



## Undergraduate Student Government Senate Meeting – October 14<sup>th</sup>, 2016

Sun Devil Fitness Center Floor 2M – ASU West, 2:30 PM

- I.** Call to Order 2:30 PM
- II.** Roll Call
- III.** Quorum
- IV.** Approval of Previous Senate Minutes for September 30<sup>th</sup>

Motion: Senator Hoag

Second: Senator Warner

- V.** Approval of Agenda for October 14<sup>th</sup>

Motion: Senator Melgar

Second: Senator Floda

- VI.** Executive Member Reports
  - a. Chief of Finance

Good afternoon everyone,

A quick update on funds (based on allocations):

We have stumbled upon \$15,000 extra due to some tax calculation errors in the beginning of the year. As E-Board we have already decided where the extra money will go. We have decided to give PAB \$2,286.80 more so that their total comes up to \$150,000 for the year; we put \$500 into leadership for career services to use; and \$12,213.20 to Event Funding for the year.

Professional Development has \$8,100 left for this semester, which is enough for 18 students. Event Funding has \$7605.99 left for this semester. Club Start Up has \$8819.37 left for this semester. University Programming has \$8,200 left for the semester. Coalition Funding has \$5500 left for this semester.

Bill 17.50 is an allocation of \$310 from the Coalition line item to AIC. Event Funding Bill 17.49 has died.

Bill Recommendation:

Has Committee Approval

17.40) \$441.97-Club Start Up

17.41) \$744.50- Club Start Up

17.43) \$506.46- Club Start Up

17.44) \$169.23- Club Start Up

17.45) \$6000- University Programming (ERF forms for speakers is a standing stipulation)

17.46) \$1683.18- Event Funding

17.47) \$1208- Event Funding

17.48) \$105.26- Event Funding

17.50) \$310- Coalition Funding

Does Not Have Committee Approval

17.39) \$724.46- Club Start Up (Needs new bill face, logo issues)

17.42) \$606.35-Club Start Up (needs initials, signatures, and a new bill face)

**b. Chief of Staff**

No report at this time.

**c. Vice President of Services**

Good afternoon Senators,

I hope you all rested well over the break as the next two weeks will be extremely busy. Pride week and Homecoming occur next week so attempt to attend the events that are happening. Senate Chief of Staff has already sent out a doodle to all USG members to sign up for shifts at the carnival however, we still need members to help get the table set up before 3:00 PM. The following week is the Sparky's Spooky Spectacular, a doodle will be sent out shortly, so please sign up to help man the sign in table. My department is still searching for ways to collaborate with career services and club council to spread information about the professional development. Finally, we have begun speaking



with several groups on campus to reinstate Consent Week for the first or second week of November.

**d. Vice President of Policy**

I have been working hard in the last two weeks to keep constant communication with New College to facilitate the Election Night Viewing Party. This effort involves the coordination with a variety of groups, Aramark, pro em, and all the events speakers, as well as SACS, the police department, and Julie. I have been trying to think of new ways to advertise the event. I am getting into contact with the restaurants around campus to see if we can work out a deal where students could use M&G instead of traditional cash/credit/debit. I am also working hard to advertise the presidential debate and the President Crow forum.

**e. Student Body President**

I have been working on several things such as the allocation of funds towards the numerous collations and the bike co-op that have been utilized to better West as a whole. Later this week I will email everyone a document titled 'West Priorities' on which you can add priorities that USG believes we must accomplish to increase student engagement and wellbeing here at West.

**f. Senate Chief of Staff**

Hello Everyone,

As stated in my email this is the last week I will remind everyone to send me their office hours. At this time I believe everyone should have the date memorized, as I bring it up every committee and Senate Meeting, and I want to do this to help simulate a more professional setting. In your professional careers you will be the only person in charge of recording and turning in your work hours. Anyone that was behind in hours was notified in a personal email with 6 out of the 12 Senators were behind at least 1 week with office hours. To further hammer this in from this Senate meeting onwards if I do not receive your office hours by Sunday at 11:59 PM I will not record your hours for the week.

On a lighter note the Homecoming Carnival is this Sunday so if you have not filled out the doodle please do so or just show up to the carnival to



help run the USG booth as this will count towards office hours. Furthermore within the week I will create a doodle for the 2<sup>nd</sup> Annual Sparky's Spooky Spectacular to figure out tabling shifts as this will also count towards office hours.

