



AS Management Council

Thursday, March 2nd, 2017

4:00pm

VU 567

Members: *Present:* Mary Moeller (AS VP for Business and Operations, Chair); Scott McDowell (AS Publicity Center Account Executive); Tori Engström (AS Personnel Director); Jordan Van Hoozer (AS KUGS Program Director); Peter Biethan (KVIK Coordinator); Makenna Schumacher (AS Productions Director); Marya Rybalka (AS Business Director); Danielle Freyer (AS Club Event Planning Facilitator); Josie Butcher (ROP Representative); Alex Baker (AS Review Assistant Editor); Emma J. Opsal (AS Assessment Coordinator); Mohammad Ebrahimi (AS Communications Director); Michael Goldberg (ESP representative).

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: Lisa Rosenberg (Assistant Director for Student Activities)

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

Guests:

Motions:

MC-17-W-6 Approval of the minutes from the Management Council meeting on January 19. *Passed.*

MC-17-W-7 Approval of the minutes from the Management Council meeting on February 2. *Passed.*

MC-17-W-8 Approval of the Communications Office assessment recommendations contingent on any changes that come out of later meetings.

MC-17-W-9 Approval to table the Environmental Center assessment document. *Passed.*

Mary Moeller called the meeting to order at 4:03pm.

I. APPROVAL OF MINUTES

MOTION MC-17- W-6 By McDowell

To approve the minutes from the Management Council meeting on January 19.

Second: Rybalka Vote: 9-0-0 Action: Passed

MOTION MC-17-W-7 By McDowell

To approve the minutes from the Management Council meeting on February 2.

Second: Van Hoozer Vote: 9-0-0 Action: Passed

II. DISCUSSION ITEM

A. Communications Office Recommendations

Emma Opsal stated that the first adjustment would incorporate KVIKs videography work into the Communications Office structure. The two KVIK positions would work directly for the Communications Office. Opsal explained that this is a guiding recommendation for adjustments to strategy in the Communications Office. Tori Engström explained that the KVIK positions are on hold for hire because they understood that significant changes might be made to the job descriptions so they have not released them yet. Opsal explained that this recommendation will not be complete in this school year; it is a recommendation for the future. Jeff Bates added that WWU Upkeep moved to the Communications Office, which would be produced by Peter Biethan. Bates explained that this is an opportunity to provide better video services to the AS offices. Scott McDowell asked if KVIK would report to the Communications Director. Opsal clarified that KVIK would work directly with the Communications Office and direct reportage would be to the Communications Director. The second recommendation is about the purchasing of two AS branded table clothes for offices that do not have any branded materials for events. Opsal explained that the table clothes would be kept in the Communications Office and could be checked out by AS offices when needed. The funding would come from the existing Communications Office budget and would be implemented in the next few weeks. Opsal explained that the next recommendation is to add reportage to include the AS Communications Offices to all marketing-based jobs in the AS. This would allow for better communication between programming offices with the Communications Office. This change would be implemented next year. This change would be added into job descriptions for next year. The fourth recommendation is to introduce academic internships. The intern would determine a project they want to work on in the spring so they could start it immediately in Fall Quarter. Opsal explained that since the interns are not AS employees, the job description would not be as structured as AS job descriptions. The next recommendation is to produce weekly-events videos. Opsal explained this recommendation would ensure a WWU Upkeep-like video would be produced out of the Communications Office. The sixth recommendation does not have any immediate effects but it would make it so the videographers, AS Review, the Publicity Center and the Communications Office are able to work more interactively. Bates stated that the challenge is finding a continuous space for those offices to work together. Opsal added that this is for Structure Review to look at next year. McDowell stated that this is a good direction for the Publicity Center. Peter Biethan stated that KVIK thought a lot of restructure would be needed once the recommendations are put into place. He wanted to clarify that voting for these recommendations is also a transition from the tradition group work KVIK had to having two individuals whose only job is to produce videos. He thought that this change would be beneficial but he stated that he is concerned about the transition of the stations that KVIK leads to a club format. Currently the equipment, previously only available through KVIK, is now available to students through ATUS. Biethan wanted to make sure the stations still have the same access to the equipment they had before.

MOTION MC-17- VC-8 By Van Hoozer

To approve the Communications Office assessment recommendations contingent on any changes that come out of later meetings.

Second: Engström Vote: 11-0-0 Action: Passed

B. Environmental Center Assessment

MOTION MC-17- W-9 By Van Hoozer

To table the assessment document for the AS Environmental Center.

Second: Rybalka Vote: 10-0-1 Action: Passed

C. Sustainable Office Certification

Moeller stated that Julia Bainbridge from the Office of Sustainability talked to Management Council before and stated that the Office of Sustainability wanted the AS offices to fill out the document for their office before March 9th. Moeller understood that the deadline is very soon but she stated that it could be moved to the first week of Spring Quarter. Bainbridge had stated that the spreadsheet should only take an hour to fill out. Michael Goldberg stated that his office made a poll on their Facebook page that made the form much easier to complete. No one agreed that their offices would meet the March 9th deadline. McDowell stated that it is almost impossible for the Publicity Center to meet the expectations because they produce so many posters. Moeller thought different exceptions could be made for the Publicity Center. Moeller added that there are not goals that each office needs to meet; the Office of Sustainability is just assessing each office to help make goals for each office. She said that a soft deadline could be the first Thursday in April and the last deadline would be April 14th, 2017. Lisa Rosenberg explained that the first month would be setting up search committee meetings so it would be a busy time but Moeller stated that she really hoped this was going to be completed during Winter Quarter so she did not want to push the deadline any more. Opsal wondered if this could be added into Spring Training. Tori Engström stated that they would add it in to the Spring Training agenda. Moeller also wanted a small section on Scent Free Zones to be added to the agenda for Spring Training.

