



AS Management Council

Friday, May 19th, 2017

4:00pm

VU462A

Members: ***Present:*** Mary Moeller (AS VP for Business and Operations, Chair); Jordan Van Hoozer (AS KUGS Program Director); Makenna Schumacher (AS Productions Director); Morgan Annable (AS Review Assistant Editor); Danielle Freyer (AS Club Event Planning Facilitator); Mohammad Ebrahimi (AS Communications Director); Peter Biethan (KVIK Coordinator); Jathxiry Salazar (Personnel Assistant Director 1).

Absent: Abby Ramos (AS Resource & Outreach Programs Director); Emma J. Opsal (AS Assessment Coordinator); Spencer Pickell (AS Outdoor Center Equipment Shop Coordinator); Rosa Rice-Pelepko (AS Representation & Engagement Programs Organizing and Outreach Coordinator); Jacqueline Chavez (AS Ethnic Student Center Internal Coordinator); Marya Rybalka (AS Business Director); Scott McDowell (AS Publicity Center Account Executive).

Advisor: Lisa Rosenberg (Assistant Director of Viking Union Student Activities)

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

Guests:

Motions:

- MC-17-S-1** Approval of the minutes from Management Council meetings on February 16th and March 2nd. ***Passed***
- MC-17-S-2** Approval of the addition of the AS Accessibility Checklist to the Program Standards of the AS. ***Passed***
- MC-17-S-3** Approval of the changes to mission statements, name changes and to remove KVIK from the AS Program Standards. ***Passed***

Mary Moeller called the meeting to order at 4:12pm.

I. APPROVAL OF MINUTES

II. DISCUSSION ITEMS

A. Approval of Minutes

***MOTIONMC-17-S-1** By Van Hoozer*

To approve the minutes from the Management Council meetings on February 16th and March 2nd.

Second: Ebrahimi Vote: 7-0-0 Action: Passed

B. Scent Free Zone Signs

Mary Moeller stated that the Board has passed the signs and they have been printed by the Publicity Center. Moeller stated that she is going to take the signs to the Students Disability Advisory Committee and then have the DOC distribute the signs to the AS offices.

C. Accessibility Checklist

Makenna Schumacher stated that the checklist is finalized and it has all the updated information but she is not sure on how to go about implementing it. Moeller clarified that they discussed putting it into the AS Program Standards. Moeller also suggested adding it into the job descriptions of positions that plan events because most people do not read the Program Standards. Lisa Rosenberg suggested not voting on changing all the job descriptions yet. Rosenberg suggested adding a section in the AS Program Office Activity and Event Standards. She suggested adding, "coordinate programs and services in accordance with the AS Accessibility Checklist". Moeller stated that it is a good timing because the Program Standards are being adjusted due to the restructure in the AS. Schumacher stated that she hopes this could be integrated into Fall Staff Development but she is very happy with the checklist. Rosenberg stated that they have started planning Summer Training, so Schumacher could have a small session during training on the Accessibility Checklist.

MOTIONMC-17-S-2 By Schumacher

To approve the addition of the AS Accessibility Checklist to the Program Standards of the AS.

Second: Ebrahimi Vote: 7-0-0 Action: Passed

D. Spring Hiring

Jathxiry Salazar stated that the Personnel Office would appreciate any feedback on the hiring process this year. Peter Biethan stated that with his search committee, the applications for two of the three positions had to be opened for an extended period because they did not get enough applications. It created a tight timeline for scheduling interviews to be done by New Hire Night. He suggested moving New Hire Night keeping in mind that application deadline dates could be pushed back. Biethan also thought that thinking of ways of getting more applicants would be beneficial. Jordan Van Hoozer stated that KUGS had issues with not getting enough applicants, so brainstorming ideas of getting more applicants would be useful. Danielle Freyer stated that they sent an email out to departments that could be related to the position and they received a lot more applications after that email was sent out. Van Hoozer stated that since the Personnel Office has the most knowledge of the different departments, it would be best for the Personnel Office to send out those emails. Mohammad Ebrahimi stated that the Personnel Office could collaborate more with the Communications Office to get emails sent out to the student body about AS jobs. Salazar stated that as long as the Personnel Office drafts the email, it could be sent by anyone in the AS. Moeller stated that it could help make the AS less insular because it seems that most people that get jobs with the AS already know someone in the AS. Biethan stated that clubs have found that "flyering" is one of the most effective ways of advertising. He thought that if they could find volunteers to do that, it would really increase the visibility of the AS job openings. They all suggested that there is separate promotion for the job fair and the hiring. Salazar stated that this would all take place Winter Quarter. Schumacher wondered if it was possible to have the AS Job Fair somewhere with more traffic like in the Viking Union. She also suggested utilizing the two tables on the sixth floor; it could be a rotating job fair. Van Hoozer wondered if the space on the fifth floor by the post office could be used. Salazar stated that she received a fair amount of push back from the Publicity Center with the job fair publicity. Salazar wanted to have all the department logos on the publicity because the individual logos are recognized by student whereas the AS logo is not as known but the PC only wanted to use the main AS logo. Ebrahimi stated that in Communications Committee they are working on making more cohesive logos within all the AS departments and making sure people know what the AS is. Ebrahimi added that next year

he will be working on having cross advertisement between the AS offices. Salazar stated that hiring is always chaotic and stressful but she was frustrated during Spring Training because people were on their phones, not paying attention and the people on their phones were making mistakes during the hiring process. She stated that the Personnel Office likes questions but when all the information is in the packet they handed out, all the questions can become tedious. She added that they could be clearer when presenting the process since the Personnel Office used a lot of terminology that most AS employees do not know. Schumacher suggested a step-by-step tutorial either on Canvas or on Powerpoint that shows all the forms and where to find them. Salazar stated that there was all that information on the packet they handed out at training. Moeller stated that the packet was very helpful. Van Hoozer stated that the packet was not circulated fully through the room, so some people did not receive the packet. Van Hoozer added that it would be good to have an online version because there are many people who do not attend Spring Training. Moeller also suggested emphasizing the different roles of the chair versus the team leader. Salazar added that the AS would be using a new hiring software next year, which should be easier to use. Van Hoozer stated that they could possibly have hiring for 4-quarter positions earlier than 3-quarter positions. Rosenberg suggested having all hiring earlier because there might be people applying for both 4-quarter positions and 3-quarter positions. Biethan stated that there could be an issue with having applications opened in the winter because usually people are not thinking that far ahead.

E. Program Standards

Rosenberg stated the end of the Program Standards includes the mission statements for every office in the AS. She stated that there have been some office name changes as well as changes to mission statements. She and Moeller could then go through the Board minutes and make those changes.

MOTIONMC-17-S-3 By Van Hoozer

To approve changes to mission statements, name changes and to remove KVIK from the AS Program Standards.

Second: Schumacher Vote: 7-0-0

Action: Passed

F. Final Office Reports

Schumacher stated that they are announcing the Lawnstock lineup on Tuesday and they will have various merchandise available if you donate clothes. She added that there is an outdoor movie next Tuesday. Moeller stated that the Board's work is wrapped up except for the stuff they are doing with the RAs. Van Hoozer stated that KUGS will be on air over the summer and they still need more summer DJs. Biethan stated that KVIK just had their final 48 Hour Film Festival which had 40% more involvement from teams in previous years. He stated that they would be discussing the reallocation of film equipment with the dissolution of KVIK.

III. INFORMATION ITEMS

IV. ACTION ITEMS

V. ADJOURN

Moeller adjourned the meeting at 4:52pm.