



AS Management Council

Date: November 2, 2018 Location: VU 462A

- Members: Present** Ally Palmer (Business Director), Genaro Meza Roa (VP for Business and Operations), Sam Frost (Communications Director), Katie Winkelman (ESP Director), James Pai (ESC Advocacy Coordinator), Mae Turney (KUGS Programs Director), Rachel Walsh (Personnel Director), Pauline Elevazo (Productions Director), Nora Harren (REP Director), Kayl Gillihan (SAIRC Outreach and Representation Coordinator), Erasmus Baxter (AS Review Editor-in-Chief), Micah Smith (Publicity Center Project Manager), Noble Solana-Walkinshaw (AS Club Training & Development Facilitator)
- Absent:** Ian Ferrer (AS Assessment Coordinator, non-voting), Julia Soes (OC Equipment & Bike Shop Coordinator)
- Advisor:** Casey Hayden (Assistant Director for Student Activities)
- Secretary:** Nate Jo (Board Assistant for Internal Committees)

Motions:

- MC-18-FA-1** To recommend amending the Management Council Charge and Charter by changing the student senator voting status to non-voting. **Passed.**
- MC-18-FA-2** To recommend amending the Management Council Charge and Charter by removing item VII. Funding and removing funding from the Charge. **Passed.**

Ally Palmer called this meeting to order at 2:02pm.

I. Approval of Minutes

No minutes to approve.

II. Revisions to the Agenda

No revisions to the agenda.

III. Action Items

No action items.

IV. Information Items

A. Introductions

Ally Palmer asked each member of Management Council to introduce themselves and say one of their strengths and weaknesses as a leader. Rachel Walsh introduced herself and said that her weakness was delegating work and her strength was having a wide range of knowledge. Micah Smith introduced himself and said that his strength was in establishing relationships and his weakness was in burning out. Katie Winkelman introduced herself and said that her weakness was also burning out and that her strength was in good communication. Sam Frost introduced herself and said that her strength was creating a good space in the Communications office and that her weakness was saying no too often to spending the budget. Casey Hayden introduced himself and said that his weakness was in cohesion and his strength was in making new ideas happen and challenging the process. Kayl Gillihan introduced herself and said that her strength was in making things happen and that her weakness was coming up with new ideas. Nora Harren introduced herself and stated that her strength was checking in with her staff and her weakness was not being assertive enough. Pauline Elevazo introduced herself and said that her strength was in advocating for her staff and their ideas and that her weakness was scheduling and having set office hours. James Pai introduced himself. Pai said that his strength was

delegating and making sure that everyone is participating and that his weakness was communicating too bluntly. Erasmus Baxter introduced himself and said that his strength was in leading by example and that his weakness was in finding ways to make sure people in his office are actively gaining the skills they need. Mae Turney said that her strength was in communications and empowering people and said that her weakness was in being too accommodating and spreading herself too thin. Palmer said that she is good at exacting information and give and take. She said her weakness was that she gets too wrapped up in projects instead of supervising. Nobel Solana-Walkinshaw said that his strength was in being passionate and excited about his work and that his weakness was becoming easily distracted if something is boring or hard to get done. Genaro Meza Roa said that his strength was in saying no to things and his weakness was delegating tasks.

Palmer said that if anyone needed help with anything they should feel free to ask for support. Palmer said people should feel free to bring up issues of conflict they were working though and suggested approaching Management council with a positive outlook as a forum to work though issues. Palmer asked if there was anything that anyone wanted to talk about.

Winkelman said that her staff has vastly different needs than they had last year. She said there was better synergy last year and that this year the learning curve has been steeper, causing her to spend more time with individual staff members. Winkelman said that she wants her staff to achieve their learning goals and asked for advice.

Palmer asked if she felt that she had the resources to meet the expectations of the employees.

Winkelman said that it would be nice to have an online training for expenditure request forms, budget information, travel and other skills. She said that this information is passed on from director to director but it is hard to do one on one trainings with these things for individual employees. Palmer agreed that this would be good to establish. Solana-Walkinshaw said that the Club Hub had resources on training that could be adapted for AS employees and that he would talk to Jenn Cook about this. Walsh mentioned collaborating with the Personnel Office on this.

B. Review of Charge and Charter

Palmer instructed the committee to read the charge and charter and comment on suggested changes. Palmer mentioned that the second bullet in the charge needed to be removed since Management Council no longer allocates funds. Hayden explained that the supplemental program fund used to be quite large but became smaller over the last five years until ultimately the budget committee cut it. This was done in part to find dollars to cover minimum wage increases. Palmer said that this change was not reflected in the charge. Pai mentioned disinformation in the AS being a problem. He said that people are confused on information that is not up to date. Pai said that many of the job descriptions and committee charge and charters were not updated and that information was hard to find. Palmer asked if the information on the AS Business web page was a useful resource. Winkelman said that the business office page is helpful but it would be better to put things into more blatant terms. She said that clear examples and knowing where to look instead of abstract information is better. Winkelman referenced the Whatcom County Health Department information as being less complex and a better way of pointing people to the information that they need.

Solana-Walkinshaw said that it would be a bigger agenda item for Management Council to discuss the overall accessibility of the AS. This would involve looking at how students interact with the campus with a large survey. He said that there isn't a class for students to find out about campus resources so they have to find them on their own. This is a problem when online resources are outdated. Palmer asked if Frost would do this from the Communications Office. Winkelman mentioned Western's office for surveying students. Frost mentioned that the Communications Committee was working on a survey about rebranding the AS and that this could be incorporated into it.

