



## Western Students Give Back Position Creation and Appointment

**Proposed Motion:** *Approve job description for Western Students Give Back Coordinator to be funded \$1,200 out of Operating Enhancement, and appoint \*\*\*\*\* to the position. (May be separated into multiple motions at discretion of the board)*

**Sponsor:** President Carly Roberts

**Persons of Contact:** Carly Roberts

**Date:** 12-6-2013

### Attached Documents

- Western Students Give Back Coordinator Job Description
- AS Board Minutes from January 12, 2005 "[AS Tsunami Disaster Relief Coordinator Hiring](#)"
- Job Description, "Associated Students Tsunami Disaster Relief Coordinator"

### Summary of Proposal

This proposal will create a temporary hourly position to help coordinate "Western Students Give Back" efforts. This proposal also requests an appointment process for this position rather than the AS hiring committee process.

This fulfills the fundamental purposes of the AS to represent and serve students.

### Background & Context

This position is being created in response to students' desire to see a coordinated response to the Riot that occurred on October 12<sup>th</sup>, 2013.

Up until this point response has been coordinated by the AS President. Due to the multitude of duties and responsibilities competing for that position's time, response coordination cannot be sustained at the level needed. It is clear that there must be an individual wholly devoted to these efforts if a satisfactory community outreach response is to be implemented.

There is precedence for this type of action: In 2005, the AS Board of Directors created a position titled "AS Tsunami Disaster Relief Coordinator" "in response to students wanting a relief effort begun on campus as quickly as possible". In this situation, the job description was approved and an individual was appointed to fill this position in the same motion- 05-W-009 "Approve the job description for the A.S. Tsunami Disaster Relief Coordinator, as presented in document 2 and the hiring of Sean Baird to fill this position, effective January 13, 2005 – out of the A.S. Operating Enhancement fund."

There is precedence for appointing individuals to AS positions within special circumstances, the most recent being an appointment to for a day-of coordinator for AS Red Square Info Fair 2013 this past September.

This position cannot go through personnel committee and the usual AS hiring process due to the time constraints. In order for this position to be effective, it must be appointed prior to the end of this quarter so that they may begin immediately in winter quarter. However, the Personnel Director has been consulted throughout this process and reviewed the proposed job description.

### Fiscal Impacts

Minimum wage is set to be \$9.32 in January 2014. This position will work an average of 10-12 hours per week, the figure below is determined using 12 hours per week.

$\$9.32 \times 120 \text{hrs} = \$1,118.40$  rounded up to \$1,200 in proposed motion

It is requested that this position be funded out of Operating Enhancement, no other budgets will be affected.

**Rationale**

This position is the means by which to accomplish actions which have been requested of the AS by both students and community members.

Short-term benefits: Immediate efforts such as volunteer opportunities and fundraising will be coordinated that otherwise would be left undone.

Long-term Benefits: Increased awareness of Western students in the community, positive image of university and WWU students preserved.

This is being requested from Operating Enhancement because it is "a new project".



## **Associated Students of Western Washington University**

AS Board of Directors

Western Students Give Back Coordinator (hourly)

### **About the Position**

This position is a temporary, one-time position which will Coordinate Western Students Give Back efforts.

### **About the Department**

The Board of Directors office oversees the management of funds, affairs, and property of the Associated Students organization and is the main point of contact for student representation at Western Washington University.

### **Term of Position**

Position begins Monday, January 6, 2014 and ends Friday, March 21, 2014. This position works an average of 10-12 hours per week.

### **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 on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.

### **AS Employment Responsibilities**

- Serve the diverse 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, Program Standards, etc.).
  - Being knowledgeable of the AS organization and its general operations.

### **Position Responsibilities**

- Ensuring thorough communication and advertising for the Western Students Give Back efforts  
by:
  - Holding at least five office hours per week to be available to the public.
  - Performing administrative work for the program including tracking event information, scheduling, archival, correspondence and maintaining a roster and communication network for the volunteer base.
  - Facilitating meetings as necessary with volunteers to assess successes and learn about any issues or challenges that may have arisen at events and to brainstorm recommendations for how to troubleshoot future events.
  - Submitting all necessary paperwork to Human Resources to register students as official university volunteers, including timesheets of their hours worked.
  - Coordinating campus outreach to recruit volunteers.
  - Perform other duties as assigned by the AS President.

