

**Western Washington University Associated Students
Management Council Meeting
Tuesday November 5th, 2013 VU 567**

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), Mason Luvera (Communications & Marketing Director), Luke Brouček (PC Account Executive), Morgan Burke (Business Director), Patrick Stickney (KUGS Program Director), Kelsey Ball (OC Excursions Coordinator), Matt Smith (ROP Director), Graham Marmion (REP Associate Director), Kasey Koenig (Club Coordinator)

Absent:

Advisor: Lisa Rosenberg

Secretary: Max Zentner

Guest: Ro Sigle

The meeting was called to order by Hung Le, Chair at 4:01 pm

I. REVISIONS TO THE AGENDA

II. INFORMATION ITEMS

- A. The Resource and Outreach Programs (ROP) is submitting a supplemental funding request for their upcoming event, Reflections Unheard. It is a documentary on the marginalization of black women in the black power, civil rights, and white feminism movements. A speaker will come to discuss the film. Originally the event would be co-sponsored with the Women's Center (WC), but the WC doesn't have enough money to co-sponsor. Funding will be for \$800, primarily going towards the speaker's travel expenses. Patrick Stickney would like to take an in-meeting vote on the funding. Hung Le would prefer to wait until a later time to give committee members time to think about the proposal. There are hopes of 150 in attendance, a goal that will be attempted to be met through advertising via email, professors, and the publicity center. Graham Marmion inquired of the interest of Western's population in the event. Daley Smith inquired whether the ROP had reached out to other clubs for funding, Ro Sigle of the ROP stated that they had. Le stated that the funding would be voted upon on a later date.
- B. Le asked committee members what their opinions were in regards to the online voting process that occurred last week. Matt Smith, Marmion, Stickney among many others expressed that the process was confusing and that OrgSync be used to cast votes in the future. Le stated that he would explore OrgSync for future online votes.
- C. Members needed to decide which member would represent Management Council (MC) at Personnel Committee (PC) meetings. D. Smith has been sitting on it this quarter and requested to stay on it through the end of this quarter before being replaced by M. Smith for winter and spring quarters. M. Smith and other members agreed to this proposal. Nidia Hernandez and Le stated that they liked consistency from quarter to quarter, and that they are on board with this proposed switch at the start of winter quarter. M. Smith stated that he would bring an unbiased but critically minded perspective, and an understanding of employees while holding them to the professionalism that's expressed in the guiding documents that the Associated Students (AS) holds dear. He is qualified in that he supervises a large department that works with various levels of personnel. He is

experienced in working with these various levels, the hiring and promotion, and training of employees.

- D. Le introduced the process of nominating a vice-chair for MC. M. Smith nominated Morgan Burke for vice chair. No other nominations were brought forth. The consensus of the committee is that Burke will be the vice chair.
- E. Hernandez led a discussion on legacy documents. She noted that few members of the committee received legacy documents and would like to see this change in the future. In these positions, employees are thrown into the game, so it would be nice to change the template to improve the rates of legacy documents created. Le stated that it would be a less daunting task if legacy documents were updated, rather than newly created each year and that it should fall on directors to ensure their co-workers are updating them. Marmion suggested reference points be the focus of legacy documents; what needs to be done by which points in time. Cade Schmidt thought it would be cool to have something that is easy to journal what employees' experiences are throughout the year. This could be referenced for a legacy document at the end of the year. Mason Luvera stated that he has day to day notes that he can pass on. Marmion thinks a legacy folder might be more effective than a legacy document. Polly Woodbury stated that acronym-mania is not up to date and that it should be updated or omitted. Burke suggested a legacy document center, much like the budget or assessment centers that currently exist, which could have examples of events, people to talk to, and you wouldn't be limited to one document. Marmion is against that idea because the information would be online and others shouldn't be able to see. D. Smith dittoed. Stickney inquired whether or not the documents could be public and if they are to keep it in mind when creating them. Hernandez stated that the Personnel Office could work with Chris Miller to make the accessibility of the legacy documents specific to individuals or offices. Le likes the idea of a legacy document folder or center. Schmidt would like there to be some kind of fallback for those who don't receive a legacy document. New employees need a way to ensure that they know what they're doing, going into their new position. Le suggested the removal of a certain amount of wages for those who do not create a legacy document because employees are contracted to create one. D. Smith believes there should be some sort of accountability to office directors or coordinators. Schmidt would like to ensure internships each year because it will ensure that people have the tools needed to do their job.
- F. Le introduced a discussion on salary payments. Personnel committee is looking at the salary determination policy. An issue that potentially may arise is that it may appear that employees get paid during vacation, because employees would get paid steadily throughout the year based on the pro-rated system. D. Smith likes the pro-rated system because it provides a consistent paycheck. Stickney and Marmion dittoed. Marmion added that it increases productivity through stability. Luvera noted that the system is representative of the actual working world and would like to see that theme continue. Schmidt would like to add a counter argument that members need to consider those who work more or less than the average salary in their contract. Nina Olivier agreed and added that research should be done to determine how much workers are actually working. Luvera said that this study would be hard because working styles vary from person to person. Marmion added that the time of year impacts the average worked hours per week. D. Smith clarified that the question is whether or employees would like consistent paychecks throughout the year, or if they would like to get more or less dependent upon how much they are working on a given week. She added that it would make sense for employees to get a separate paycheck for the 30 hours of training. Stickney stated that he likes to be able to budget based on a

consistent paycheck and that extra money at the time of training would skew budgeting. D. Smith believes it all comes down to the fact that people don't understand that they are being paid for training. Hernandez likes the idea of separating training payments from work payments because it is so much extra time and will make the logistics of a resignation easier from the Personnel Office perspective. She requests that members ask their office what their own personal preferences are on the matter.