Palmer asked who was responsible for updating the AS website. Hayden said that each office has permissions to edit their page but that things tend to lag on the AS Website. He said that the Personnel Office was responsible for updating job descriptions and that Annie Byers had permissions to update master documents on the Q:Drive.

Gillihan mentioned that her position name should be the SAIRC Representation and Outreach Coordinator on the committee charge and charter.

Baxter questioned why the student senator was a voting member of Management Council and mentioned separation of powers. Frost said the idea was that senators be included in the AS. Winkelman said that she understood the student senate to be working on campus wide administrative issues and that Management Council was an internal AS Committee.

Solana-Walkinshaw said that cross over between AS operations and the student senate was good and Winkelman said that it would be good for the student senate to be able to ask how management council could improve the AS. Casey Hayden mentioned that there was the option to make the student senator non-voting. Pai said that the senator could act as a liaison to the student senate. Winkelman said that Management Council should report to the student senate and vice-versa to maintain a line of communications but that they shouldn't vote on Management Council. Walsh said that there was one representative from every part of the AS but that the senator could be non-voting.

MOTION MC-18-FA-1 By Winkelman

To recommend amending the Management Council Charge and Charter by changing the student senator voting status to non-voting.

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

MOTION MC-18-FA-2 By Winkelman

To recommend amending the Management Council Charge and Charter by removing item VII. Funding and removing funding from the Charge.

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

Hayden said that the separation of powers in the AS with the student senate would be a topic for future meetings. Hayden also said that the Opportunity Fund could go to Management Council instead of activities council and Management Council could also deal with the bookstore donation process. Winkelman questioned Management Council's bandwidth capacity. She said that last year the committee spent a lot of time on funding requests. Winkelman said that she would like to see Management Council work on systems in the AS and supporting students. Hearing out funding requests is a lengthy process and creating new systems for the AS is not a small undertaking. Walsh mentioned that a representative from Management Council is a member of the Personnel Committee. Walsh asked Turney if she still wanted to be the representative. Turney confirmed. Palmer said that the committee could decide on the vice-chair at the following meeting. Walsh stated that she was interested in being the vice-chair. The committee continued reading though the Management Council Charge and Charter. Winkelman said that some parts were redundant.

C. Business for Future Agendas

Hayden said that the Structural Review Committee had talked about the Board of Directors divesting authority from Management Council so that the council could be the final authority in determining some AS policy.

Baxter asked when this would happen and suggested adding it to a future agenda. Hayden replied that much of the structural changes are still to be determined and that a timeline was not yet determined. Palmer mentioned possibly having management training to support women in leadership but also having training on how to lead a team for management in general. Palmer asked Walsh if this could be incorporated into the Winter staff development. Walsh said that it was originally planned but that there was not time. Walsh also stated that it might not be an appropriate training for everyone in the AS to receive and that it should be done at a different time. Palmer asked if everyone was interested in a management training to talk about leadership. Winkelman said that it would be great to have a space

of support. She mentioned that directors can feel bad about their work and knowing that other directors are struggling with the same thing is good. Palmer said that something could be coordinated before Winter break. Winkelman suggested sending out a Doodle poll.

Hayden said that Management Council meetings could become an in-service training. He said that a presenter could be brought in as well. Hayden asked who the target of these meetings would be.

Walsh said that it would be the directors in the AS, although all AS employees are seen as leaders.

Frost said that she would prefer the training to happen outside of Management Council to help people be more honest with their feelings, since meeting minutes are taken for the regular meetings.

Walsh asked who would want to be a part of the training since it would be optional.

Palmer said that she heard requests to talk about communicating, expectation, and understanding the needs of employees and asked if there were other specific items that people wanted training in. Pai said that conflict resolution between coworkers could be with formal training.

Walsh asked if there any suggestions for Winter staff development.

Winkelman asked about setting boundaries and what can be asked of employees. She asked how to address situations where employees are underperforming. Palmer suggested talking to advisors about the situation. Winkelman questioned how to ask an employee to simply try harder. Walsh said that she could look at their job description and if they are not meeting a specific requirement, the Personnel Committee could make a performance contract. Elevazo said to tread lightly around performance contracts because they can create rifts between coworkers and bad power dynamics.

Winkelman said that this is learning experience and she wants her employees to feel empowered, but at the same time she doesn't want students dollars to pay for a position that isn't doing much work.

Palmer mentioned making job descriptions more specific in order to hold people more accountable.

Winkelman said that her job description was so vague that she could do almost anything.

Frost suggested talking about handling cross department conflicts without stepping on any toes.

Elevazo suggested talking about handling burn out. Winkelman suggested talking about supporting staff in difficult circumstances and setting boundaries in professional relationships. Palmer said the number of people attending, suggested items, and times would be sorted out for a management training.

V. Other Business

Palmer asked if there was any other business. Smith said that the publicity center was coming down on the number of projects they were working on and asked anyone with events to submit publicity requests as soon as possible. Frost also said that the Communications office was struggling with not being alerted enough in advance of events and asked that promotion requests be submitted sooner. Hayden asked when the next meeting would be. The committee agreed to meet biweekly, with the next meeting being on November 16th. Hayden said that it was important for the Assessment Coordinator to attend meetings for the committee to do assessment work but that other department directors could send a proxy in their place.

Palmer adjourned the meeting at 2:52pm.