

## **1) AS Board Orientation:**

Over the last couple years, Eric Alexander and Sabrina Houck have been debriefing with the AS Board members at the end of summer quarter to assess the summer training. Consistently there has been a desire from the Board members to have more position based orientation times and less group development. There was a desire to shift from “Training” to “Orientation”.

**Proposal:** To have a two-week orientation for the AS Board that would be the condensed version of the previous summer training. The two-week orientation program would be 20 hours each week, plus an additional 10 hours of work during each of those weeks. This orientation would include position specific in depth training and overall Board-function training. This would take the place of the previous training program that was nine weeks.

### **Time Line:**

End of Spring Quarter: 6/10/17

End of Summer Quarter: 8/19/17

Start of Fall Quarter: 9/27/17

AS Fall Staff Development: 9/11/17-9/22/17

### **AS Board Orientation Schedule**

Start: Monday 8/28/17

Off (Labor Day): Monday 9/4/17

End: 9/8/17

Retreat: 9/9/17-9/10/17

**8/28/17-9/8/17:** During these 2 weeks, all Board members would work a total of 30 hours each week, which would include 20 hours a week for position based training and Board Functions, 5 Hours of posted office hours each week and 5 hours of advising from those who work in each of the specific areas.

**Advantages:** This would allow students to take summer classes if they wanted or needed to and focus on their school work. This could allow for students to have summer internships or other additional jobs they may be interested in. The AS Board budget would decrease due to the salary decreases.

**Disadvantages:** The AS Board salaries would decrease and some rely on that income. There could potentially only be one day off between AS Board orientation and AS Fall Staff Development Training.

**Notes:** This would be posted at the time of elections and the change would be made very transparent for anyone looking to apply. Any changes will be made clear online, via posters, and when each person picks up a packet for elections.

## **2) Reducing Hours**

During the debrief conversations with the AS Board, the condensed Orientation idea was discussed and the next step in the conversation was, if the summer training changed, do all the Board members need to work the whole summer? Eric Alexander and Sabrina Houck, along with the AS Board Summer Training Committee thought there are some positions that have a higher need to be here during the summer, some positions that due to situations based on the year may need to work during the summer, and some that could take most of the summer off until AS Board Orientation begins.

**Proposal:**

**AS President:** Works during the summer but at a reduced number of salaried hours. **19** hours per week is suggested. This position is tasked with being the AS Spokesperson, speaking at SummerStart, transitions and attending various University committee meetings. This position would also be an instrumental part in co-creating the AS Board Summer Orientation.

**AS VP for Governmental Affairs:** Working during the summer but at a reduced number of salaried hours. 10-15 hours a week is suggested. This position is tasked with coordinating Western Toby day, sending students to various conference/meetings throughout the summer, attending Washington Student Association (WSA) meetings and the August WSA retreat, supporting REP Voter Registration efforts and co-chairing the All In Campus Democracy Challenge committee, and chairing the AS Structural Review Committee.

**AS VP for Diversity:** Working during the summer but at a reduced number of salaried hours. **10-15** hours a week is suggested. This position is a needed based on the Multicultural Center expansion.

**AS VP for Activities:** Not working regular hours during the summer until the AS Board Orientation. The position requires 40 hours of planning and preparation work to be done over the summer prior to the Board orientation at times deemed most convenient and productive.

**AS VP for Academic Affairs:** Not working regular hours during the summer until the AS Board Orientation. The position requires 40 hours of planning and preparation work to be done over the summer prior to the Board orientation at times deemed most convenient and productive.

**AS VP for Student Life:** Not working regular hours during the summer until the AS Board Orientation. The position requires 40 hours of planning and preparation work to be done over the summer prior to the Board orientation at times deemed most convenient and productive.

**AS VP for Business and Operations:** Not working regular hours during the summer until the AS Board Orientation. The position requires 40 hours of planning and preparation work to be done over the summer prior to the Board orientation at times deemed most convenient and productive.

**Positions that Start Resillar Hours**

**8/28/17**

**AS VP for Activities**

**AS VP for Academic Affairs**

**AS VP for Student Life**

**AS VP for Business and Operations**

**Positions that Start Regular Hours**

**6/10/17**

**AS President**

(Summerstart/Transitions/  
Spokesperson)

**AS VP for Governmental Affairs**

(WWU Lobby Day/ Structural  
Review Prep/WSA business and  
meetings, All In Challenge)

**AS VP for Diversity** (Multicultural  
Center Development)

**3) Logistics and Details:**

**Board Meetings:** There haven't been many "high priority" items on the Board meetings that happen during the summer. Items are mainly Charge and Charters and sometimes a funding request. With this model,

there would be two Board meetings during “Orientation” and they would be announced ahead of time for anyone to put items on. Any other business would be delegated to the three remaining AS Board members.

### **AS Board Decisions Options:**

- 1) The three present Board members will make AS Board decisions if deemed necessary
- 2) No decisions will be made until the AS Board meetings in August/September and communicated effectively to the public that this is the process that will take place
- 3) The AS Board can only make decisions if they meet full quorum (4 or more AS Board members), all efforts made to allow all Board members to attend, and the up to 40 additional summer hours could be used for Board members who would not currently be working during the summer.

