



Structure and Program Advisory Committee

Thursday, December 3rd, 2015

5:00 p.m. VU 460

- Members:** *Present:* Emma J. Opsal (AS Assessment Coordinator, Chair); Luciane DeAlmeida (AS Queer Resource Center Assistant Coordinator); A Blyth (AS Sexual Awareness Center Assistant Coordinator); Hannah Brock (AS VP for Business and Operations)
Absent: Anujin Ganbat (Student-at-Large)
- Advisors:** Lisa Rosenberg (Assistant Director for Student Activities)
- Secretary:** Octavia Schultz (AS Board Assistant for Internal Committees)
- Guests:** Elva Nitereka (AS Womxn's Center Coordinator); Sophie Ranis (AS Womxn's Center Assistant Coordinator); Osman Olivera (AS Business Director)

Motions:

SPAC-15-F-2 Passed. *To approve the minutes from November 12th, 2015.*

Opsal called the meeting to order at 5:07pm.

I. Approval of the Minutes

MOTION SPAC-15-F- 2 By DeAlmeida

To approve minutes from November 12th, 2015.

Second: Opsal

Vote: 3-0-0

Action: Passed

II. Information Item

a. Womxn's Center Presentation

Nitereka read the Mission Statement aloud, and noted that it was created based on recommendations made in the 2011-2012 assessment cycle. She stated that co-sponsorship was required for some programming and events. She noted that the event 'Vagina Memoirs' had been changed to 'Memoirs'. She mentioned the Womxn's Center (WC) had been hoping to expand its literary library, update the office's name, better serve students, and decrease the number of events required per quarter. She noted the office's official name 'Women's Center' was exclusive to diverse gender identities, and the name needed to be changed to use more inclusive language. She noted the WC did not have an outreach coordinator at the time, nor were there any work study, intern, or volunteer positions in the office. She stressed that the office needed additional staff support. She suggested a salary increase for the coordinator specifically for the years the office was going through the assessment process. She noted that there were four total positions within the WC but two were specialty positions that did not work on general programming for the office. Ranis stated the office needed hierarchy of power. She cited the example that when someone wanted to get in contact with the WC, they most often emailed the coordinator. She stated that created a lot more work for the coordinator, and the assistant coordinator was not able to respond to those emails because they did not have access to the coordinator's email account. She stated that was a common problem throughout the Resource and Outreach Programs. She recommended using a shared email for coordinator and

assistant coordinator positions. She stated that coordinators had too many responsibilities, and that assistant coordinators often did not have the ability or tools to help as much as they would have liked to. She pointed out that the assessment process added additional work for coordinators. She stated that the positions in the WC needed more training, and that the employees were not adequately trained on safe space or peer counseling environments. She also stated that accommodations should have been made for staff with disabilities, including parking spaces for student employees. She noted that while the salaried hours for the assistant coordinator position was fifteen hours per week, the actual workload required was much higher, and that it was not possible to finish all of the work needed in only fifteen hours per week. DeAlmeida inquired if the proposed salary increases were meant to be along with the addition of more staff in the office. Nitereka stated they were, though the pay increase for the coordinator position was suggested only for the years the office went through the assessment process. Ranis agreed, stating that all offices going through the assessment process should have wage increases for that year, because it added more work than other year's staff and other offices and were not doing. Nitereka stated the WC Creative Programming position was in charge of producing the WC publication the 'Labyrinth'. She stated the person serving in that position at the time, Mady Hovenga, had said they felt their position was isolated in the WC, and that the 'Labyrinth' could have been its own independent publication. Nitereka stated Hovenga had felt they were not contributing to WC and were not well trained. Nitereka noted that a lack of adequate training and inadequate pay were common throughout the WC. She stated the WC held a confusing role as an office because the staff was not a singular unit as with other offices, and the WC Creative Programming and the AS Memoirs Coordinator positions were not normal office positions, but had special programs that were somewhat separate from the WC. She stated the office would conduct focus groups the following winter, and create an annual report for the 2015-2016 year. She stated it was her goal to write a new program plan for future years. Rosenberg entered at 5:38pm. Nitereka reiterated that offices going through the assessment process needed salary increases for those years. She inquired if a salary increase for the AS Memoirs Coordinator would have been reflected in the grant created to fund the program. Brock pointed out that the grant was ending that year. Opsal stated the budget for the Memoirs event needed to be incorporated into the operating budget. Brock stated it could have been included in a decision package that needed to be filled out by the Memoirs Coordinator. She noted that Business Committee and Budget Committee would then review it. Opsal stated that offices going through the assessment process were allotted more time than other offices to submit decision packages. Nitereka stated the office was also hoping to decrease the event requirement from 4-8 per quarter to 1-3 per quarter. She stated the office also needed more resources for peer counseling services, including one full-time staff member in the office. She noted the office also needed more physical space. Brock agreed with all of Nitereka's statements. Opsal suggested the creation of positions specifically to facilitate the assessment process for offices. Nitereka stated the idea could have been good, and that the assessment process needed to be more efficient. Opsal noted that the assessment process had previously been reviewed by a Human Services project and that the process did need to be changed and updated. Rosenberg inquired whether a salary increase for the Memoirs Coordinator position meant the addition of more hours, or higher wages per hour. Nitereka stated the person serving

