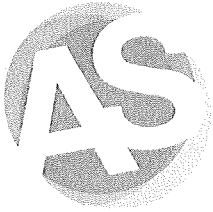


"PC Summer Photographer Request"



Proposed Motions: Approve the Summer Photographer Position and approve the appointment of Cade Schmidt, the funding for this one time position is to come from the PC Administrative Budget (FXXPCA)

Sponsor: Hung Le, Vice President for Business & Operations

Persons of Contact: VP Business & Operations, Jim Schuster, Lisa Rosenberg, Jeff Bates, Personnel Director

Date: August 2013

Background & Context

Currently, The AS Review does not have a summer student employee. Jeff Bates (PC Manager) requested early in July to create a summer photographer position and appoint Cade Schmidt ('13 PC Photographer, 14' AS Review Editor-in-Chief). Jeff's proposal was heard by Personnel Committee on July 17th. For timeliness, the committee voted on it on the same day passing unanimously by the group. (Minutes on following page).

Summary of Proposal

Jeff Bates is working with University Communications, they are implementing a new digital media system. Jeff needs an employee to go through current AS Media to "tag" photos in a manner that is compatible with the University System. Jeff recommended originally that the amount needing to be done would be at around 20 hours per week. However, after further discussion about the condensed timeline (Jeff thought it could be approved much sooner), Jeff thought it might be more necessary to have allow for 20 to 40 hours per week. Jeff also mentioned that there have been several requests for a photographer.

This proposal is to hire a Summer AS Photographer for 3 expressed purposes:

1. **Archiving Photos**
2. **Act as the AS Photographer as needed**
3. Work with AS VP for Business & Operations to implement a rotating article written by Board Members (See the Board Awareness & Accessibility Project)
 - a. *This portion could very easily be done while Cade is the Editor-in-Chief for the AS Review starting September 9th.

They are allocated to work 20 to 40 hours per week, this will come from the PC Administrative Budget (FXXCPA). The term of the position is 5 Weeks (8/6 – 9/9). During a majority of the term of this Position, Jeff (Position Supervisor), is on vacation. So during that time, Jim Schuster will be providing oversight and approving time sheets.

Fiscally

There is no "new" money being requested because Jeff agreed to use his budget to pay for the wages.

For the Future

Ideally, a request for like this, should be brought several months in advanced so that the Business & Personnel processes can give it proper due diligence. Personnel Committee and the VP Bus Ops will be actively developing a plan to write into a policy to avoid future occurrences.

Personnel Committee (7/17/13) meeting minutes

PC Request

Hernandez said that the Publicity Center is requesting a summer hourly photographer to work on a few projects. This job description needs some updating because it is from 2008 before the photographer moved to a salaried position. Someone has been hired for the salaried position in fall. The position would be updating the photo archiving system and taking pictures requested over the summer. Bates is requesting 20 hours per week, but it would come out of the PC budget for the year and not cost additional money. Rosenberg said this is basically contract work, but written in hourly form. Le would like a process for this outlined in the Employment Policy in the future.

Jeff Bates, AS Publicity Center Manager is hoping to have a photographer to: a) be able for some photo shoots around the AS, b) work on photo archives to make them more searchable and c) work with university communications to have an overall image archive for the campus that can be searchable by anyone. They will be tailoring their metadata to match the rest of the university, this will come up with a standard. Bates suggests hiring Cade Schmidt because he is qualified, available and eager to do this project. Rosenberg said they have the ability to recommend this to the Board. There isn't anything that states the Personnel Committee has the authority to pass this type of request. There is precedent for the Board approving a similar request of approving an existing hourly position. Bates said that in the future they will be looking towards a Photographer in the summer. He doesn't want to make it part of the salaried position because so many photographers have internships or shoots over the summer and it might lower the applicant pool for the three quarter position. He is leaning towards just hiring an hourly person.

Le said that in his mind a request like this should be made about mid-way through winter quarter, but it is not in their Employment Policy now. Hernandez has a concern because Schmidt is the outgoing photographer it is an interesting situation, in the future it would need to be open to the public. In this circumstance the new photographer is unavailable, Schmidt has knowledge of the project, and it is a short timeline for the position which would make it harder to train.

MOTION PC-13-SUM-2 by Le

Approve request to hire Cade Schmidt as the new AS Summer Photographer.

Second: Smith

Vote: 4-0-0

Action: Passed



ASSOCIATED STUDENTS OF
WWU

Publicity Center Summer Photographer

Hourly Position

Statement of Purpose:

The AS Publicity Center (PC) provides promotional services such as graphic design, offset printing, media coordination, internet facilitation, distribution, photography, videography, and AS Review coverage to students, student organizations, and some campus departments. The PC Photographer is responsible for shooting and enlarging photos for the promotional purposes as assigned by the AS Review Editor and/or the PC Coordinator.

Term of Position:

This position will work 20-40 Hours per week from Tuesday, August 6th 2013 until September 9th 2013.

Wage:

Level III (\$9.19/hour)

Reportage:

The PC Photographer reports to the Publicity Center Manager (Jeff Bates).

Recommended Qualifications:

1. Working knowledge of and interest in black & white photography, film developing and printing.
2. Demonstrated photographic ability.
3. Possession of, or ability to obtain, a suitable 35mm camera.
4. Ability to work with a wide variety of people.
5. Organizational and time management skills; responsiveness to deadline pressure.
6. Flexibility in personal schedule.

Responsibilities:

1. Takes, processes and prints all photographs for the AS Review and other departments of the Publicity Center in need of such services.
2. Keeps accurate track of work hours on time sheets and submits to PC Manager.
3. Maintains cleanliness of photography lab.
4. Reports equipment problems to the Publicity Center Coordinator.
5. Notes, maintains and submits supply orders to the Publicity Center Coordinator.
6. Attends staff meetings and training as called by the AS Review Editor and required by the Publicity Center Coordinator.
7. Work under the Director of the PC Manager to archive photos.
8. **Perform other duties as assigned.**

The Associated Students is and Equal Opportunity Employer.

Job Descriptions are subject to change in accordance with the AS Employment Policy

Revised 9 18 09