



# AS Management Council

Monday, February 22<sup>nd</sup>, 2016

5:00pm

VU462B

**Members:** *Present:* Hannah Brock (VP for Business and Operations, Chair); Yuliya Rybalka (AS Personnel Director); Jordan Van Hoozer (KUGS Program Director); Jonah Falk (AS Productions Director); Spencer Pickell (AS Outdoor Center Equipment Shop Coordinator); Osman Olivera (AS Business Director); Kelly Mason (AS Communications Director); Griffin Crisp (AS Representation & Engagement Programs Director); Brandon Quackenbush (AS Veterans Outreach Center Coordinator); Alex Bartick (AS Review Assistant Editor); Walter Lutsch (AS Club Coordinator); Anna Kemper (AS Environmental and Sustainability Programs Director); Brian Gliński (AS KVIK Coordinator); Shiffite Awel (AS Publicity Center Account Executive 1)  
*Absent:* Emma J. Opsal (AS Assessment Coordinator); Marina Price (AS Review Editor-in-Chief); Gabriel Ibanez (AS Ethnic Student Center Internal Coordinator)

**Advisor:** Lisa Rosenberg (Assistant Director of Student Activities)

**Secretary:** Octavia Schultz (AS Board Assistant for Internal Committees)

## Motions:

**MC-16-W-3** To approve the minutes from February 8<sup>th</sup>, 2016. **Passed.**

*Brock called the meeting to order at 5:03pm.*

## I. Approval of Minutes

*MO TION MC-16- W-3 By Rybalka*

*To approve the minutes from February 8<sup>th</sup>, 2016.*

Second: Mason                      Vote: 13 - 0 - 1 Action: Passed

## II. Discussion Item

### a. Spring Hiring and Training

Rybalka stated jobs would be posted on March 1<sup>st</sup>, and that the Job Fair was also open that day in the Viking Union Multipurpose Room. She stated pre-spring quarter training would cover how to be on a search committee, and reminded the members to respond to the survey about the intent to reapply for an AS position for the following year. She explained that NOVUS was the software used for hiring, and that may have been the last year it was used. She noted that a staff member of the AS Personnel Office would have been available for one specific hour every day to answer questions about hiring. Brock noted that suggestions and feedback about the previous years' trainings were welcome. She suggested incorporating a skit or fun activity to make the sessions more interesting. She noted there had been a skit in the previous year's training. Lutsch stated the skit felt somewhat "forced". Bartick stated that if the skit was used as an example of what hiring would have looked like, it may not have been necessary as every employee of the AS had experience being hired. Brock stated the skit was used to show extreme examples of what to do and what not to do when interviewing candidates. Rybalka stated the skit was an easy way to say things in an entertaining way. Brock stated it was important to find ways to make trainings interesting. Crisp stated many employees had already served on hiring committees and did not need to receive the trainings again. Brock stated an alternate session would have been beneficial. She also suggested only

having returning employees attend half of the training day. She noted that returning employees were often chairs of search committees and needed to attend the training to meet the members of their committees. Rybalka noted that it was difficult to tell how much hiring experience each returning employee had. Brock noted that spring hiring created a lot of extra work for employees and that the participation of hourly and work study employees was crucial in making the process successful. Rybalka noted that the AS Personnel Office had a separate budget to allow hourly positions to serve on hiring committees. There was discussion about the challenges of having volunteers from outside the organization on hiring committees. Brock stated hourly employees were not allowed to work past their limit of 19 hours per week. Rybalka emphasized the importance of having people table at the Job Fair on March 1<sup>st</sup>. Brock noted the Job Fair was how most students heard about AS jobs.