### **Position Responsibility Delegation:**

**AS President:** would take on responsibilities

Some ideas from Tisa: oversight for the Personnel, Communications and Business Offices and for Assessment Coordinator during their 40 summer planning hours (at least during periods when the VP Bus Ops isn't holding their 40 hours); perhaps serve on the AS Fall Staff Development Planning Committee?

**AS VP for Governmental Affairs:** would take on responsibilities

Ideas from Tisa: perhaps serve as resource for any areas the VP Academics covers, and possibly resource/oversight for ESP in summer? I think this position will already be relatively full in the summer with their regular responsibilities.

**AS VP for Diversity:** would take on responsibilities

Ideas from Tisa: perhaps oversight of AS Productions in summer, during times VP Activities not doing their summer hours? Also to serve on the AS Fall Staff Development Planning Committee (the VP Bus Ops usually does this, and the VP Diversity has been on it the past couple of years as well)

### **AS VP for Activities:**

- Target Event Opportunity Fund:
- AS Activities Council:
- Recreation Center Advisory Committee:
- Departmentally Related Activities Committee:
- Oversight for AS Productions and Club Activities Office (but Club Activities Office doesn't have any student staff in the summer)

### **AS VP for Academic Affairs:**

- All Academic Committees:

### **AS VP for Student Life:**

- Residence Hall Association:
- University Housing and Dining:
- Campus Community Coalition: Sustainable Action Fund:
- Oversight for Environmental and Sustainability Programs Office:

### **AS VP for Business and Operations:**

- Management Council:

- Personnel Responsibilities:
- Budget Process:
- Oversight for Personnel Office, Communications Office, Business Office

**Housing:** The AS Board Summer Training Committee discussed that trying to find a place to stay at the end of August could be difficult and stressful for some students because most lease agreements would start September 1<sup>st</sup>. We then discussed potential options and landed on University Housing. The Personnel Office currently budgets for a handful of students to have temporary housing in the Residence Halls for Fall Staff Development if they need housing arrangements because their job requires them to attend that training. So we propose the same thing for the AS Board Members. Note from Tisa: we should check with University Residences to be sure they would have some housing available during this time period.

**September (Sunday) August 27<sup>th</sup> - (Monday) September 4<sup>th</sup>**

8 Days \* \$30 (housing fee/day) \* 7 Possible Board members = \$1,680

The reasoning behind September 4<sup>th</sup> instead of the first is that many leases go until the end of the month and need time to be cleaned, so the actual lease may not start until a few days after the 1<sup>st</sup>. Another note is that if Board members stay during the summer, they may not need the housing arrangement, but this would be a maximum that would be needed.

**Note:** This could be difficult with Housing and is not guaranteed because they are getting ready for fall assignments.

**Salary Calculations:**

Assuming salaries stay the same and not adjusting for compression after the minimum wage increase and for nine weeks for the three board members who will stay. This also does not include the AS Fall Staff Development period.

AS Board Position	Original Summer Salary	Hours Worked	Adjustments (19hrs/10hrs)	adjustments (19hrs/15hrs)	Budget Decrease
President	\$2,979	19 hours for 7 weeks (133) plus 60 hrs for orientation weeks (Total Hrs: 193)	\$2,559 (Pay per paycheck:)	\$2,559 (Pay per paycheck: )	\$420
VP Academic Affairs	\$2,222	40 hours plus 60 hours for orientation weeks ( Total Hrs: 100)	\$1,299 (Pay per paycheck:)	\$1,299 (Pay per paycheck: )	\$923
VP Activities	\$2,222	40 hours plus 60 hours for orientation weeks ( Total Hrs: 100)	\$1,299 (Pay per paycheck:)	\$1,299 (Pay per paycheck: )	\$923
VP Business & Operations	\$2,222	40 hours plus 60 hours for orientation weeks ( Total Hrs: 100)	\$1,299 (Pay per paycheck:)	\$1,299 (Pay per paycheck: )	\$923
VP Diversity	\$2,222	10, 15 hours for 7 weeks (90, 135) plus 60 hours for orientation weeks ( Total Hrs: 130 or 165)	\$1,689 (Pay per paycheck:)	\$2,144 (Pay per paycheck: )	\$533 or \$78

VP Governmental Affairs	\$2,222	10, 15 hours for 7 weeks (90 or 135) plus 60 hours for orientation weeks ( Total Hrs: 130 or 165)	\$1,689 (Pay per paycheck:)	\$2,144 (Pay per paycheck: )	\$533 or \$78
VP Student Life	\$2,222	40 hours plus 60 hours for orientation weeks ( Total Hrs: 100)	\$1,299 (Pay per paycheck:)	\$1,299 (Pay per paycheck: )	\$923

Calculations of Reduced Hours and Options:

Options 10 Hrs = +**\$5,178** (If Housing Option Selected \$3,498)

Option 15 Hrs = + **\$4,268** (If Housing Option Selection \$2,588)