give a presentation on how to better use it. Ball brought up the sexual harassment training and how to prevent people from

getting off topic and how to keep people polite and appropriate to the presenter, and how to give feedback to the presenter. Ball said we should encourage more collaboration from other departments on campus such as CASAS. There was a lot of positive feedback for Ask!. Stelling said she like the media and alumni panels but there should have been more clarity with how people answered questions. There was a lot of repetition and information that was not needed which could be fixed by designating one speaker for each question. Richards added that this would allow for more time after the panels so people could connect with the speakers. Orallo-Molinaro said that things fell through with the media panel, but there should be someone from the University's Communication and Marketing office so the panel is more holistic. Stelling said that there should be emphasis on why media is important so people understand what the purpose of the panel is.

Richards shared that there are more Aces so far this year than all of last year. Stelling shared that the two weeks of training are impactful on a number of offices because it puts them behind on their work and deadlines; time needs to be used more wisely in order to decrease this. Smith dittoed, as did von Volkli, and said that sessions could have been cut in half. Espinoza-Gonzalez agreed and but also said that some sessions needed more times due to their content, particularly the inclusion training, especially based on the response during sexual harassment training. Dorji questioned why hourly staff isn't present at the diversity training because it is something he believes they should be included in. Orallo-Molinaro felt his office was overburdened with attending training and getting their work done. More attention should be paid to what sessions offices need to go to. Richards responded that it should not be a matter of what session people can and cannot come to, because all sessions have been consciously changed, but how the time can be better used. Orallo-Molinaro said that people also were explicitly told that they had to be at a training session in the fall when they were hired back in spring. People should use this to plan ahead as well as recognize that they signed a contract saying they would be there. Stelling suggested that attendance should be taken out loud so people were aware of the fact that they had to be there and that there are consequences if they aren't. Smith said it all came back to making sure people's time is respected and communicating to people why the trainings are worth their while.

IV. INFORMATION ITEMS

A. Vice Chair & Programmatic Subcommittee

Vice chair will be elected at the next meeting. The Vice Chair runs the meeting if Le is absent, and is the chair of the Programmatic Subcommittee. The subcommittee meets on the weeks when Management Council does not meet and discusses how programs are going and seeing where there is overlap and how different offices can work together.

B. Personnel Committee Representative

The Personnel Committee requires a member from the Management Council in order to operate as stated in the Charge and Charter. We will be electing this person next week.

V. OTHER BUSINESS

Next week the Rules of Operations will be updated and the aforementioned positions will be elected.

VI. OFFICE REPORTS

The Meeting was adjourned at 7:44p.m.