



AS Management Council

Monday, October 24th, 2016

6:00pm

VU462A

Members: *Present:* Mary Moeller (AS VP for Business and Operations, Chair); Tori Engström (AS Personnel Director); Morgan Annable (AS Review Editor in Chief); Baigali (AS Communications Intern); Jordan Van Hoozer (AS KUGS Program Director); Henry Pollet (AS Representation & Engagement Programs Director); Marya Rybalka (AS Business Director); Anna Kemper (AS Environmental & Sustainability Programs Director); Peter Biethan (KVIK Coordinator).

Absent: Spencer Pickell (AS Outdoor Center Equipment Shop Coordinator); Makenna Schumacher (AS Productions Director); Jacqueline Chavez (AS Ethnic Student Center Internal Coordinator); Scott McDowell (AS Publicity Center Account Executive); Abby Ramos (AS Resource & Outreach Programs Director); Emma J. Opsal (AS Assessment Coordinator); Danielle Freyer (AS Club Event Planning Facilitator).

Advisor: Lisa Rosenberg (Assistant Director for Student Activities)

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

Guests:

Motions:

MC-16-F-1 To appoint Anna Kemper as the Personnel Committee representative for Management Council. **Passed**

MC-16-F-2 To appoint Henry Pollet as the Vice Chair for Management Council. **Passed**

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

I. MINUTES APPROVAL

II. DISCUSSION ITEMS

A. Budget Timeline Update

Mary Moeller mentioned that Marya Rybalka is meeting with Raquel Wilson to speak about the Budget Timeline but since things are going to be different this year, Moeller thought that the program areas should be updated earlier. Rybalka explained that the goal for the Budget Timeline this year is to have the Board approve a budget before it goes to S&A. The S&A fee is a student fee of about 7 dollars per quarter that is split between the Associated Students, Athletics and DRAC (Departmentally Related Activities Council). S&A figured out how to split up the money. Most of the AS is funded by S&A fees. Anna Kemper thought that the fee was 240 dollars but Rybalka clarified that some of that money goes to different departments. Rosenberg added that about one third of the S&A fee goes to the Associated Students. Rybalka explained that Budget Committee looks over proposals from every office and makes recommendations to the Board. Then the Board looks over the budget and makes their final recommendation. Rybalka recalled that in the previous year, S&A and the Board approved separate budgets for the AS that didn't match up. The Board had approved a budget that was more than was funded so S&A was running on a slight deficit. To keep this from happening again, the Budget Committee will make their recommendation to the Board, the Board will make their recommendation to S&A and finally get approved by S&A. Henry Pollet thought that the decision was intentional to cut down the amount of reserves S&A had. Rybalka clarified that it was not intentional because there was a misconception that S&A had more

reserves that they actually did. Moeller and Rybalka explained that even though they do have reserves, not to the extent that they would intentionally run a deficit. Rybalka said that the budget templates will be out by November 14, 2016 and budget authorities will train with Eric Alexander and will then train you all. Tori Engström asked when the deadline for proposals will be. Rybalka didn't have a set deadline but said it would be sometime in January or February 2017. Rybalka mentioned that if there are any questions, feel free to schedule an appointment with her.

B. Purpose of Management Council/Member Reports

Moeller mentioned that the Charge and Charge states that Management Council should be doing member reports and program area reports regularly. Management Council is the place for everyone to express their issues to people in managerial positions as well as to Moeller who is there to help make the necessary changes. Moeller stated that she doesn't have a form for member reports but hoped to set some expectations for what we'll be expecting from the member reports. Engström asked if it would be in an informal way. Moeller said she would like it to be informal but have some ideas for content. Morgan Annable asked if it would happen at every meeting. Moeller said yes but if you don't have any input, you don't have to participate.

C. Changes in Job Descriptions

Engström explained that to make major changes in job descriptions, the changes are first submitted to Personnel Committee who then pass it on to the AS Board. Once the Board approves the changes, they are put onto the AS Website. The goal is to have major job description changes finished before spring hiring because the most accurate job descriptions should be used in the application process. The deadline for job description updates will be Friday of finals week in Fall Quarter. Engström will be sending out an email but Rosenberg wanted to clarify that Engström should only send the email to the directors. The directors would be more knowledgeable about any issues with the current job descriptions. Rosenberg added that the email should also be send to advisors and managers. The deadline is quite early because the process of getting all the changes approved by Personnel Committee and the Board could take a long time.

D. Pre-Winter Training

Engström stated that pre-winter training will be happening January 3rd, 2017. It will start around 10:30am and go until around 3pm. Engström wondered if it would be beneficial to have departmental time scheduled. Many agreed that it would be helpful. They thought it would be good to have departmental hours at the end of the day. Moeller asked Annable about how she would feel about the departmental training being in the afternoon since the AS Review had issues with the timing of departmental hours for Fall Training. Annable didn't think the timing would be an issue. Engström mentioned that the first hour of training, there will be awards presented and wondered if offices would like to present their accomplishments and goals so the Associated Students could understand what is going on in the other offices. Moeller thought that would be fun and others agreed.

E. Mid-Quarter Training

Engström asked for everyone to talk to their employees who haven't attended any training sessions yet. Peter Biethan asked how to sign up for a training. Engström explained that the training on October 26th had a signup sheet on the door of the Personnel Office and the other training, people sign in on a roster. Jathxiry Salazar will be sending out another email but

Engström would appreciate if they remind their employees that mid-quarter training is part of salaried employees job descriptions. If an employee can't attend any of the trainings, tell them to email Salazar who has options for making up the training.

III. INFORMATION ITEMS

IV. ACTION ITEMS

A. Vice Chair and Personnel Committee Elections

Moeller asked if there is anyone who would like to be a representative for Personnel Committee. She added that Tori Engström and Pollet were nominated for Vice Chair of Management Council. Moeller explained the importance of having a representative for Management Council on Personnel Committee because it is such a small committee. Engström mentioned that Personnel Committee doesn't meet often and the meetings might happen more often later in the year but emphasized that it isn't a time consuming committee. Morgan Annable asked if they could volunteer their Assistant Editor. Rosenberg thought that the representative should be someone who sits on Management Council. Kemper nominated herself but asked what would happen if her year becomes busier. Engström said they would try to schedule a time where everyone could attend but quorum needs to be achieved (which is 3 members). Moeller asked if there are any objections to appoint Anna Kemper as the Personnel Committee representative for Management Council. There were no objections. Moeller asked for Engström and Pollet to speak about why they want to be Vice Chair of Management Council. Engström said that since they were nominated by someone else, they would be fine with being the Vice Chair but would rather someone else gain some experience chairing a committee since they already chair a different committee. Pollet stated that he will be involved in the AS for another four to six years so he would like to have more knowledge of how the AS works internally and would appreciate more experience within the AS. Moeller asked all eight voting members to vote. Pollet was elected as the Personnel Committee representative for Management Council.

MOTION MC-16-F-1 *By Moeller*

To approve Anna Kemper as the Personnel Committee representative for Management Council.

Second: Vote: 8-0-0 Action: **Passed**

MOTION MC-16-F-2 *By Moeller*

To appoint Henry Pollet as the Vice Chair for Management Council.

Second: Vote: 8-0-0 Action: **Passed**

V. ADJOURN

Mary Moeller adjourned the meeting at 6:35pm.