Keeping the office clean is a team effort so attempt to do that and if you spill something on the table there are wipes in the cabinet in the office to clean it up. This week Senator Melgar, Senate President and myself built one of the three shelves in the storage room and eventually V.P. of Services would like to have a team building and organization day of the storage room.

#### **g. Senate President**

I hope you all are doing well and also staying on top of your academic responsibilities. This week I have been training the new senate members as well as reaching out to CALL to do an instructional funding video. I have also been communicating with the other senate presidents to work on the university wide senate meeting. As a reminder please accept your offer letters, complete your I9's as well as complete all of your HR trainings. With that mental health awareness week was this week and I would like to thank Senator Herguth, Hoag, Warner, Ruiz, Gospadarek, Haw, Chief of Staff Williams and all that tabled and worked in the press notation material. Lastly, we need USG members to work the Carnival USG booth as well as work for the Sparky spooky spectacular event. This will count as office hours so please help out. Also for the Pay it Forward food initiative a reporter from the state press magazine will be at West to take pictures on Monday around noon.

### **VII. Advisor Report**

Please remember to complete all trainings as you will not receive pay, no matter how wonderful a job you complete, if those trainings are not turned in. If the trainings are not completed the university will terminate you from the payroll at which time you will have to complete all the I9 and HR paperwork all over again. A reminder to everyone that you are all students first and USG members second so I will be checking on your academics to see how you are all doing. If I feel any concerns about your grades I will schedule a meeting with you.

### **VIII. Director Report**

**a. Director of Legislative Affairs**

On Wednesday the 28th of September, I was given the task of reaching out to not only the physical bookstore, but also the online bookstore associated with the West Campus in an effort to find which companies provide the products to these locations. I able to gather the direct email addresses of the two product managers associated with Follet. In addition to this, I also found the contact information of the restaurants that Jakob had listed on his survey of the restaurants students would like to receive M&G for in the surrounding area. All but two restaurants provided me direct manager information.

On October 5th, Jakob, Austin, and I discussed the upcoming head count of the SANDS area we will be attempting to conduct in the next week or so. Figuring out the most optimal way to perform this head count is still up for discussion. This week I will also be posting a flyer all around the West Campus informing students of the 3rd Presidential debate occurring on Wednesday October 19th as well as Election Night which will be taking place on November 8th.

**b. Director of University Affairs**

On Wednesday, September 28th, you tasked me with creating a survey to find out which restaurants in the surrounding area students would be interested in accepting M&G. Over the following week I did so, with my draft approved by both you and David.

During our following meeting on Wednesday, October 5th, David informed me that a couple of the restaurants I put on the survey had not gotten back to him. Additionally, you and I talked throughout the week about our upcoming head count of the SANDS area, and planned to start the survey in the next couple weeks.

**IX. Committee Reports**

**a. Senate Committee of Appropriations**

Hello everyone, we had a total of 15 bills come into appropriations, one was tabled and the rest were passed and are being presented to senate today. Of the 14 bills here, Bill 17.23 had technical difficulties and were unable to turn in their stipulations, I suggest that the appropriations stipulations be turned in to senate stipulations. Bills 17.29, 17.30, 17.33,



17.34, 17.35, and 17.36 did not turn in their stipulations in time and therefore do not come to you with committee approval. You are still able to vote, discuss, and pass them. Bills 17.25, 17.26, 17.27, 17.28, 17.31, 17.32, and 17.37 did turn their bills in on time and do come to you with committee approval.

#### **b. Senate Committee of Government Operations**

Good afternoon Senate and Executive Board,

Last week, we devoted all our time to defining Professional Development. My committee members brought their homework back and we went over what they had decided were appropriate decisions regarding things such as reusable expenses and a post-travel report. We compiled it all together and I assigned Senator Haw to write up a rough draft of what it would look like in the bylaws.

I helped Senator Haw out with the writing and today we voted on the new bylaw proposal in our emergency Government Operations meeting. Thank you to everyone who came and provided feedback, and thank you for passing this important piece of legislation.

Our next step will be to officiate these edits into the bylaws on our website for all to see.

