

**Western Washington University Associated Students  
Management Council Meeting  
Tuesday November 19<sup>th</sup>, 2013** **VU567**

**Present:** Hung Le (AS VP Business and Operations), Daley Smith (AS Productions Director), Nidia Hernandez (Personnel Director), Polly Woodbury (ESC Program Support Coordinator), Nina Olivier (ESP Associate Director), Lisa Rosenberg (Assistant Director of Student Activities), Cade Schmidt (AS Review Editor), Morgan Burke (Business Director), Matt Smith (ROP Director), Graham Marmion (REP Associate Director), Kasey Koenig (Club Coordinator)

**Absent:** Luke Brouček (PC Account Executive), Kelsey Ball (OC Excursions Coordinator), Mason Luvera (Communications & Marketing Director), Patrick Stickney (KUGS Program Director)

**Advisor:** Lisa Rosenberg

**Secretary:** Max Zentner

**Guest:** Ro Sigle (SIRC Assistant Coordinator), Taylor Sanders (KUGS News Director)

**Motions:**

**MC 13-F-3** Approve the minutes of October 22<sup>nd</sup>, 2013. *Passed*

**MC 13-F-4** Approve the minutes of October 24<sup>th</sup>, 2013. *Passed*

**MC 13-F-5** Approve the minutes of November 5<sup>th</sup>, 2013. *Passed*

**MC 13-F-6** Approve a total of \$800 transfer from the AS supplemental budget to the SIRC budget for the event, Reflections Unheard. *Passed*

*The meeting was called to order by Hung Le, Chair at 4:05 pm*

**I. REVISIONS TO THE AGENDA**

**II. APPROVAL OF THE MINUTES**

*MOTION MC 13-F-3 by Kasey Koenig*

Approve the minutes of October 22<sup>nd</sup>, 2013

Second: Matt Smith Vote 1 0 - 0 - 1

Action: Passed

*MOTION MC 13-F-4 by D. Smith*

Approve the minutes of October 24<sup>th</sup>, 2013

Second: Hernandez Vote 1 0 - 0 - 1

Action: Passed

*MOTION MC 13-F-5 by Woodbury*

Approval of the minutes of November 5<sup>th</sup>, 2013

Second: Schmidt Vote 1 0 - 0 - 1

Action: Passed

**III. ACTION ITEMS**

Schmidt asked what plans existed in regards to advertisement. Ro stated that they have gone through professors and the communications office. The other departments of the AS have also been informed and requested to spread the word. Schmidt stated that he could advertise in the AS Review.

*MOTION MC 13-F-6 by D. Smith*

Approve a total of \$800 transfer from the AS supplemental budget to the Social Issues Resource Center (SIRC) budget for the event, Reflections Unheard.

Second: Schmidt

Vote: 11 - 0 - 0

Action: Passed

#### IV. INFORMATION ITEMS

- a. Hung Le wanted feedback on the fiscal process from management council (MC). M. Smith believes the budget center has been very useful and helps with complex processes. Graham Marmion thinks the lack of having the option to select open order or actual makes tracking his budget difficult. D. Smith stated that the budget tracker rounds up to the nearest dollar; a fact that she does not feel accurately represents budgets. She likes being able to see the history of justifications and items. Marmion wondered if the budget tracker could be found somewhere other than the Q Drive. Le stated that putting it online would not be a good idea because not everyone should have access. Marmion's co-workers have had trouble using it working from home, as their computers do not have the Q-Drive. M. Smith stated that he wished more people in his office could see the budget trackers. Nidia Hernandez stated that Chris Miller could solve this problem quickly. Hernandez would like the budgets to accurately represent the most recent numbers. Marmion would like font-sizing issues to be addressed. Le requested feedback from expenditure requests. Marmion has found that the main issue is that there are too many office use only boxes in places that he has confused with a section for him to fill out. Le suggested a differed until more information has been acquired button. Schmidt stated that for those who have gone through a changing of their preferred names, the university ER forms present a place where people can be outed. M. Smith would like a side page that is self-budget tracking because there are complexities that would be better represented in a self-budget tracker. Marmion appreciates that that account name for printing was changed to be the AS Publicity Center because it makes it much more apparent what that account is actually for. Nina Olivier would like to hold a separate meeting with Le because her offices are having budget issues. It is complicated because the Green Energy Fee (GEF) is funded by a separate fee than the student activities fee, which means that when coordinators come in asking about their budget, it is tricky because it goes through university administration, rather than the AS. The Outback Farm is a different story in that the funding is split between the AS and Fairhaven College. She would like to have a spreadsheet that states what is allocated from each separate entity. Le asked if administrative budget have been updated. Olivier stated that other members should do so because they things can be miscalculated.
- b. Next quarter, meetings will be an hour and a half in length. The time will be set as soon as Max Zentner has everyone's schedule and can find a time that works for the majority of the voting members.
- c. Facilities and Services requests deadline is to Greg McBride on the final day of the quarter. During winter break the business office and the disabilities office will be switched. The switch is due to a SPAC recommendation regarding accessibility.

