



# AS Management Council

Thursday, January 19<sup>th</sup>, 2017

4:00pm

YU 567

**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); Jordan Van Hoozer (AS KUGS Program Director); Michael Goldberg (AS Environmental & Sustainability Programs Marketing Coordinator); Alex Baker (AS Review Assistant Editor); 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); Jacqueline Chavez (AS Ethnic Student Center Internal Coordinator);

**Advisor:** Casey Hayden (Coordinator for Student Activities)

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

**Guests:**

## Motions:

**MC-17-W-1** Approval of the minutes from Management Council meeting on November 21<sup>st</sup>, 2016.

*Passed.*

**MC-17-W-2** Approval of the minutes from Management Council meeting on January 5<sup>th</sup>, 2017.

*Passed.*

**MC-17-W-3** Approval of the Assessment Lite recommendations for the AS Productions VU Gallery.

*Passed.*

**MC-17-W-4** Approval of the Assessment Lite recommendation for AS Special Events with the amendment discussed.

*Mary Moeller called the meeting to order at 4:07pm.*

## I. APPROVAL OF MINUTES

**MOTIONMC-17-W-1** By McDowell

*To approve the minutes from Management Council meeting on November 21<sup>st</sup>*

Second: Engström Vote: 12-0-0

Action: Passed

**MOTIONMC-17-W-2** By Engström

*To approve the minutes from Management Council meeting on January 5<sup>th</sup>.*

Second: McDowell Vote: 12-0-0

Action: Passed

## II. DISCUSSION ITEMS

### A. Budget Update

Marya Rybalka stated that Budget Proposals were due last week on Tuesday and she is currently looking over all the proposals and making sure each office have completed them

correctly but there are a few offices that haven't completed their Budget Proposals. Budget Committee is meeting next Tuesday and Decision Packages should be sent out by this Friday.

### **B. Assessment Items and Update**

Emma Opsal urged everyone to take advantage of Assessment Lite. The VU Gallery utilized the systems and expressed their difficulty with booking shows. The job description states that they can have three week shows per quarter however it doesn't work well in practice due to the set up and take down time. With that limit, it becomes difficult to attract some artists. They proposed to alter the job description to state at least two but no more than three exhibitions per quarter. With that adjustment there is the possibility of having shorter shows in the gallery. Mary Moeller asked how the SPAC lite process worked. Opsal stated that it was very easy, the only issue that arose was some communication issues due to contrasting schedules.

#### ***MOTIONMC-17-W-3 By Moeller***

*To approve the Assessment Lite recommendations for the AS Productions VU Gallery.*

Second: Van Hoozer Vote: 10-0-1 Action: Passed

Opsal stated that AS Special Events wanted to change the job descriptions to be more flexible and reasonable. The original stated that they would "plan two large-scale late night events throughout the year" with an approximate attendance of 2,000 students and 3-4 events per quarter with attendance of approximately 200 students. The document would be changed to planning two 4-hour late night events (one in the VU during Welcome Week), one in Winter Quarter with approximately 2,000 attendees and in between the hours of 8pm and 1am, planning two daytime programs (one in Fall Quarter and one in Winter Quarter), coordinating Lawnstock in Spring Quarter, coordinating the Last Comic Standing event and at least one motivational speaker, one comedian and 1-2 additional events throughout the year. Opsal stated that this change makes the job description more defined and more strongly outlined.

This change would allow for creativity but the coordinator can still be able to fulfill their job description. Makenna Schumacher added that everything listed in the document provides the coordinator with an outline for the year. Scott McDowell asked why those events were focused on. Schumacher explained that the events that were focused on were the events that had been very successful in previous years but can also focus on the diversity of programming. Opsal stated that it also makes sure there are traditional events but also allows for new and creative events. Opsal added that in the document title, she stated "alter the Special Events Coordinator job description to better outline more reasonable job terms" but she wasn't sure if "reasonable" was the best word choice and would appreciate input. The word "concise" could replace the word "reasonable".

#### ***MOTIONMC-17-W-4 By McDowell***

*To approve the Assessment Lite recommendations for the AS Special Events with the amendment of the title.*

Second: Van Hoozer Vote: 12-0-0 Action: Passed

### **C. Office Phone Reduction**

Moeller stated that she has spoken with Greg McBride of potentially reducing the number of phones in each of the AS offices. She added that there is a policy that each office has to have

one landline phone installed but she has personally never used her phone. Having so many phones in the offices is not as sustainable and more expensive, it costs about \$20 per line each year. Jordan Van Hoozer stated that two positions in her office share a phone and that has been fine but would depend on the positions. Moeller understood that some office like ASP build longtime relationships so they need more phones. Tori Engström stated that the Personnel Office has two phones available but only use one phone. Scott McDowell and Alex Baker stated that the Publicity Center space doesn't use their phones often and the Review added that most of the reporters use their cell phones. Schumacher stated that ASP could use reduction but they don't allow their staff to call agents via their cell phones. The ASP has a total of 6 phones but she stated that they could reduce to 5 phones. Opsal stated that she shared with a VU staff member but wondered who the telephone would be listed to. Rybalka thought that referring to it as the Assessment Office would work well. She added that an issue could arise with hiring committees because someone has to make a lot of calls. Moeller stated that she is looking into getting Skype on the computers, so people could receive calls on their computers. Moeller asked if Wayne Rocque has come to talk about office sustainability but people hadn't heard from him. She will be talking to him about getting that going.

