



AS Management Council

Monday, October 10th, 2016

6:00pm

VU460

Members: *Present:* Mary Moeller (AS VP for Business and Operations, Chair); Tori Engström (AS Personnel Director); Emma J. Opsal (AS Assessment Coordinator); Danielle Freyer (AS Club Event Planning Facilitator); Jacqueline Chavez (AS Ethnic Student Center Internal Coordinator); Scott McDowell (AS Publicity Center Account Executive); Morgan Annable (AS Review Editor in Chief); Damien Puentes-Alkire (AS Communications Director); Jordan Van Hoozer (AS KUGS Program Director); Henry Pollet (AS Representation & Engagement Programs Director).

Absent: Marya Rybalka (AS Business Director); Abby Ramos (AS Resource & Outreach Programs Director); Anna Kemper (AS Environmental & Sustainability Programs Director); AS KVIK member; Spencer Pickell (AS Outdoor Center Equipment Shop Coordinator); Makenna Schumacher (AS Productions Director).

Advisor: Lisa Rosenberg (Assistant Director for Student Activities)

Secretary: Chrissa Browder-Long (Board Assistant for Internal Committees)

MOTIONS:

Mary Moeller called the meeting to order at 6:05pm.

I. APPROVAL OF MINUTES

No minutes to be approved

II. DISCUSSION ITEMS

A. Introductions

B. Charge and Charter Review

Mary Moeller stated that the Charge and Charter for Management Council is mostly the same except for a few position changes. The only big change with Management Council is their new responsibility with the assessment process in the event that SPAC is suspended.

C. Rules of Operation Review

Moeller stated that she is the chair for Management Council but a vice chair and a Management Council representative to Personnel Committee were still needed. Nominations for vice chair are needed this week and will be voted on at the next meeting. She noted that subcommittees might be utilized because Management Council is doing so much work with assessment. She explained that the supplemental money funds were used to support AS Programs in the form of grants or loans. To receive a grant or loan, a proposal must be submitted to Moeller and will then be voted on in Management Council. Lisa Rosenberg stated that since Management Council only meets every two weeks, there are often time constraints with these grants. Due to these constraints there is no specification that it has to be an information item and then an action item at the next

meeting. Action could be taken within the same meeting. Rosenberg clarified that the budget was reduced from \$5,000 to \$3,000.

D. Nominations for Vice Chair and Personnel Committee Representative

You can nominate yourself or others with their consent to act as chair in the event that Moeller cannot attend as well as sit on Personnel Committee as a voting member. The nominees will give a speech at the next meeting and will then be chosen. Moeller asked if anyone would like to nominate themselves. Emma J. Opsal nominated Tori Engström for Vice Chair and Engström accepted. Engström noted that Personnel Committee deals with hiring, awards/promotions or changes in position descriptions. Also Personnel Committee's Charge and Charter says meetings are biweekly but they meet as needed.

E. Assessment and Management Council

Opsal spoke that the issue with SPAC was that its membership and outputs decreased. No one wanted to be part of it due to views of assessment in the organization. It was decided in 2016 that SPAC would become a subcommittee of the Board Office and Opsal came up with a new way to view assessment in the years before restructure. SPAC was suspended and Management Council absorbed a lot of the responsibility of looking over the previous documents and recommendations from SPAC. Management Council, being an informed group of people, would be able to critically review the documents without training from Opsal. Management Council could start gathering recommendations and document grafting much earlier than if they needed training. To see more information of all the factors that led to the suspension of SPAC, look to the minutes from the second Board Meeting for a detailed document about SPAC and assessment. Moeller explained that the Board chose Management Council to absorb the duties of SPAC because they believed it would be the most effective and knowledgeable committee for this task.

III. INFORMATION ITEMS

IV. ACTION ITEMS

V. OTHER BUSINESS

A. Fall Staff Development Debrief and Feedback

Engström explained that they would appreciate feedback from 2016 Staff Development to improve it further in 2017. They used the previous year's notes to organize this year's Fall Staff Development. They showed their concern with not including the Resource and Outreach Programs (ROP) and the Ethnic Student Center (ESC) during the office introductions. Engström wanted to note that it would have been much better to include their offices and should be included at 2017 Staff Development. Moeller asked about the vibe checker. Engström stated that they received only one comment that was about a particular person so it was a definite improvement from previous years. Morgan Annable stated that having the departmental office hours were not convenient for the AS Review since they have a strict schedule. Engström asked how to improve the schedule. AS Review would have liked more hours earlier in the second week such as Monday and Tuesday since the paper is done by the end of the week. Scott McDowell stated the busiest