#### V. MEMBER REPORTS

**D. Smith ASP:** The Helio Sequence will be this Saturday. Lens is holding its closing ceremony tomorrow. The new gallery show will be called Right Here Right Now, which will be a collection of BFA students' artwork. The last Underground Coffeehouse concert will be tomorrow at 8 pm with Big Sir. Tickets are on sale for Austin Jenks, participant on The Voice, graduate of Western

Washington University. Pole cat will be opening for Jenks. Washed Out, chill wave music will be coming. Pop music industry conference will be February 22. The Banff Mountain Film Festival will be December 3<sup>rd</sup> at the Mount Baker Theatre. A production assistant has been hired. The VikingCon committee applications will be out soon.

**Woodbury ESC:** This past weekend was the Oregon Students of Color Conference. In debriefing attendees took away information that will be useful for the AS and the ESC. Two work studies were just hired. A donation drive will occur. A brown elephant event will also occur. Joint club events are in the process of occurring.

**Brouček Publicity Center:** The PC has hired a new designer, and are waiting to hear back from two others. Ideally they will be hiring three new designers total. The PC has had a lot of success working with many of the amazing clubs on campus. Print and copy services are done moving to the first floor of Haggard, and so the print process should be running smoothly once again.

**Schmidt AS Review:** 3 new people have been hired. A work study assistant photographer, a writer, and a copy editor. They are finally full staffed which takes a load off of the other writers. They are continuing to work on social media and their website. Talk to staff to directly email the AS Review when an event is coming up. Their designer has been amazing and improved the paper in terms of design and illustrations. There is a campaign to revitalize the AS Review on campus. A banner will be hung for AS Review on the 7<sup>th</sup> floor balcony of the VU by KUGS. The reporters are excited for Viking Lobby day. The AS Photographer is going to take pictures. There are two more issues left. January 7<sup>th</sup> a new issue will debut.

**Burke Business Office:** The business office is still updating the Budget Trackers and the Budget Center to be more efficient. They are also processing the feedback from this last meeting to make out operations better.

**M. Smith ROP:** The ROP is at the end of the intern hiring process. The last group of events coming up. Tomorrow is the showing of the documentary "Invisible War", which is about sexual assault in the military. The Legal Information Center is having an event called "Bellingham Has Rental Issues." It will be a community forum and co-run with Campus Community Coalition, and facilitated by the Whatcom Dispute Resolution Center. It will be a constructive conversation about rental inspection. Reflections Unheard will occur on Thursday. Not many huge projects other than SAC and the Women's Center are working on the consent bystander curriculum. They are also still working on a universal format for reportage requirements regarding sexual assault. They had an awesome Veterans Day assembly.

**Le AS VP for Business & Operations:** The AS BOD is working on creating policy on the Board's role in emergency situations. Le is working with Morgan Burke and Nidia Hernandez on the salary determination policy. He is also working on clarifying the roles of budget authorities. Divestment committee discussed how they want their report for the AS Board to look. The AS Assessment process is finishing up. The AS budget process will be discussed for this year.

**Sanders KUGS:** KUGS is finishing training for new DJs. The PSA form is broken on the website. If you have a request contact Morgan or come up to the station. Thanksgiving Day KUGS will be shut off at noon. The public affairs team is getting together. Environmental and women's issues are being requested.

**Hernandez Personnel Office:** The Personnel Office is finishing mid-quarter trainings. Nominations closed for employee of the quarter. They are working on letting employees know that nominations containing solely names cannot be counted because they are being evaluated through a description of what makes those employees special. Jan 6<sup>th</sup> will be pre-quarter training. It will be four hours long, rather than a full day. Hernandez will be sending out last year's evaluation forms because evaluations are coming up. There will be an employee

appreciation day in dead week. A few hiring committees are occurring. The outback and KUGS is in the process.

**Olivier ESP:** The Environmental Club had an awesome Environmental Club summit. The Underground Coffeehouse was fully packed. The Environmental Club leaders committee is working with LAC to draft proposals to have the Carver Gym renovation be platinum lead certified as well as to stop oil tax loopholes. They are also planning an Environmental lobby day trip on Presidents' Day. They are working with LAC to get students lobbying experience. Tomorrow the Outback is hosting a honeybee workshop. The Green Energy Fee has one idea left.

**Ball OC:** The OC has hired a new marketing coordinator. The OC is planning about **15** trips this winter quarter and are looking into running some small instructional clinics on campus for those students who do not have the time or means to commit to a full trip.

**Marmion REP Office:** The ballot box collected over **1200** ballots. A survey regarding the potential need for and purpose of a student senate will be going out. The registration for Viking Lobby day just opened and will occur on MLK day. The Elect Her planning committee has started meeting. Feb. 8 is the date for those who are interested in running for office.

**Koenig Clubs:** Four new clubs have been created, including comic book club. They are getting involved already and requesting information about VikingCon. The club connect will occur on Friday. A student group, Science Communication Club, is proposing a new publication about scientific papers. They are trying to make a magazine each quarter.

**Luvera Comm Office:**

**Rosenberg Advisor:** A new, information coordinator has been hired, Sabrina Romano. Lots of questions come into that desk so give a heads up if there is a new or big event to help them answer student questions. Kudos to Caylyn Rolph-Tate the Vote Coordinator. She did a phenomenal job with voter registration.

*Meeting was adjourned at 4:47pm*