



# AS Management Council

Monday, November 21<sup>st</sup>, 2016

6:00pm

VU 462A

**Members:** *Present:* Mary Moeller (AS VP for Business and Operations, Chair); Marya Rybalka (AS Business Director); Henry Pollet (AS Representation & Engagement Programs 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); Anna Kemper (AS Environmental & Sustainability Programs Director); Morgan Annable (AS Review Editor in Chief); Peter Biethan (KVIK Coordinator).

*Absent:* Abby Ramos (AS Resource & Outreach Programs Director); Spencer Pickell (AS Outdoor Center Equipment Shop Coordinator); Makenna Schumacher (AS Productions Director); Damien Puentes-Alkire (AS Communications Director); Emma J. Opsal (AS Assessment Coordinator).

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

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

**Guests:** Julia Bainbridge (Conservation and Outreach Assistant)

## Motions:

**MC-16-F-3** To approve the minutes from Management Council meetings on October 10<sup>th</sup> and October 24<sup>th</sup>. **Passed**

*Mary Moeller called the meeting to order at 6:02pm.*

## I. APPROVAL OF MINUTES

*MOTIONMC-16-F-3 By Engström*

*To approve the minutes from Management Council meetings on October 1<sup>st</sup> and October 24<sup>th</sup>.*

Second: Van Hoozer Vote: 11-0-0 Action: Passed

## II. DISCUSSION ITEMS

### A. Employee Self Assessments

Tori Engström stated that during Winter Quarter, everyone must complete at least two employee evaluations. They will be going over the details of the evaluations during Pre-Winter Training in January. Engström explained that there is the self-evaluation, the employee to supervisor evaluation (based on your supervisor's performance) and the supervisor to employee evaluation (based on the employee's performance). Engström stated that review by Management Council would be appreciated before they announce the evaluations at Pre-Winter Training. They clarified that the evaluations take place every Winter Quarter but exceptions can be made for specific positions that start near the end of Fall Quarter. Henry Pollet stated his concern with being able to evaluate the Legislative Liaison position since they are based in Olympia. He asked if it would be possible to do their evaluation during Spring Quarter. Lisa Rosenberg thought it would be possible to change that evaluation to occur in Spring Quarter. Jordan Van Hoozer added that clarification to the employees that the

employee to supervisor evaluation is for their student supervisor not their faculty advisor would be appreciated. Scott McDowell wondered how the 0 through 5 rating scale has worked in the past because there can be tension when people don't get a 5. Van Hoozer explained that when you add a detailed explanation for your decision, that often leads to discussion which she has found successful. McDowell thought it would be interesting to have growth goals added into the evaluations. Engström stated that they will add a question about growth goals on the evaluations. Anna Kemper asked if the evaluation could be compressed to use less paper. Engström said they would rework the format to use less paper. They added that the evaluations could be sent out via email to allow time for thorough assessment of the templates and that everyone should email Engström any edits to incorporate or remove any aspects of the evaluations.

## **B. Sustainable Office Certification**

Julia Bainbridge (Conservation and Outreach Assistant) stated that the AS Board of Directors set a goal to “foster and be accountable for a culture of sustainability” in the AS. The Board of Directors wanted all the AS offices to receive a sustainable office certification. They are looking to measure what offices are currently doing in terms of energy consumption, transportation (to and from work), waste stream and also things specific to a particular program. They will be measuring how each office is doing and identifying what improvements can be made. Bainbridge stated that someone in each office will be filling out an excel sheet to help determine how much their office is using and how you can keep those numbers from getting too high. She explained that sustainability goes beyond just environmental impact in terms of ecology but relates to social justice, equity, economic sustainability and human health. The goal is to have all the offices certified this year. Bainbridge explained that it only takes about 30 minutes to fill out the score sheet. An individual will be assigned to be the sustainability coordinator who will be spearheading the effort and will be contacting Bainbridge directly about the office's problems and progress. She added that the Sustainable Office Certification “scoresheet” can be found online. Van Hoozer asked if another email will be sent out. Bainbridge clarified that an email may have already been sent but if not, one will be sent from the Board of Directors office. Mary Moeller added that Wayne Rocque will send the email. Kemper asked whether an office has to renew their certification every year. Bainbridge explain that some training sessions will be set up so the information and practices you would have established will be passed on to new AS employees as well as adding that information to legacy documents. McDowell asked if this is leveled with their outputs. Bainbridge clarified that it depends on the office, for example; the PC uses a lot of resources compared to other offices. She added that thinking about how events could be more sustainable should be considered as well. Morgan Annable asked whether it is by a physical office or by programs. The AS Review is physically the same space as the Publicity Center but is considered a separate office. It was determined that the AS Review will be considered separate from the Publicity Center.