D. Scent Free Zones

Moeller stated that due to the backlog of policies, she thought they could use signs without passing a policy on making offices in the AS scent free zones. She stated that she plans on meeting with Greg McBride on making the Viking Union a scent free zone as well. McDowell stated that he is concerned with making a policy on people's personal space. Moeller stated that it is more about building a culture not something that is enforced. Opsal was concerned about making it a policy but is fine with signage. The signs would help people become aware of their fragrances but making a policy borders on policing someone's body and she does not think the AS should stand for that. Moeller thought that putting up signs would be good intermediate step and they should focus on the health implications. She added that it would be good to specify that deodorant is okay but air fresheners and perfumes are not. Makenna Schumacher stated that the AS Event Policy stated that the AS promotes creating safe and inclusive spaces for all identities and backgrounds but also states that the departments establish the processes for planning individually. Schumacher found that the departments are making the choices; it isn't an overall organizational choice. If they were to implement the 'accommodation statements' discussed, they would be established via each department, not an overall AS accommodation. Moeller wondered if there was a way to set standards so every department has to follow them. She added that the ADA is often the bare minimum. Students often need much more than what the ADA specifies. Rosenberg stated that if there is a group that would want to develop accessibility considerations for events. They could put together a checklist of considerations related to accommodations when planning events and then decide if it should be referenced in the program standards. When the program standards were first developed, it didn't say that an individual coordinator needed their event approved by a director before they could move ahead with their event. When the program standards were developed, it allowed for more flexibility with the process of how departments get their events approved. Schumacher stated

that there is no program proposal system in her office. She thought that if they had a checklist, it could be filled out and then given to the office's director. Rosenberg added that considerations for presenters should be made as well. Schumacher liked the idea of a recommendation sheet for offices when planning an event. A subcommittee could meet with the DRS to come up with a list of accommodations. Moeller recommended that Schumacher meet with the Students with Disabilities Advisory Committee. Rosenberg stated that Management Council has the capability to create subcommittees. Moeller wondered if they should put the example signs up or if the Publicity Center should create some. Opsal stated that she feels uncomfortable using images from the internet without permission from the creator. Rosenberg stated that the Publicity Center try to avoid images with white faces on them. Moeller will go through the Board to get funding through Operational Enhancement and have the Publicity Center come up with some sign designs. Marya Rybalka wondered if everyone should talk to their offices before the signs are put up. Schumacher thought that "try to avoid" would be better wording than "do not".

E. Office Reports

Tori Engström (AS Personnel Director) stated that the AS jobs are now posted but a few still have not been added. The Personnel Office creates the job posting and then Human Resources approves them, so it can take a long time. They added that it has been hectic with the delay from hearing from the university about salary scales. The Personnel Office let everyone know about search committees and spring training. At Spring Hiring Training, they will go over the hiring process. During dead week, the Personnel Office will email which search committee you are on and determine when you will meet with your advisor.

Marya Rybalka (AS Business Director) stated the budget process is still going. Budget Committee will have their last meeting in the first few weeks of Spring Quarter and then the AS budget would go to the AS Board. The presentations for the AS Budget will go to SNA Fee Committee on April 5. The Student Enhancement Fund application is now on OrgSync.

Alex Baker (AS Review Assistant Editor) stated that AS Review has a new volunteer doing copyediting.

Mohammad Ebrahimi (AS Communications Director) stated that the Communications Office went through assessment. They have been going live on Facebook often and are working with KVIK for WWU Upkeep.

Mary Moeller (AS VP for Business and Operations) stated that Structure Review has drafted a constitution that will go to the AS Board on Friday and it will be presented at Spring Training. She added that the Multicultural Center will be located on top of the AS Bookstore. They are thinking of moving KUGS in the old ESC space but nothing is set in stone. Election packets are available in the AS Board Office.

Michael Goldberg (AS ESP Marketing Coordinator) stated that they had a composting workshop today and ran out of supplies in 1.5 hours so they are going to accommodate for the popularity of the event next quarter. At 7:00pm, they are going to watch the documentary 'Tapped' and have a discussion afterward. In April, they have Change of

Course on April 6th, Earth Day Festival and Climate Fest. They are working to get a Facebook stream for some of their events.

Emma J. Opsal (Assessment Coordinator) stated that AS Review is in the assessment process so the first meeting of Management Council will see the last assessment document. A survey will be going out to discuss assessment in Spring Quarter so she can make recommendations for assessment next year. There is a possibility of creating a document to opt out of assessment. Assessment Fite is still available but that form will close next Friday.

Danielle Freyer (AS Club Event Planning Facilitator) stated they finished Club Showcase and Back to Bellingham is being planned.

Makenna Schumacher (AS Productions Director) stated that Femme Fest is tomorrow. Moonlight showed this week and was completely full. They are rescheduling Hidden Figures because the company pushed the date of release. A lot more events will be coming in Spring Quarter.

III. INFORMATION ITEMS

IV. ACTION ITEMS

V. ADJOURN

Moeller adjourned the meeting at 5:04pm.