

AS Board Orientation Proposal

Logistics and Details:

Orientation be over 3 weeks, instead of 2 weeks to give time for students moving in and out of housing.

Time Line:

End of Spring Quarter: 6/10/17
End of Summer Quarter: 8/19/17
Start of Fall Quarter: 9/27/17
AS Training: 9/11/17-9/22/17

AS Board Orientation Schedule

Start: Monday 8/28/17
Off (Labor Day): Monday 9/4/17
End: 9/8/17
Retreat: 9/9/17-9/10/17

8/28/17-9/8/17: This would be 20 hours a week for position based training and Board Functions, 5 Hours of posted office hours each week and 5 hours of advising from those who work in each of specific areas.

Reducing Hours

During the debrief conversations with the AS Board, the condensed Orientation idea was discussed and the next step in the conversation was, if the summer training changed, do all the Board members need to work the whole summer? Eric Alexander and Sabrina Houck, along with the AS Board Summer Training Committee thought there are some positions that have a higher need to be here during the summer, some positions that due to situations based on the year may need to work during the summer, and some that could take most of the summer off until AS Board Orientation begins.

Proposal:

AS President: Works during the summer at the normal hours of 25hrs/ week.

AS VP for Governmental Affairs: Works during the summer at the normal hours of 19hrs/ week. This position is tasked with coordinating Western Lobby day, sending students to various conferences throughout the summer, and chairing the AS Structural Review Committee.

AS VP for Diversity: Works during the summer at the normal hours of 19hrs/ week. This position is a needed based on the Multicultural Center expansion.

AS VP for Activities: Not working during the summer until the AS Board Orientation (8/16/2017) with 40 additional summer hours that can be taken when the position holder feels it is necessary.

AS VP for Academic Affairs: Not working during the summer until the AS Board Orientation (8/16/2017) with 40 additional summer hours that can be taken when the position holder feels it is necessary.

AS VP for Student Life: Not working during the summer until the AS Board Orientation (8/16/2017) with 40 additional summer hours that can be taken when the position holder feels it is necessary.

AS VP for Business and Operations: Not working during the summer until the AS Board Orientation (8/16/2017) with 40 additional summer hours that can be taken when the position holder feels it is necessary.

Positions that Start 8/16/17 **

AS VP for Activities

AS VP for Academic Affairs

AS VP for Student Life

AS VP for Business and Operations

Positions that Start 6/10/17

AS President

(Summerstart/Transitions/
Spokesperson)

AS VP for Governmental Affairs

(WWU Lobby Day/ Structural
Review Prep)

AS VP for Diversity (Multicultural
Center Development)

** with additional 40 hrs (hourly).

Position Responsibility Delegation: No position delegation is required, the 40 hrs (hourly) will be used for any meetings deemed necessary.

Board Meetings: There would be two scheduled Board meetings where all the Board members can attend. Previously there haven't been many "high priority" items on the Board meetings that happen during the summer. Items are mainly Charge and Charters and sometimes a funding request. With this model, there would be two Board meetings during "Orientation" and they would be announced ahead of time for anyone to put items on. Any other business would be delegated to the three remaining AS Board members.

Housing: We are giving an extra week in the schedule to give room for any changes in housing arrangements students may have. The AS Board Summer Training Committee discussed that trying to find a place to stay at the end of August could be difficult and stressful for some students because most lease agreements would start September 1st. We then discussed potential options and landed on University Housing. The Personnel Office currently budgets for a handful of students to have temporary housing in the Residence Halls for Fall Staff Development if they need housing arrangements because their job requires them to attend that training. So we propose the same thing for the AS Board Members:

September (Sunday) August 27th – (Monday) September 4th

8 Days * \$30 (housing fee/day) * 7 Possible Board members = \$1,680

The reasoning behind September 4th instead of the first is that many leases go until the end of the month and need time to be cleaned, so the actual lease may not start until a few days after the 1st. Another note is that if

Board members stay during the summer, they may not need the housing arrangement, but this would be a maximum that would be needed.

Things suggested for their 40 hours:

- Group Bonding activities (Challenge Course, Day at Boulevard, other activities)
 - Board meetings (2)
 - Meeting with Advisors
 - One week in June in order to get their office together and oriented to the positions.
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Some Items that will be in the orientation:

Practicing creating agenda's, working with outlook, a checklist for who they need to be meeting with, more committee training like how to pick members, how to train new members to the Board meeting/ coming up with training practices, how to run a board meeting, the Q drive, who is who in the unit and at the university, budgets, AS structure, scheduled meetings with people the Board members work with (inside and outside the AS), etc.