## **C. Confirm that Disability Outreach Center document passed**

Moeller stated that the next item is to confirm whether the recommendations on the Disability Outreach Center document have been passed. The document passed with 11 responses, and 5 abstaining.

## **D. Office Reports**

### **Anna Kemper (Environmental & Sustainability Programs Director)**

Kemper stated that the ESP just hired 3 salaried staff from the SAF grant which include Environmental Justice Coordinator, Media & Marketing Coordinator and Community

Outreach Coordinator. She added that all outback work-study positions have been moved to the AS instead of hiring through Fairhaven. The ESP now has 21 positions within the AS.

**Marya Rybalka (Business Director)**

Marya Rybalka stated that the minimum wage has a mandatory increase effective in January. She met with Lisa Rosenberg, Eric Alexander and Tori Engström to discuss the actions that should be taken to figure out people's salaries for the rest of the year. Personnel Committee will provide a recommendation to the Board of Directors who will also make a recommendation but the decision is ultimately up to Eric Alexander. Engström explained that it will be addressed at the Board meeting tomorrow and both Rybalka and Engström will be there to go over the options. Moeller explained that it will be impacting everyone so everyone should try to attend the Board meeting and express their opinion. Rybalka mentioned that documents are posted on the Board of Directors page that describe the different options. She added that being the Business Director she will be asking the Board of Directors on how to proceed in the next fiscal year. She explained that if everyone's salary is increased, it will account for \$150,000 more. They will need to decide whether a program's budget will be cut. Rybalka said that budget templates are now out and budget authorities will meet with you soon on how to fill out the templates.

**Morgan Annable (Review Editor in Chief)**

Annable stated that the AS Review recently put an online exclusive of an interview with Sabah Randhawa. Currently it has 670 views on Facebook which is the highest post views thus far. She added that the demographics and readership survey has been released and would appreciate any extra views by posting via your offices. The survey will help determine where to distribute the Review and what people are looking for within a newspaper.

**Jordan Van Hoozer (KUGS Program Director)**

Van Hoozer stated that KUGS will be broadcasting over Thanksgiving and Winter Break and the application for Newsreader will be open on November 28<sup>th</sup>.

**Henry Pollet (Representation & Engagement Programs Director)**

Pollet stated that if any of the offices want to do anything around the 2016 Presidential Election, the REP can give them support. He added that just under 5,000 ballots were dropped in the ballot drop boxes which is twice as much as other years.

**E. Attendance and Quorum**

Moeller expressed understanding that it is difficult to get everyone together since there are so many members of Management Council but this is included in everyone's job descriptions. She explained that it is very important for this committee to meet since Communications Committee is not currently functioning. If this continues to be an issue, performance evaluations might be received. McDowell about the rules for the voting members within an office. Moeller explained that quorum can still be met when sending a delegate from your office. The delegate can vote in your position. Peter Biethan wondered how people would feel about having a Facebook live account so that if people can't physically attend then they could still check in though that. Moeller thought it would be an interesting idea and would like to discuss this further with Pollet and Biethan to find a solution. Rosenberg explained that the Legislative Affairs Council has done that in the past when the Legislative Liaison was in Olympia. Annable wondered about scheduling meetings for next quarter. Van Hoozer found that having alternating meeting times was very confusing.

**III. INFORMATION ITEMS**

**IV. ACTION ITEMS**

**V. ADJOURN**

*Moeller adjourned the meeting at 6:44pm.*