



# AS Management Council

Monday, April 16<sup>th</sup>, 2016

4:00pm

YU567

- Members:** *Present:* Hannah Brock (VP for Business and Operations, Chair); Griffin Crisp (AS Representation & Engagement Programs Director); Osman Olivera (AS Business Director); Kelly Mason (AS Communications Director); Yuliya Rybalka (AS Personnel Director); Anna Kemper (AS Environmental and Sustainability Programs Director); Jordan Van Hoozer (KUGS Program Director); Brian Gliński (AS KVIK Coordinator)  
*Absent:* Emma J. Opsal (AS Assessment Coordinator); Spencer Pickell (AS Outdoor Center Equipment Shop Coordinator); Marina Price (AS Review Editor-in-Chief); Sophie Ranis (AS Womxn's Center Assistant Coordinator); Patricia Pacheco (AS Ethnic Student Center Education Coordinator); Jonah Falk (AS Productions Director); Shiffite Awel (AS Publicity Center Account Executive 1)
- Advisor:** Lisa Rosenberg (Assistant Director of Student Activities)
- Secretary:** Octavia Schultz (AS Board Assistant for Internal Committees)

**Motions:** No motions were made.

*Brock called the meeting to order at 4:04pm.*

## I. Discussion Item

### a. Spring Hiring

Crisp stated he hadn't noticed much of a change between the hiring process that year and the previous year. Rybalka stated there was a goal to more heavily weigh the diversity and inclusion questions in interviews. Van Hoozer stated she felt the spring hiring training was very information dense and it may have been beneficial to do the training over two days rather than in one. Olivera stated it was difficult to train everyone that had varying levels of knowledge and experience, and noted trainings in smaller groups would have been more helpful. There was discussion about using online modules for training. Kemper stated the timeline wasn't too rushed. Gliński stated the roles of hiring committee leaders and chairs for certain positions were very unclear and the hiring committee leaders were overworked. Van Hoozer stated having multiple people working on scheduling was difficult. Price stated her hiring committee had a lot of technical difficulties. Rybalka stated the NOVUS application often had bugs there were not fixable. Schultz stated the PowerPoint that was sent out to employees could have been more specific and detailed. Crisp suggested making the hiring folder on the Q: drive more accessible. He also noted returning employees that had been on hiring committees before did not need to attend the hiring training multiple times. He also noted it would have been helpful to place employees on hiring committees for other offices or departments. Olivera suggested an additional training for committee leaders. Mason stated it would have been helpful to have more time in search committees at the training session. Brock noted part of the AS restructure was going to be evaluating the hiring process. Price suggested an automated system to assign employees to search committees based on what positions they were applying for. Crisp suggested having a set deadline for returning employees to reapply for positions. Mason suggested having the application deadlines earlier. Schultz noted other departments on campus had earlier application deadlines for returning employees rather than new employees. Van Hoozer noted it would have been helpful to have more time in search committees. Mason agreed. Brock noted breaking up into smaller groups would have been beneficial for the training day. Van Hoozer noted to separate training days would have been

helpful. Brock stated it would be difficult to find an extra day for training. Schultz suggested a quiz at the end of trainings or online modules to make sure that employees understood the material covered and were paying attention. Brock agreed and noted that would have been helpful. Schultz noted some of the questions pertaining to diversity and inclusion made applicants seem pressured to disclose personal information or identities, and suggested adding a note at the end of those questions to let applicants know they were not required or expected to reveal personal identities or experiences. Van Hoozer strongly agreed.

## **II. Information Item**

### **a. Budget Committee Updates**

Brock noted the Services and Activities Fee was made up of multiple departments and that there had been a lot of requests for an increase in funding. She noted there was a proposal for an estimated \$8.00 increase in the Services and Activities Fee per quarter. She noted there had been an email sent out from the administration about an open hearing at 7:00am for students to contest the fee increase, but that the timing of the hearing and the language used in the email were very inaccessible to students. Olivera noted that the AS was requesting an increase to that fee because of big changes happening within the organization. Brock noted the request made by the AS had been decreased from the original amount. There was discussion about how the Business Office would be contacting offices to notify them of budgetary decisions. Rosenberg inquired if the budget documents would have been easily accessible after they had gone through the AS Board of Directors. Olivera stated he wasn't sure. There was discussion about confusion in the budget process. Brock noted that advisors, as budget authorities, needed to have a really active role in the budget process with their offices and departments.

## **III. Adjourn**

***Brock adjourned the Meeting at 4:58pm.***