Ensuring coordination of volunteers and community members for the Western Gives Back efforts by:

- Working with any AS Clubs who regularly volunteer in the community, the Center for Service Learning and any other relevant groups.
- Coordinating efforts with the Whatcom Volunteer Center and other community organizations.
- Attend regular meetings with the AS President to keep them informed about upcoming events, the program as a whole and to gain more information on community response.

**Wage**

This position will receive \$9.32 per hour.

**Reportage**

This position reports directly to the AS President.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on

acceptance to students whose lifestyle may be judged harshly by society. Research shows that sexual minorities are the most fearful and isolated of all minorities on Western's campus. Censorship of this program not only fails to counter the onslaught of this culture of fear, it actually amplifies it. The university's mission statement states that it "aims to teach learning skills useful to develop a consciousness to live in a diverse and pluralistic society." A diverse and pluralistic society is one in which sexual minorities do not live in constant fear, shame and guilt. Abrogating our sexual mission and failing to protect the most vulnerable among us is far worse than a media backlash. I will be voting to support this program, but will support the Board's decision whichever way they decide. I hope that the Board will commit to address issues of sexual oppression and that our A.S. Coordinators will continue to produce programs that address these issues.

**Brian:** The university's mission statement also speaks about "service to the community" and this brings up the issue that the majority of the community would be against a program such as this. Since the university is still affected by the negative impacts (in the community and in the Legislature) from NOID, we need to be politically sensitive. I will be voting to disallow the program because I think it is going to cost this university more than it will gain. I still support a safe place and feel we can accomplish a lot of these objectives without doing this specific program. There are alternate ways to reach these goals. Just having a forum about presenting this program may be beneficial. The negative cost to this university will be very real and I think the benefits can be reached through other means.

**Peter:** I have concerns about this program, one of which is bringing in a private group who will be selling their inventory as part of the event. Another is the legislative ramifications, which may result in reduced funding for the university. I am concerned how the university will look if we put on another program that is associated with NOID and Pornfest. For me this is not a moral issue. Should the university, who is supported by public dollars, use them in this way? Last week I was willing to vote to support our A.S. employees and allow the program, but at this time I have decided to approve the motion that was made.

**Rachel:** Thank you to everyone who took the time to write, email and phone in their comments about this issue. It is the responsibility of the A.S. President to look at the big picture and the constituents that we serve. The A.S. is still in the shadow of previous events and it would be irresponsible to ignore the fact that outside groups are looking for reasons and ways to attack the credibility of Western. I have to keep in mind the comments that everyone in this room is making and realize that there are over 13,000 students that the A.S. represents. I am able to get a perspective based on what comments have been shared from students so far. The core issue of this proposal for me is not the material, but the use of this specific business as the presenter. It is clear that the A.S. Board needs to work with our employees concerning what kind of programs will educate the students about these issues and that the Board needs to take responsibility to help build the parameters to get this quality programming. Please let the Board know your comments and suggestions on this issue and stay involved with the A.S. elections in the spring.

**Vote:** (on Motion 05-W-008): 4-3-0      **Action:** Passed

Jesse said that through his position as VP for Diversity, he helps to facilitate forums on controversial issues and suggested that this could be a topic for students to continue to discuss openly.

## VI. PERSONNEL ITEMS

### A. AS Tsunami Disaster Relief Coordinator Hiring – Russo/Sean Baird

(Doc. 2) Tony said that he worked with Alanna to create this job description, in response to students wanting a relief effort begun on campus as quickly as possible. He said that Alanna has already held meetings to talk about the details and it became apparent that there needs to be a short-term position to handle the fundraising effort. Tony noted that the position is written to end this quarter, but may be extended, if needed. He said the proposed cost will be approximately \$1,000. Sean explained that during the early meetings they discussed having a benefit concert and slide show as fundraisers. He stated his goal of uniting various A.S. clubs and campus organizations to work together on this project. Alanna said that VU 520 will be the office location for this position and that an official university press release about the campus-wide relief effort is scheduled to come out this week. Sean mentioned

possible campus fundraising ideas such as tabling, donation can locations, posters, wearing ribbons, speaking to students in various meetings and said that he feels comfortable setting a goal of \$100,000. Brian suggested that the Board contribute the spring Board retreat funds towards this effort as a show of support.

**MOTION 05-W-009** by Russo

Approve the job description for the A.S. Tsunami Disaster Relief Coordinator, as presented in document 2 and the hiring of Sean Baird to fill this position, effective January 13, 2005 – out of the A.S. Operating Enhancement fund.