G. Le introduced the Facilities and Services Request form. The request form is primarily for projects that will improve the student experience in the Viking Union. The new technology in the club hub is an example of improvement through a funding request with Facilities and Services. Members are to submit their request to Greg McBride.

III. MEMBER REPORTS

D. Smith ASP: The event, Lens is up in the VU gallery right now. Last comic standing is occurring November 15th. The prize is opening for the comedy show this winter. The films are showing Spectacular Now on the 14th of November. The pop music committee met. The Heliosequence is the next pop show and will be coming to Western on November 23rd.

Woodbury ESC: Native American Student Union had a two-day conference on Friday and Saturday. The Oregon Students of Color Conference is occurring soon. Three students along with Woodbury, Ruta Nanivadekar, and Mayra Guizar will be attending November 15th-17th. A charity project will be occurring soon involving clothes or possibly a giving tree.

Brouček Publicity Center: There are many new club requests lately. A lot of the new clubs don't know how to put in requests. The PC is trying to get through the hiring process right now because designers are working hard on a lot of projects. The lead copy services person is on vacation which has slowed the process down by twice as long.

Schmidt AS Review: The AS Review has been Busy as usual. The Q-drive shutdown was a nightmare and delayed the publication. Schmidt would like ideas for stories. The hiring process is being worked out, with hourly and work study positions being looked at. There is a consideration of a media crisis response team. They are working with the Comm Director, and would be working to make sure the AS is represented well. An ethics document had been created for AS Review Staff. It combining journalistic ethics along with AS employee ethics. Training occurred yesterday. The Review is attempting to ensure that the paper can be found in every office around the Viking Union and are making sure distributors are distributing in offices as well as around campus.

Burke Business Office: Changes are being made to the budget trackers to reflect accurate numbers when putting in an open order. The salary adjustments are finished. Make sure all directors get their co-workers to fill out the budget trackers accurately.

M. Smith ROP: The ROP has five work studies now. The Queer Resource Center, Veteran Outreach Center, Women's Center, Sexual Awareness Center, Legal Information Center, are single person offices and are excited to be getting an extra person to help. A lot of volunteer applications are closing. They are planning a training for them. The ROP is in the process of ordering new resources for the resource libraries. The Vagina Memoirs open call are going to occur Monday-Wednesday of this week from 6-9:30pm in Miller Hall 138. Women's Center and the Sexual Awareness Center are having their formal even kick-off on Thursday 6-8pm. VOC is

putting on a Veteran's Day event from 12-1:30pm in the MPR. This are starting to slow down as Thanksgiving approaches. The Sexual Awareness Center and the Women's Center are working on implementing a consent and bystander curriculum for the Residence Halls, which was part of their SPAC recommendation.

Le AS VP for Business & Operations: Le has been working with Hernandez and Burke on the salary determination policy. He is also working to better define what it means to be a grant and operational enhancement funding. Divestment Committee is meeting with Professor Hart Hodges this Thursday.

Stickney KUGS: KUGS just completed session two for new volunteer training. The morning show host is leaving so a new one will be hired for winter. 13 tours of the station have occurred in the past few weeks. A senior marketing executive from Los Angeles came recently. News and public affairs team training will be occurring this Wednesday.

Hernandez Personnel Office: Work study hiring is in process and internships are closing. There have been two successful mid-quarter trainings thus far. 98% of staff is attending, and doing so on time. There have been three requests for the student development fund, two have passed and one is pending. The communications director attended a conference in Philadelphia. The Legal Information Center is attending a local training. Nominate employee of the quarter for salaried or hourly or work study positions. There will be an outlook invite for January 6th for training. Hourlies attending training will be paid by the personnel budget.

Olivier ESP: The environmental center holds a bi-weekly environmental club leader meeting. They are currently working with Legislative Affairs Council (LAC) on an environmental proposal as well as an environmental lobby day. Upcoming and current events include a mushroom workshop, sustainability week, and the environmental club summit. The outback farm is hiring for a new assistant coordination. The green energy fee is having their idea labs and small grant proposals are due by the end of the week.

Ball OC: There is a rock-climbing trip going out this weekend. A whitewater kayak course was just completed. A bike trip occurred this past weekend. The bike shop is general day to day work. The bike shop has been busy in the fall. Retail has been high for both the bike shop and excursions, filling minimum capacity on all trips. Marketing coordinator resigned three weeks ago and they are looking to hire for that position. Reel Rock film tour has been postponed because there are not enough people to man it. Wilderness First Aid is going to be running soon. The challenge course is going well.

Marmion REP Office: It is Election Day, which marks the culmination of four months of hard work. They are still accepting legislative proposals, which can be submitted to Matthew Bobbink. There will be a survey for student senate to find student need.

Koenig Clubs: Five new clubs have been welcomed over the last two weeks. There are three orientations per week right now in order to catch up on those who were not trained initially in addition to those who are new. There is a request from activities council for travel and different requests for events on campus are starting to come in. A student would like to plan an arts, music, and dance showcase at the end of spring quarter. Club connect will be occurring in two weeks.

Luvera Comm Office: The Comm Office is working on the branding guide. Next quarter is exciting because a new branding campaign will be launched. Everything is good and the office will be asking for updates from each office soon.

Meeting was adjourned at 5:05 pm