in that position at the time, Sierra Flanagan, was working more than their salaried hours and was not being paid for all of the work they were doing. Nitereka stated the salary increase would be reflected with additional salaried hours. Rosenberg asked for clarification that the proposed decrease in the quarterly event requirement was to allocate more time to peer counseling services. Nitereka stated that was the intention, and that the office was hoping to transition from a programming office to a more service based office. Brock noted if the office shifted to a service based office that additional training was needed. She stated she was shocked the current staff did not receive adequate training on peer counseling and that the lack of training put a lot of pressure on the student staff, especially because the office had outdated literary materials. Rosenberg noted that the addition of one full-time staff member might have taken longer to implement because of the fiscal impact. Opsal stated there were smaller ways to logistically change the office. Brock stated the budget of the Memoirs Program needed to be operationalized, but noted that an increase in the operational budget of the AS meant an increase in student fees. Rosenberg noted the Memoirs Coordinator position had been added based on previous recommendations, and that the position used to be paid hourly from the WC budget, but was then changed to salaried and paid through the Memoirs grant. Nitereka inquired how much of the grant was left for planning the event. Rosenberg stated that about 2/3 of the grant was used for salary and the remaining 1/3 was operational. Ranis noted that the budget for the previously annual program 'Take Back the Night' had been dissolved. She inquired if that budget could have been used for the Memoirs program instead. Olivera stated that it was possible, but needed the approval of the Coordinator for Student Activities and the AS Business office because it would change the purpose of funding. Rosenberg stated that it was good to limit events that were required annually to allow programming to vary as needed with each specific year. She noted that the 'Take Back the Night' program needed to be removed from the WC job descriptions. Nitereka inquired who wrote the job descriptions for the AS. Brock stated that anyone could write them but they needed to be approved by Personnel Committee. Rosenberg noted that minor changes to a job description went to Board of Directors as a consent item, but bigger changes went as an information first, then an action item. Nitereka inquired if there was a deadline to submit changes. Rosenberg stated that it was preferred as soon as possible, because of hiring in the spring.

b. Business Office

Olivera explained the different positions of the Business Office. He noted that the office was responsible for all financial operations of the AS. He stated he had a goal of simplifying the budget process, and making the office more accountable. He noted that the budget process had started early that year, and that an anonymous feedback system had been implemented for the office. He noted that the main changes the office had recent gone through were the changes to the AS Club Business Director position, and the Finance Office Manager Position. He stated that all advisors in the AS were given budget authority power. He also stated that the office had sent out a mock decision packages to provide as examples for offices. Brock pointed out that many offices were unclear about the budget process. Olivera stated that was due to a lack of small group trainings. Blyth stated that creating an informational sheet for budgets would have been helpful. DeAlmeida suggested a "Frequently Asked Questions" resource for the Business Office. There was a discussion about the AS Budget Center

