



**Proposed Motion:** To approve the transfer of **\$965** for the appointment of Caitlin Huntsman to the newly approved Vote Staff Position from the AS Operational Enhancement Fund to the Representation and Engagement Administration Budget.

**Sponsor:** VP Bus Ops representing Personnel Committee

**Persons of Contact:** Caitlin Huntsman, REP Associate Director, Personnel Director

**Guest Speaker:** Caitlin Huntsman

**Date:** January 2013

Personnel Committee voted and approved of this proposal on 12/4/12. This proposal has three requests.

- I. Approve of the Position "AS Vote Staff"
- II. Approve of the funding for this hourly position.
- III. Appoint Caitlin Huntsman (this year's Voter Education & Registration Coordinator) to the position.

**I. Approve of the Position "AS Vote Staff"**

**Context:** During the course of Caitlin's time as Coordinator, she reached great milestones (record registrations etc.). But there was not enough time allotted in her hours to document procedure so that future coordinators could build off this success. Personnel Committee found it vital to have this position to build & solidify relationships, and create lasting procedures. This position only exists until the end of this year. The job description approved by the group is attached.

Minutes from the Personnel Committee are on the following page. It should be noted that this item was heard and approved in the same meeting.

**II. Approve of the funding for this hourly position.**

**Fiscally:** The job description states this position will work up to 100 hours, averaging 5 hours per week. This position is Program Support Staff 2 which earns \$9.19 per hour. My recommendation is to pay this from Operational Enhancement because it fits its written purpose to improve this program.

"Operating Enhancement: Increase of \$10,000 – restored after being eliminated in FY '12 budgeting process. Recommended that this budget be used instead of utilizing reserves to supplement AS program requests. "

-from FY '12-'13 Budget Allocation Report

9.19 x 100 + 5% (cushion for benefits) = Approximately \$965

**Current Balance of Operational Enhancement Fund (FXXENH)**

Expenses:	AS Committee Orientation Catering	\$750	
	ACUI Conference transfer	\$893	
	Program Saturation hours	\$122	
	Outback Apprentices Wage	\$650	
	<b>Total</b>	<b>\$2415</b>	<b>of 10,000</b>

There is approximately \$7,585 left for the remainder of the year.

**III. Appoint Caitlin Huntsman (this year's Voter Education & Registration Coordinator) to the position.**

**Reasoning:** Caitlin was the Voter Education & Registration Coordinator for this year. Her experience, knowledge and relationships are key to the success and implementation of this position. Her work will be valuable to the program for future years.

## Meeting Minutes from Dec. 4<sup>th</sup> Personnel Committee Meeting

### A. Vote Institutionalization Coordinator

This job description would extend the Voter Registration position to make it an hourly position for Winter and Spring in order to institutionalize voter registration to make the process easier in the future. The institution is ready to work on making registration drives institutional. This position would be only for this year. This position would not help with the Water Bottle Initiative. McCardle agrees with creating this position because it creates institutionalization and continuity. It cost a lot of hours to not have Voter Registration Drives institutionalized because time was spent trying to create connections to various places on campus which took away time from registering students. Crowther said there were some changes that need to be changed in the job description to make it clearer. McCardle said the funding for their salary would need to be passed by the board because the extension of this position was not included in the REP budget. Rosenberg said there were potentially three proposals sent to the AS Board: the creation of this position, the appointment of Cait Huntsman to this position, and approval for funding for her salary. This would be classified as "Program Support Staff 3" which would pay the person minimum wage of \$9.19 an hour starting in 2013. Le will bring this to the board in the form of a memo. Le said this would not be able to be implemented until midway through January due to the process of passing it through the AS Board. 100 hours of work per quarter was the best guess of how much work was needed to be done. McCardle said there is no quantitative end goal for this position. Rosenberg suggested there be language to say that this position come back and help train the new REP director on what they did. Savinski was concerned that 100 hours was not enough. Rosenberg suggested the hours be stated as "an average of 10 hours a week." McCardle said if there is noticeable improvement then the position was successful. The goal is to have tangible agreements with different areas of campus or have documents detailing how to get to that point. Since this position is in the REP there would be a degree of accountability from the supervisor. Rosenberg recommended adding "policies, procedures, resources, and build relationships" to the suggested outcomes of this position. There was concern with the name of this position to make it sound more clear and punchy. Nanivadekar would like to see more opportunities to evaluate this job.

*PC-12-F-06 by McCardle*

### MOTION

Approve the document with recommendations made by the Personnel Committee.

Second: Savinski                      Vote: 3-0-2                      Action: Passed

*MOTION PC-12-F-07 by Nanivadekar*

Approve recommending Cait Huntsman for this position if this position is approved.

Second: McCardle                      Vote: 5-0-0                      Action: Passed



**Associated Students of Western Washington University**  
Representation & Engagement Programs  
AS Vote Staff (hourly)

**About the Position**

The AS Vote Staff is responsible for institutionalizing voter education and registration efforts throughout the Associated Students and University bodies. The desired outcome of this position is to put in place policies, procedures, resources, and build relationships to facilitate voter education and registration efforts in future years.

**About the Department**

The AS Representation & Engagement Programs (REP) exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

**Term of Position**

This position begins the Monday January 28th, 2013 and ends after the completion of 100 hours of work, averaging 5 hours per week. This position is given time off during Spring Break.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

**Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with the voter registration process

**AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Being knowledgeable of the AS organization and its general operations.

- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
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### **AS Representation & Engagement Programs Responsibilities**

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
  - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
  - Provide voter education and voter registration information
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
  - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
  - Promoting teamwork and collaboration throughout the REP office.
  - Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events
  - Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
  - Plan short- and long-term goals for the REP with office staff and the REP Director
  - Continually receiving feedback from participants of events and services
  - Maintaining continual communication with REP staff outside of meetings
- Foster working relationships with related campus and community resources by:
  - Being aware of and participating in REP related events
  - Fostering and enhancing working relationships and communications with Western Votes and other civic engagement organizations on campus

### **Position Responsibilities**

- Institutionalize voter education and registration efforts by:
  - Building working relationships and creating policy guidelines with University departments, including but not limited to: Residence Life, Dining Services, the AS Bookstore, and academic departments.
  - Contribute to transition with new AS Representation & Engagement Programs Associate Director
  - Connecting existing organizations like Western Votes to institutionalization efforts

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### **Wage**

This position will receive a Program Support Staff 2 wage, which is approximately \$9.19 per hour.

### **Reportage**

This position reports directly to the AS REP Associate Director .

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised January 14<sup>th</sup>, 2013