

Western Washington University Associated Students Management Council

Thursday March 13th 2014 VU 567

Present: Daley Smith (AS Productions Director), Nidia Hernandez (Personnel Director), Mason Luvera (Communications & Marketing Director), Morgan Burke (AS VP for Bus Ops), Matt Smith (ROP Director), Brian Bates (OC Equipment Shop Coordinator), Graham Marmion (REP Associate Director), Kasey Koenig (Club Coordinator), Polly Woodbury (ESC Program Support Coordinator), Tristan Wood (KUGS Marketing and Developing Director), Nina Olivier (ESP Associate Director), Cade Schmidt (AS Review Editor)

Absent: Luke Brouček (PC Account Executive),

Advisor: Lisa Rosenberg (Assistant Director of Student Activities)

Secretary: Max Zentner

Guest(s):

Motions:

MC 14-W-10 Approval of the minutes from February 13th, 2013. **Passes.**

The meeting was called to order by Morgan Burke, Chair at 4:34 pm

I. Approve Minutes

MOTION MC 14- W- by Luvera

Approval of the minutes from February 27th, 2013.

Seconded: Woodbury Vote: 11 - 0 - 0 Passes.

II. Info Item: Naked Truth

a. Morgan Burke introduced the Naked Truth event proposal. She clarified that this event will be sponsored by the AS Social Issues Resource Center. Polly Woodbury stated that they will be requesting money from the diversity fund. Woodbury explained that the Naked Truth event is focused on students of intersectional identities and students of color. Participants will apply to perform a piece expressing what their identities mean. The event was created by an AS employee in the past, but did not happen last year. It was created in 2007. They are asking for an underwrite of \$1,500. She believes students who attend can learn a lot from attending the event. Kacy Koenig asked how it was funded in the past. Woodbury stated that it was through the Social Issues Resource Center (SIRC), the Ethnic Student Center (ESC), and the diversity fund. Last year they had a lot of issues with funding. Lisa Rosenberg clarified that it was the ESC, diversity fund, and the cold beverage fund, that provided funding. However, the diversity fund and the cold beverage fund had caveats that stated they could not fund the same event in multiple years. She added that this event requires a lot of money. Woodbury explained that the speaker fee, which is \$5,000 covers more than just the time they will be facilitating, including travel, food, and lodging expenses.

Cade Schmidt asked if Woodbury had considered using a Western facilitator, rather than hiring a speaker. She stated that the facilitator role has a lot of responsibility and time investment in the process. Because of this, they need to hire a professional. Daley Smith asked how many attendees came in the past. Woodbury stated that in one day they had over 300 attendees and this time they are hoping to have two performances this year. The expectation is between 600 and 700 students in attendance over the course of the production. Rosenberg stated that the Veterans Outreach center will be having an event on May 31st, meaning the timing is worth looking into. She added that the timeline seems tricky because the difference between getting funding and advertising will be tight. Marmion asked what Woodbury's advertising plans are. Woodbury stated that there will be a lot of face to face advertising, small fliers, emails, the AS Communications Office and social media. Marmion asked what the plans are for funding this in the future. Woodbury stated that it would be possible to be a yearly event with the expansion of the Ethnic Student Center's (ESC) budget. Koenig asked if this event becomes a yearly thing, if they will keep coming to Management Council. Management Council funds are to be for unforeseen circumstances, and if it is a yearly event, it may not be unforeseen. Rosenberg asked what venues will be used. Woodbury stated that Old Main theatre will be used for both performances, which has a capacity of 200 people. Rosenberg recommended looking for a bigger venue. Burke asked the council to think about this proposal over Spring Break.

III. Discussion Item: Internship Hours

- a. Nidia Hernandez stated that there is the possibility to create a 15-hour internship template for the whole AS. This will help ensure any new hire gets their internship so that they can have a better understanding of the work they will be doing. Marmion asked if the template is a guideline. Hernandez stated that it is more of a checklist stating what should be occurring in the internship. Cade Schmidt asked if there could be some a file with each director of all the internships. Marmion stated that it would be cool to have something that mandates accountability. It is easy for anyone in the office to skim through the checklist. Hernandez stated that there has been talk of an internship hour log to keep people accountable. D. Smith stated that notes in an internship should be on the legacy document anyway, so it shouldn't be the responsibility of the new hire to take notes. Schmidt suggested an optional space on a temple to take notes. He would like a reflection section for those going through the intern process to ensure they are able to use the information they have learned moving forward. Tristan Wood stated that in KUGS they turn in an internship paper to their advisor. Nina Olivier believes job shadowing is an important component that should be added as a requirement for the internship. Marmion stated that he believes that adding specific questions for each position would add work to his office that they cannot take on in Spring Quarter. Hernandez stated that it would be a case-by-case scenario. Mason Luvera stated that introducing new hires to people

they will be working with so that if they have questions they know who to talk to. Brian Bates asked if requiring notes to be turned in because he believes situationally it might not be the best idea. He believes a log would be more beneficial, stating, "for this hour we worked on x." Schmidt stated that internships could be tailored to each specific position. Koenig stated that it would be helpful to cater each internship to what each new hire needs to know as each have different amounts of base knowledge and needs. Hernandez hopes to have all ideas for this collected by next week.