time in the Publicity Center are the two weeks before and one week after departmental training and that it was difficult since the training is necessary but the Publicity Center also had a lot to get done during that time. Engström wondered if the full days of Departmental training were helpful. Jordan Van Hoozer thought it was very helpful including the time in the afternoon to get caught up with work or have the opportunity to leave early. Henry Pollet stated the last days of full departmental training on Thursday and Friday were essential because they wouldn't have been able to go to trainings during that time anyway due to all the tasks they had to accomplish such as voter registration during move-in. McDowell thought that those who attended summer training should be able to miss some of the sessions and wanted to know which ones they could miss. Everyone really enjoyed the Micro Aggressions training from Vero Valez. Engström asked about how everyone liked Kristen French's presentation on Community Care. Opsal thought that self-care and community care should be done within departments not in such a large group. Engström explained that this year's presentation was much better compared to the previous year but self-care and community care is variable to each person and could be done in a smaller group. Van Hoozer really enjoyed French's positivity but her presentation could have been shorter. Moeller thought the Board's presentation time could also be shorter. Engström noted some concerning feedback on the Sexual Harassment training. Someone said that they hoped the training could have been more interactive but since Sexual Harassment is such a difficult subject, they wanted to emphasize that the Sexual Harassment training shouldn't be interactive. Opsal noted that she appreciated the break after the Sexual Harassment training but to have a 'returners optional' session then a required session was somewhat confusing and inconvenient. Annable asked whether there are other AS employees that use Mac rather than PC. Since the AS Review is the only section that used Mac, the session on the Q-drive was pointless for the AS Review employees. Engström recommended that next year the Q-drive session should be departmental since various offices use different technology. They are going to put this into their legacy documents. Van Hoozer wanted specification about what "returner" means because many employees for KUGS started working in the summer. She wanted clarification on whether summer employees are considered returners or only employees from the previous school year are the only "returners". Engström thought it should be put on the schedule to be more clear. Engström wanted to know how people felt about the park day. Damien Puentes-Alkire thought it was difficult for it being in the first week of training since people were distracted about what they still had to do in the future. He also thought that it would be better if it had been earlier in the day so if people still had things to do, there would still be time for work after the park. Engström thought that making it shorter would make people happier. Van Hoozer's office enjoyed park day but wondered if it should be more team bonding or more of a relaxing day because that would have helped determine whether it was in the first week or second week of training. Moeller appreciated that Engström didn't force people to take part in the various activities but just had to be present. Puentes-Alkire thought there should be an alternative if there had been bad weather. Danielle Freyer thought some more structure would be helpful with bonding for those who didn't know anyone in the AS. Van Hoozer thought introductions would have been very helpful with the addition of interests to meet people with the similar interests. Puentes-Alkire said that some people didn't get food so Engström said they should have ordered more food. Rosenberg asked if the departmental training guidelines were helpful for the directors or if they felt they needed

more structure and information. Engström thought that meeting individually with the Business, Assessment and Communications Director worked well in the past. But the difficulty in previous years was that each office would have specific questions to those directors regarding their office but it didn't apply to the other offices. So the meetings with those directors were changed to departmental trainings. Opsal noted that since she works alone and doesn't have a director, she had a lot of free time during departmental training. She would have liked more structure for her position's departmental training hours. Engström spoke about conflict management within offices and mentioned that there was a new checklist to help supervisors/directors know what to show their new employees. Puentes-Alkire said he found the checklist very helpful. Engström showed a "Get to Know You" worksheet with various questions and thought it would be good to attach it to the Departmental Training Guideline so the directors have the option to use them. Engström wondered how the group activities went because there were concerns in previous years that they were too physically strenuous. KUGS enjoyed the flag activity and the skittles game. McDowell thought the activities were great but they could have been shorter. He also asked about the hours for the Management Council meetings because it is at a difficult time for him. Engström wondered if the meeting had to be set up for a two-hour slot. Moeller agreed with McDowell and Engström and thought that since this committee meets every two weeks, the time could alternate between different meeting times so those who can't come at one time can come at the other time. Opsal mentioned that if there is an assessment item on the agenda to please come because feedback is really needed and will most likely be 2 hours long. Puentes-Alkire thought that time rotation could work and could also send a representative from their office in their place if they couldn't attend.

Moeller adjourned the meeting at 6:50pm.