#### **D. 'Intent to Apply' Survey**

Tori Engström stated that they will be assigning all student employees to search committees to find people to interview for specific positions. They will be sending out a survey asking what positions they might be applying so someone won't be put on a search committee for any positions they applied for jobs. The survey also asked about any relationships with people who might be applying for jobs in the AS. They used the language used last year but would appreciate any feedback on the language used in the survey. They explained that there was a misunderstanding last year where someone thought the Intent to Apply was a way for them to stay in their current job and not reapply. They will be sending it out in a week or so even though hiring doesn't start until the spring. They stated that even if you've already submitted the survey but become aware of any other jobs later, let Tori Engström know. Jordan Van Hoozer thought that being extra clear with how this isn't an application and that it is only to let people know who can be assigned to specific search committees would be helpful. Engström suggested that when it is distributed in the offices, the directors could explain what it is again. Opsal suggested to state that Tori Engström is the Personnel Director because some might not know who the Personnel Director is. Moeller suggested including a "financial relationship" in the fourth bullet point. She also thought that it would be helpful to include the AS Roster to know what jobs are available. Engström added that if someone isn't sure of specific positions they want to apply for, they could just include the office since most search committees oversee all the jobs in one office. Moeller stated that in the last sentence it said "awhiles" but it should be "awhile".

#### **E. Office Reports**

**Peter Biethan (KVIK Coordinator)** stated that he has connected the camera and is currently streaming to Facebook live. He explained that this is a test run but they are thinking of ways of implementing this technology to the AS. He said he would like everyone to think about events that could be livestreamed. Currently, there is only one functional copy of the streaming software so only one event can be streamed at a time. KVIK will be focusing on it more in the future, hopefully implementing it more around campus. He emphasized that the stream is private but once the problems are resolved, the streaming can be used on a larger scale and publicly. He thought that the AS could start utilizing it later this quarter. Mohammad Ebraffimi stated that we have to be careful with streaming people in crowds because we don't know who can be on camera or not.

**Scott McDowell (Publicity Center Account Executive)** stated that the PC is busy due to the start of a new quarter. Currently there are so many posters but not enough space for them. Biethan and Jathxiry Salazar have been helping the PC figure out how to use video and digital signage and make that a practice for the future. Ebrahimi is helping with making the AS Facebook page available for the events going through the PC. The PC is also short a designer.

**Jordan Van Hoozer (KUGS Program Director)** stated that KUGS is doing well. The only time they are off air this quarter is between 4am and 6am. They are also training 30 new DJs.

**Marya Rybalka (Business Director)** stated that she has mostly been busy with the budget process and being the chair of Budget Committee. She has been working with Tiffany Ng on the Student Enhancement Fund but are getting that committee started. They had an issue with that committee because the person who applied to be on that committee graduated but they now have a lot more applicants.

**Emma Opsal (Assessment Coordinator)** stated that there has been some adjustment to the new system. AS Review is in the last few stages of assessment. Film and the ESP have just started their assessment. DOC, Special Events and AS Production are finished with assessment. She is involved with the restructure and assessment of the Women's Center.

**Mohammad Ebrahimi (Communications Director)** stated that they have the Facebook page going and are trying to go live more often to bring in more viewers. They are starting to get WWU Upkeep going again and Biethan is going to help with recording and production of the videos.

**Mary Moeller (YP for Business and Operations)** stated that the Board got back from Lobby Day. They are getting ready for AS elections and spring hiring. She added that you can verbally disclose your candidacy for the Board but posting on campus or online is not allowed. At the Board Meeting on Friday, a resolution from the Board will be coming out on undocumented students.

**Makenna Schumacher (AS Productions Director)** stated that auditions for Last Comic Standing happened on Tuesday. They will be bringing a comedian to school in February. Films has two shows coming up which are Moana and Akira at the end of January. Marketing is working on logo rebranding for ASP. The Underground Coffee House still has the Wednesday Night Concert Series and various open mic nights.

**Alex Baker (AS Review Assistant Editor)** stated they have a readership survey out which is closing at the end of January. They realized that their readership was quite limited and hopefully the survey will be useful to help tailor to their readers.

**Danielle Freyer (AS Club Event Planning Facilitator)** stated that the Booths Conference is coming up on the 28<sup>th</sup> of January and Showcase is coming up in February. They are going through budgets to make sure all the accounts are accurate and up to date.

**Michael Goldberg (Environmental & Sustainability Programs Director)** stated that they just had their Sustainability Period which went well and Environmental Lobby Day is coming up on Presidents Day. They still have about 10 spots open, it is a great chance to take an active role in environmental policy. They are getting ready for Earth Day in April. He added that

John Francis is coming to speak and just had a meeting about possibly using a live stream. So he will be in contact with Biethan. The ESP is also working on logo rebrand. He stated that all information for Lobby Day is on the Facebook page with a link to the signup sheet.

**Tori Engström (Personnel Director)** stated that Salazar is getting ready for the job fair in the MPR where every office is expected to table. Applications will open from March 1<sup>st</sup> to April 4<sup>th</sup>. Simi Chhabra is looking into venues for the end of the year banquet. They are working on creating search committees and working on making the process more efficient. They explained that Pre-Spring Training is basically training on how to do a search committee. Their goal is to email everyone dead week of winter quarter what committee they will be on.

### **III. INFORMATION ITEMS**

### **IV. ACTION ITEMS**

### **V. ADJOURN**

*Moeller adjourned the meeting at 4:55pm.*