online being inaccessible. Blyth stated it was confusing to differentiate the between the Business Office and the Finance Office, how to code expenses, and update budget trackers. Olivera that the budget tracker was a tool for offices to use to keep track of their spending, and that at the end of each month the budget tracker should looked similar to the budget report. Brock suggested that instead of physical binder the office could create a Q: Drive folder for resources and guides. Blyth stated that more budget trainings were needed. Opsal stated that the current discussion was an example of why it was beneficial to have AS employees on the committee, to give an inside perspective and recognize how offices and their needs intersect. DeAlmeida noted that many offices in the Resource and Outreach Programs were unsure of the budget process. DeAlmeida suggested writing in job descriptions that smaller budget trainings were required, stating that the large general session during Fall Staff Development was not very helpful. Olivera stated that he was also looking to train the Assistant Business Director to be able to train other offices as well. Opsal stated that the Business Director position needed to be restructured in its roll for Fall Staff Development. Rosenberg pointed out that the AS Club Business Director position had only been approved for one year, stating that the job description for the position needed to be finalized and the position made permanent. Olivera stated it was important to also decide whether the position would be incorporated into the Business Office or the Club Activities Office budget, as the position worked exclusively with clubs was located in the Club Hub. DeAlmeida recommended restructuring mid-quarter trainings to include additional budget trainings. Opsal suggested a 'budget refresher' at the start of every quarter. DeAlmeida stated it was important to target individuals who worked with budgets for those sessions, so people who had no responsibilities with budgets did not receive unnecessary information. Also noted that returning employees did not need as much budget training as new employees did. He suggested adding department specific trainings. Brock inquired how many hours the Assistant Business Director was working at the time. Olivera speculated they were working about 13.5 hours per week. Blyth stated there was an error with their signature line at the bottom Expenditure Requests. There was a discussion of who to ask to fix that. Olivera exited at 6:35pm.

III. Debrief

- a. DeAlmeida noted that the recommendation of the WC involved the potential for a new office space. She inquired how to address the needs presented even if a remodel of the Viking Union did not happen. Brock stated that the needs may not have been addressed immediately, but it was good to bring attention to them and document them. She stated the need for more space could have been something that future decisions were based on. Blyth asked for an update on the potential remodel of the Viking Union. Rosenberg gave the committee a brief overview of the discussion surrounding the potential space increase for the Ethnic Student Center and potential remodel of the Viking Union, noting that use of the AS Bookstore space had been discussed. She noted that there was no imminent renovation for the Viking Union planned. Brock stated she had brought the issue to the attention of the Vice Presidents of the university. She stated that the University Planning and Resources Council was setting aside time at each meeting to discuss it. DeAlmeida noted that she had been a part of many conversations in the Ethnic Student Center about the issue, and that those conversations centered

on the Ethnic Student Center using the entire building of the bookstore, stating that only using part of the space would not have been enough. She noted the location would allow the Ethnic Student Center and the Resource and Outreach Programs to remain in close proximity. Brock agreed with DeAlmeida's comment about the use of the bookstore building, stating that it didn't make sense to move the Ethnic Student Center into an area that was the same size as its current location. Opsal again brought up the idea of hiring a position to facilitate the assessment of Resource and Outreach Program offices. Blyth stated their concern with that idea was that the hiring of that position needed to be very intentional due to the very specific needs of each office within the Resource and Outreach Programs. DeAlmeida suggested changing the job description of the position each year to reflect the needs of the specific offices going through the assessment process that year. Opsal noted that the assessment process needed to happen more frequently than every four years, that it could have been a continuous process. Brock stated that more staff would be needed to facilitate the process. Rosenberg agreed, stating she saw a need for more support staff if that change were implemented. Blyth stated that the internship done for all incoming AS employees at the end of spring quarter was not long enough, especially because the summer in-between the internship and the term of employment was so long.

IV. Adjourn

Opsal adjourned the Meeting at 6:54pm.