### **III. Information Item**

#### **a. AS Snapchat**

Mason stated the original goal for the AS Snapchat was that offices would checkout the account on the AS iPod and document their events to gather excitement. She noted that offices had not been using that resource. She stated the account had not been used often and that AS Communications Committee had thought of ways to increase involvement. She stated the decision to keep the account depended upon whether directors and offices committed to using the account. Lutsch stated that the Club Activities Office had trouble remembering the account before events, but remembered afterwards. Mason inquired if it would have been easier if the account was available to access on personal devices. Lutsch stated that would have been more convenient. Brock stated that AS Productions had a “day-of checklist” that was useful for planning events, and suggested implementing that in event planning for all offices. She expressed her concerns that if the password to the account was available to everyone, people may have forgotten to log out and accidentally posted irrelevant material to the account. She stated even changing the password after each event would not have eliminated that risk. There was discussion about the option of creating a contract regarding the responsible use of AS social media accounts. Brock inquired how many offices would have used the account if it were made more accessible. Crisp stated he personally was not consistent with using social media. He inquired who the audience was for the account. It was noted that posts were visible to everyone following the account. Mason noted there was about 100 followers at the time. Brock stated it was easy to gain followers. She suggested having marketing coordinators use the account. Mason stated content and consistency of posts were important. Brock stated inconsistency damaged the reputation of the AS. Van Hoozer inquired if KUGS could have still used the account even though they didn’t host specific events. Mason stated that “behind the scenes” posts would have been cool for students and followers to see. Brock agreed. Olivera encouraged Mason to keep the account and promote and encourage it. He suggested also using the account to promote events before they happened. Crisp suggested having the Publicity Center create a standard pre-event checklist to post in each office. Awel noted there was a similar post on the Basecamp website. Crisp inquired if Geotags could have been created. Mason noted that Geotags and filters could have been created by anyone as long as they were approved by the Snapchat company. Falk suggested a regular schedule of having offices update the Snapchat account to advertise upcoming events. Mason stated she wanted to move away from keeping the account limited to the iPod because it was limiting, particularly because it required Wi-Fi to post, meaning it could not have been used on Outdoor Center Excursions or in locations where internet was not available. Brock suggested having an approved list of people that were allowed to access the account. Lutsch suggested using a similar system to vehicle training.

#### b. Reserve Policy Restructure

Brock noted that the new Reserve Policy was approved by the AS Board of Directors. She stated the Rainy Day Fund had been reduced by 50% and the money was moved to Discretionary Reserves. She stated the AS needed new tablets, because the current ones were no longer supported by Microsoft. She suggested purchasing Surface Pros because even though they were expensive they would have been great pieces of equipment to purchase. She stated data was being collected to determine whether purchasing new tablets would have been worth the money. She noted new tablets would have meant a more secure check out process. Lutsch noted that AS Activities used the tablets regularly and that it was difficult being unable to access OrgSync on them because of the outdated software. Brock noted the old tablets would still have been used until they were completely obsolete. She stated she really felt there was a need for better equipment. She stated she looked into funding scholarships using the Discretionary Reserves and that there were legal barriers that prevented the AS from using student dollars to fund scholarships. Pickell stated the Outdoor Center had been wanting to update the Lakewood facility to be more adaptable and accessible. Brock noted that Lakewood was a Viking Union Facilities, and that those concerns should have been brought to the AS Facilities and Services Council. Van Hoozer noted that Crisp had other ideas from the previous meeting that were interesting. Crisp noted he hoped to use the Discretionary Reserves to provide housing and accommodations for homeless students. Brock stated she had looked into that but had not received any information about it. She noted she liked the idea. Crisp noted there needed to be creative solutions on how to spend the money in Discretionary Reserves. Brock noted Crisp should have spoken to Emma Palumbo, the AS VP for Student Life for establishing assistance for homeless students.

#### IV. Office Updates

- a. Pickell noted the Outdoor Center was hosting an event later that week about rock climbing with a professional rock climber from Washington. Brock inquired how the event had been advertised. Pickell noted handbills had been handed out, and the event was advertised on social media. Brock inquired if the Outdoor Center had advertised at the Vital Climbing Gym in downtown Bellingham. Pickell stated they had. Kemper noted that Dr. Vandana Shiva had arrived on campus for the event later that week. Brock inquired if the event could have been filmed. Gliński stated it depended on whether the speaker wanted to have been filmed. Kemper noted that KVIK was recording an interview with Dr. Shiva before the event. Crisp noted the Representation and Engagement Programs office had recently hosted a very successful event about housing. Van Hoozer noted the KUGS News Reader applications were opening in the following weeks. Rosenberg noted that elections filing for Board of Directors candidates were opening the following week.

#### V. Adjourn

*Brock adjourned the Meeting at 5:56pm.*