IV. Budget Committee

- a. Luvera asked if AS employees could be on Budget Committee. Burke stated that it is not the norm, but that the AS Board stated that Marmion would contribute to the committee and is able to be objective. Burke added that there the committee members will be diverse and will have the ability to point out if Marmion was not operating objectively. D. Smith asked why Marmion was allowed on the committee if it is not the norm. Burke stated that there were many candidates for the committee and that Marmion had a strong economics background. Marmion stated that there hasn't been any rule in the Charge and Charter prohibiting this. Hernandez stated that she feels if she knew this was a possibility, she would have considered applying to sit on the committee. Luvera stated that from a communications perspective there will be a lot of questions as to why this has happened. Bates stated that Marmion's perspective will help in understanding because he knows how the AS works. D. Smith stated that directors should be on the budget committee. Marmion stated that he will be on the committee as a student at large and will only approach it as a student at large. Schmidt stated that understandings should come from clear budgets. He added that there is no black and white, and that it is impossible to operate entirely objectively. Marmion stated that all Charge and Charters are accessible, which means everyone had an equal opportunity to apply for it. Koenig believes Marmion will do great on the committee but that this sets precedence that AS employees can be on this committee. Burke stated that she and Taylor Franks will be on the committee and can give an AS perspective. Hernandez stated that while the Charge and Charters are online, there was precedence last year that AS employees could not participate on the committee. She added that maybe a non-voting employee joins the committee to ensure that the AS voice is heard but unable to have a biased vote. Olivier stated that presentations will be given from each office, therefore having a non-voting AS employee would be unnecessary. Burke stated that there is no guarantee that each office will be attending the meeting to present but it is possible. Marmion stated that if Management Council or the VP for Bus Ops would like the committee to be sans AS employee, they should add it to the Charge and Charter. Schmidt suggested continuing this conversation at the next meeting.

V. Office Updates

- a. D. Smith: AS Productions is done with events for the quarter and is looking ahead to next quarter.

- b. Woodbury: The Vietnamese Student Association just had their heritage dinner. April 5th is the heritage dinner for the Khmer Student Association. Study sessions are occurring with snacks in the ESC. Next week during Wednesday and event called take a break and skate will occur to give students a way to get a break during finals week.
- c. Schmidt: The AS Review is done with issues for this quarter. They are putting together their welcome back issue. They are finishing the SPAC process. They had a writer resign and will likely not hire a replacement writer. Their graphic designer is graduating and now they have a new graphic designer. There has been trouble with AS employees responding to AS Review reporters. Please remember that they present a great opportunity to advertise for events. Elections are coming up and the AS Review is remaining as unbiased as possible.
- d. Wood: New DJs are being prepped for next quarter. New volunteer applications have gone out. Pole Cat had a live in-studio performance and interview. They have renewed their underwriting with What's Up? Magazine, the Co-Op and the Pickford Cinema. They are planning an event with Casa Que Pasa.
- e. Marmion: AS Elections are going on. The opening of the filing period was March 11th. April 8th is the start of campaign period. They are excited for the elections and already have 15 candidates. All AS employees should read the policy on what they can and cannot do in regards to supporting candidates.
- f. Burke: Bookstore Advisory Committee is going to begin soon. The Outdoor Center Challenge Course policy is being looked at. The Facilities and Services proposal has been sent out so that offices can get funding to improve their workspaces. The salary determination policy should be read and implemented in budget proposals. The Ride for Jake proposal was passed by the Board. The Challenge Course Helmet proposal was also passed.
- g. Koenig: The AS Club Showcase was awesome and gave a lot of exposure to the clubs. Activities Council has seen three new clubs recently. More clubs than usual have been traveled and because of this there has been a reflection log proposed to show where the money has been going and how it has helped the clubs. The reflection on orgsync to review its benefits and harms.
- h. Hernandez: Most job positions should be online at this point in time. All job descriptions that were sent in are done. Salary determination policy was passed. AS employee of the quarter has been selected. The hiring process is currently going underway. The student staff development fund has been fully utilized.
- i. Luvera: The Communications Office has been very busy. They have had four incorrect articles in the Western Front. They have been working on the branding guide and it is going well. Twitter and Facebook are being updated and they will have custom backgrounds. As elections come close, they will be working with the REP to ensure it's smooth.
- j. Olivier: April 1st, the water bottle ban will be going into effect. The divestment study group report has been passed by the board. ESP is gearing up for earth week. It will be huge. There will be a yoga session. Sustainable

food will be catering. Diversity in the environmental movement is the theme. Water bottle ban celebration. Changing agriculture. Eco feminism workshop. Revise ESP mission statement. Working on collaborating with Shannon Point to give a presentation on the ocean and wildlife. Last Ocean a film will be airing. Walk through the outback farm during spring it is wonderful,

- k. Bates: The ride for Jake proposal was passed. Fred Becky gave a presentation last night and it went well. Excursions is putting together their plan for next quarter.

The meeting was adjourned at 6:08 pm