**Second:** Ahern **Vote:** 7-0-0 **Action:** Passed

**VII. ACTION ITEMS – (Continued)**

**B. Guidelines for A.S. Large Event Loan Account – Russo**  
(Doc. 4)

**MOTION 05-W-010** by Russo

(Amend) Approve the A.S. Large Event Loan Fund Policy, as presented in document 4, with revisions to qualifications and procedures, as discussed.

**Second:** Graves

Tony explained that he made revisions to qualifications, 1. so that A.S. clubs *will be included*; and under procedures, 2. *event coordinators*. It was agreed to add a change under procedures, 3. ... and will not take action *until no sooner than* the next regularly scheduled meeting.

**Vote:** 7-0-0 **Action:** Passed

**C. A.S. Bookstore Debit Accounts Task Force Charge & Charter Proposal – Russo**

(Doc. 3 of 1/5) Tony explained that the first task force meeting is scheduled for tomorrow and he would like this document to be in effect by then. He said that the A.S. VP for Campus & Community Affairs is included in the membership because of the interaction with Dining Services and Residence Life (current Munch Money system). Tony stated that if Alanna withdraws from the task force, he will consider adding a replacement Board member. He noted that the task force plans to complete their work by the end of spring quarter, 2005 and to present a proposal to the Board at that time.

**MOTION 05-W-011** by Russo

Approve the A.S. Bookstore Debit Account Task Force charge and charter, as presented in document 3 of 1/5.

**Second:** Wood **Vote:** 7-0-0 **Action:** Passed

**D. Outgoing / Incoming A.S. Board Retreat in May – Zommick**

(Doc. 4 of 1/5) Rachel asked if the Board wants to use the Whistler Lodge as the location for the retreat and if they are ready to allocate funds for the event.

**MOTION 05-W-012** by Ahern

Approve the proposal to hold the Board retreat at Whistler Lodge in May, 2005, as presented in document 4 of 1/5.

**Second:** Wood

Brian stated that the Board can accomplish the same objectives for this retreat, for less than \$1,000. He suggested that the retreat money be given to the A.S. Tsunami Disaster Relief Fund. Rachel explained why going off-campus is preferable to having the retreat in the VU. Tony said that he shares Brian's concern about the money, but also doesn't want to send a message to the A.S. offices that they should not spend money on their training retreats – therefore, he supports the off-campus retreat.

**ASSOCIATED STUDENTS  
TSUNAMI RELIEF** Disaster Relief  
**COORDINATOR**

Doc. 2  
Russo  
1.12.05

**Statement of Purpose:**

Coordinate the relief efforts of the Associated Students of WWU pertaining to the disaster in Southeast Asia in December of 2004. The Tsunami Relief Coordinator will represent the AS in the campus-wide effort to raise awareness and funds for the victims of the tsunami.

**Term of Position:**

Position begins Thursday, January 13, 2005 and ends Tuesday, March 15, 2005. The AS Board will review this job description before the end of this term and may extend the term if the Board deems it to be necessary and proper.

**Salary:**

Position earns 1.5 x monthly salary base established by the AS Board of Directors for the current fiscal year. This position requires on average 15 hours per week. Position holder may work more some weeks and less other weeks depending on program needs.

**Reportage:**

The Tsunami Relief Coordinator reports to the Vice President for Campus and Community Affairs.

**Required Qualifications:**

1. Must maintain a minimum of 10 credits for undergraduates, an 8 for graduates during entire duration of employment.
2. Must maintain a minimum 2.0 cumulative grade point average.

**AS Responsibilities:**

1. Attend the mandatory trainings put on by the Personnel Office.
2. Follow all AS Policies and By-laws.

**Position Responsibilities**

1. Devote a total of 15 hours per week to AS Business.
2. Maintain a minimum of 5 posted office hours per week.
3. Work with the other coordinators of the AS to incorporate tsunami relief into existing programs where appropriate.
4. Attend campus meetings related to the tsunami relief.
5. Act as the primary liaison between the AS and external relief organizations like the American Red Cross.
6. Coordinate the selection and implementation of tsunami relief benefit events.
7. Coordinate other efforts that further tsunami relief.
8. Organize and file programming information.
9. Perform administrative work for the program including tracking event information, publicity, and correspondence with speakers, artists or other performers.
10. Attend regular meetings with the AS Vice President for Campus and Community Affairs as scheduled to keep him/her informed about upcoming events and program status as a whole.
11. Perform other duties as assigned by the AS Vice President for Campus and Community Affairs.

***The Associated Students is an Equal Opportunity Employer.***

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