



# AS Management Council

Thursday, January 5<sup>th</sup>, 2017

4:00pm

YU567

**Members:** *Present:* Mary Moeller (AS VP for Business and Operations, Chair); Marya Rybalka (AS Business Director); Danielle Freyer (AS Club Event Planning Facilitator); Scott McDowell (AS Publicity Center Account Executive); Tori Engström (AS Personnel Director); Jacqueline Chavez (AS Ethnic Student Center Internal Coordinator); Jordan Van Hoozer (AS KUGS Program Director); Peter Biethan (KVIK Coordinator); Mohammad Ebrahimi (AS Communications Director); Emma J. Opsal (AS Assessment Coordinator); Makenna Schumacher (AS Productions Director).

*Absent:* Abby Ramos (AS Resource & Outreach Programs Director); Spencer Pickell (AS Outdoor Center Equipment Shop Coordinator); Henry Pollet (AS Representation & Engagement Programs Director); Anna Kemper (AS Environmental & Sustainability Programs Director); Morgan Annable (AS Review Editor in Chief).

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

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

**Guests:**

**Motions:**

*Mary Moeller called the meeting to order at 4:05pm.*

## I. APPROVAL OF MINUTES

## II. DISCUSSION ITEMS

### A. Pre-Winter Training Discussion and Feedback

Tori Engström explained that they would appreciate any feedback on the training or any recommendations on how to improve it for the training next year. They added that the training consisted of two different sessions. Emma Opsal stated that she was confused about where to go or when the training started. Mary Moeller was also confused when the room changed. Peter Biethan really enjoyed the Marketing and PR workshop because it helped him understand how that could influence what he does in his office even though it is directly connected. Jordan Van Hoozer recommended sending the agenda out multiple times including the Monday before the training took place. She also enjoyed that the training started at 10:00am. Makenna Schumacher appreciated the LEADs training about feedback. She thought that if each office was together during the practice part, it would be more beneficial. Moeller stated that she heard that the Playing Field session was a little tokenizing. Van Hoozer agreed but said it also brought up some important issues. She said there should have been trigger warnings involved in the training. Engström stated that a survey was sent out on how to improve that training. They expressed concern with attendance during the second session. People left during the session once the exercises started. So they took attendance again during the second session to see who left. Since the training is paid and mandatory, it isn't fair for some people to not attend the whole training but still get paid. They also thought that leaving the training in the middle of the session was both disrespectful and unprofessional so they thought that they might contact those who didn't attend the second session and have them make it up by doing two mid-quarter training sessions. Moeller thought that Engström should add that into their legacy document so the next Personnel Director knows to check attendance

before and after lunch. Engström added that Mid-Quarter Training went smoothly with almost everyone attended a training and those who didn't attend, scheduled a make-up session.

### **B. Programming Standard Modification**

Moeller stated that usually when Programming Standards are modified, Management Council will discuss it and then present it to the Board. In this case, it came from the Equal Opportunity Office. The modification stated that ADA accommodations will be ensured instead of being "aware". Lisa Rosenberg expressed the importance of using correct language. She also thought that it would be more helpful if the document specified that ADA stands for the American Disabilities Act. Moeller added that in Point E of the document, gender neutral restrooms are discussed twice in the document. She suggested that the gender neutral restroom discussion earlier in the document be removed so there is just one section regarding gender neutral restrooms. Rosenberg thought it would be helpful to provide training to AS employees regarding the ADA and to discuss accommodations for those with disabilities. She added that it could be helpful to have a document or checklist to ensure that certain steps are taken to make events accessible. Moeller agreed that training would be beneficial. She thought that incorporating that into Summer Training would allow all of the AS access to that information. Schumacher added that AS Productions has parameters implemented to help make all events accessible to everyone. Scott McDowell asked who the "programmer" was referring to in the document. Moeller clarified that the "programmer" would refer to anyone in charge of organizing the event. McDowell also asked if the ADA accommodations only referred to event accommodations or if they were also office accommodations. Rosenberg explained that the document doesn't include any specifications about office space but that could be a good addition. Moeller added that she thought it would be interesting to have all the AS offices were evaluated by someone who knows the ADA and could see how the AS offices could make improvements. Moeller concluded that she will talk to Sue Guenter-Schlesinger to see if someone from the EOO could come talk to Management Council of ADA.

### **C. Communications Office Fall Quarter Feedback**

Moeller explained that the Communications Office struggled last quarter but asked for any concerns or advice for the new Communications Director, Mohammad Ebrahimi. Engström stated that communication was difficult because they wouldn't hear back for a long time. Schumacher stated that the Communications Office was good at marketing the AS at the beginning of the year. But expressed concern with the AS calendar. When AS Productions would send event information, it would take up to two weeks for it to be approved. Some events wouldn't get on the calendar until they had already taken place. Opsal stated she will be working a lot with the Communications Director but keeping meeting times would be extremely helpful to her. McDowell stated that most of the swag is useful during Summer Start, so Ebrahimi should work with the Publicity Center in the spring to prepare the swag. Danielle Freyer stated that there was an issue with determining who should approve the events to go on the AS Calendar. She stated that the Communications Office approves events for AS Productions but the Club Hub approves everything else. Moeller stated that office hours should happen every day for the Communications Director. Mohammad Ebrahimi stated that having office hours every day won't be a problem and he is working on getting Communications Committee going. He added that if there are any issues to please talk to him about it.

### **D. Attendance Reminder**

Moeller stated that this committee is in the member's job descriptions and making quorum was an issue for all of last quarter. She added that this quarter they will be more intentional about holding people accountable. It is okay if you can't make it to the meetings but you need to appoint someone from your office to come in your place. She stated that she is planning to compile the attendance from all the meetings and contact those who don't attend and might be looking at performance contracts. Opsal stated that the next meeting will include assessment documents from ASP and the Review, so she expressed the importance of people attending the next meeting. McDowell thought that setting up a buddy system for the meetings could help improve attendance. Marya Rybalka reminded everyone that Budget Proposals are due on Tuesday. Opsal added that the form for Assessment Lite is still open if anyone wants to access it.

### **III. INFORMATION ITEMS**

### **IV. ACTION ITEMS**

### **V. ADJOURN**

*Moeller adjourned the meeting at 4:35pm.*