



AS Management Council

Monday, February 12th, 2018

4:00pm

VU 462B

- Members:** ***Present:*** Alex LaVallee (AS VP for Business and Operations, Chair); Alex Martinez (AS Personnel Director); Erasmus Baxter (AS Review Editor); Maxwell Nelson (AS Assessment Coordinator); Leti Romo (Coordinator for Equity and Identity Resource Center); Kelly Oberbillig (AS Outdoor Center); Hannah Spencer (AS Representation & Engagement Programs Director); Micah Smith (AS Publicity Center Account Executive); Bryndis Crider (AS Club Training and Development Facilitator).
Absent: Steven Wright (AS KUGS Program Director); Katie Winkelman (AS Environmental & Sustainability Programs Director); Jose Rios-Sanchez (AS Business Director); Mohammad Ebrahimi (AS Communications Director); Victoria Matey (AS Ethnic Student Center Internal Coordinator); Makenna Schumacher (AS Productions Director).
- Advisor:** Casey Hayden (Student Activities Coordinator)
- Secretary:** Chrissa Browder-Long (Board Assistant for Internal Committees)

Alex LaVallee called the meeting to order at 4:06pm.

I. APPROVAL OF MINUTES

II. DISCUSSION ITEMS

A. Office Updates

Alex LaVallee stated that he would appreciate updates from everyone's offices. He wondered if the previous position holder did the full 15 hours of the internship. He also wondered if those who did undergo the full 15 hours felt that they were prepared to do their position after the internship and how people felt after Pre-Fall Training. Micah Smith stated that there are two other people with his position, so when he went into the position, it wasn't a formal internship but the two other project managers helped him which totaled 15 hours. Max Nelson stated that he talked with his predecessor and received a broad picture of assessment but did not get a full understanding of how everything fit together and it wasn't as specific as he would have liked. Hannah Spencer stated that her internship was good for what she personally needed but she had been working the REP for one year already. She stated that she did not feel like she needed a full 15 hour internship but if someone was new to the AS and they received the same internship as her, they would not have been prepared. Erasmus Baxter agreed with Spencer and thought that if he had not come from the AS with the skills he already had, he does not know how well-equipped he would have been. Leti Romo stated that she heard from a professional staff member that people often don't think they need to meet but once they are in their position they wish they had met for the 15 hour internship. Spencer added that it is hard to know what people need in particular. Kelly Oberbillig stated that she only met for an hour or two with her predecessor. She was given resources but there was not any active practice. She added that she did not find Pre-Fall Training very helpful for her position in particular. It would have been helpful to meet for the full 15 hours. Smith stated that training was helpful because he got to make connections with the marketing folks in other offices but it would have been even more beneficial if the marketing people knew who they would be interacting with throughout the year. Baxter added that when all the offices were giving brief presentations, some were very prepared when introducing themselves but others weren't prepared, so it would be good to allow each office to prepare a presentation about

their office. Spencer stated that training is good to establish the culture of the AS but often people don't know much about their positions yet which makes many of the session less beneficial. Romo stated that students that are supervisors did not feel that there were enough skills introduced on how to supervise. LaVallee stated that there is not much accountability on the predecessor for the successor to succeed. LaVallee explained that an example of this was from the 2015-2016 Communications Director Legacy Document. LaVallee went over the document and explained how it was unprofessional and not very helpful for the successor. The predecessor set the tone for the year with very low expectations. LaVallee stated that it seems that how the 15 hour internship is now does not work and it seems that many folks in Management Council agree. Oberbillig stated that her legacy document only had the name changed, so it had not been updated in some time and was not very helpful. LaVallee stated that there is a lot of variation on how passionate employees are for their positions. Nelson stated that he advocates to keep the internships. Bryndis Crider asked if they receive guidelines for the internships. LaVallee stated that there are guidelines available but they are not enforced.

B. Structure Review Committee Update

LaVallee stated that Structural Review Committee has been meeting without quorum and they have determined that the restructure is not achievable with the committee they have. SRC is going to become more about adjusting the constitution and making sure it is prepared for the next time it can be voted on but it is unclear whether the Management Council subcommittees will become a larger part of shaping restructure.

C. Personnel Committee

In Personnel Committee they are updating the Employment Policy (changed to Personnel Policy). LaVallee stated that anyone is free to read it over and make suggestions.

D. Budgets

LaVallee asked if offices have been working on their budget because the budgets are due February 15th.

E. Winter Quarter Management Council Presentations

LaVallee stated that he would like everyone to give a presentation about their offices at some point Winter Quarter.

F. Winter Evaluations

Spencer asked about winter evaluations. Martinez stated that they are going to send out an email this week. Martinez added that he sent out an email asking what positions people will be applying for because they are preparing for Spring Hiring. LaVallee stated that he has been discussing with the Personnel Office about how to shorten the hiring timeline as well as having students-at-large on hiring committees to lessen the burden on AS employees. Nelson stated that with the REP under assessment, the recommendations will be brought to Management Council then it will go to the Board. Nelson stated that he would like to have that done by the end of this quarter.

III. INFORMATION ITEMS

IV. ACTION ITEMS

V. ADJOURN

LaVallee adjourned the meeting at 4:48pm.