#### **c. Senate Committee of University Affairs**

Hello everyone,

This week in University Affairs we have appointed Senator Castro as the Vice Chair so please congratulate her. For Mental Health Awareness, with information compiled from USG member knowledge and my personal knowledge, I created a pamphlet with information for our table. In addition several members sacrificed a portion of their fall break to create a lovely trifold and I would like to thank them openly. Thank you to everyone that has taken time out of their busy schedule to attend events and help with tabling for USG. Keep it in mind that tonight as closing for the Mental Health Awareness week there will be an Ice Cream Social in the UCB 255.

Speaking of fall and food, preparations for the Fall Safety Walk have been underway. You should all have received a doodle about the Safety Walk



so please fill that out so we can select a specified date. Our task during the walk is to make note of things that appear unsafe or questionable around campus to bring up to the university.

- X.** Introductions & Call to the Audience
- XI.** Old Business
- XII.** New Business

- a. **USG West: Discussion & Approval of Bill COA.AY 17.39 Club Start Up for Barrett Residential College (BRC) for the amount of \$724.46\***

**Motion:** Senator Choi

**Second:** Senator Haw

**BRC Representative:** Hello everyone BRC is asking for club startup funds to create Midterm Survival Kits that will also work as recruitment and retention for the BRC.

**Senator Reyes:** The only stipulation is that I have yet to fix the amount of the Bill Face.

**Senator Warner:** I remember that one concern that was brought up in appropriations was that it appeared the items were only going to Barrett students which is against USG policy as items or events we fund must be open to all students.

**BRC Representative:** Taking that into consideration we have ordered enough that they will be handed out to all floors in both residential halls.

**Senate President:** The club sponsor, in this case Senator Reyes, has to be present at the event or find a senator that can be. Please attend the event when they are handing out the survival kits so we can get direct feedback.

**Motion:** Senator Melgar

**Second:** Senator Floda

**All in Favor**

**Approved**

- b. **USG West: Discussion & Approval of Bill COA.AY 17.40 Club Start Up for Acadevils for the amount of \$441.97\***

**Motion:** Senator Floda

**Second:** Senator Warner

**Senator Hoag:** Since the AcaDevils representative is not present I will speak on behalf of the club as I am a member. AcaDevils is requesting T-shirts and 1 tablecloth for recruitment and retention purposes.

**Senator Melgar:** All stipulations have been met for the AcaDevils Club Start Up.

**Motion:** Senator Herguth

**Second:** Senator Floda

**All in Favor**

**Approved**

- c. **USG West: Discussion & Approval of Bill COA.AY 17.41 Club Start Up for Business Ambassadors for the amount of \$744.48\***

**Motion:** Senator Hoag

**Second:** Senator Viscaina

**Business Ambassadors Representative:** We are a recruiting club for business driven students and are requesting to create T-shirts to help spread the word of our club.

**Motion:** Senator Melgar

**Second:** Senator Warner

**All in Favor**

**Approved**

- d. **USG West: Discussion & Approval of Bill COA.AY 17.42 Club Start Up for Honors Devils for the amount of \$606.35\***

**Motion:** Senator Floda

**Second:** Senator Ruiz

**Honors Devils Representative:** We are a Barrett organization that are requesting T-shirts for recruitment and retention services. The reason





the shirts are rather expensive, \$12.25 per shirt, is because we would like unique T-Shirts to help advertise our organization and stand out at meetings with the other campuses' Honors Devils.

**Motion:** Senator Choi

**Second:** Senator Warner

**All in Favor**

**Approved**

- e. **USG West: Discussion & Approval of Bill COA.AY 17.43 Club Start Up for realTALK for the amount of \$506.46\***

**Motion:** Senator Hoag

**Second:** Senator Castro

**Senator Melgar:** As the club representative isn't here I will speak on their behalf as the bill sponsor. This bill has returned to us from last Senate as they were unable to turn in their Senate Stipulations on time so the items they are ordering are exactly the same and the value is the same as well.

**Motion:** Senator Reyes

**Second:** Senator Warner

**All in Favor**

**Approved**

- f. **USG West: Discussion & Approval of Bill COA.AY 17.44 Club Start Up for Barrett Board of Advisors to the Dean (BBAD) for the amount of \$169.23\***

**Motion:** Senator Warner

**Second:** Senator Ruiz

**BBAD Representative:** BBAD works directly with the deans for the Barrett students and we make known the issues that any students maybe having at that time. We would like to order polos to increase our professional appearance.

**Senate President:** We have sponsored bills with polos before, the highest of which being \$14.00, so I will let the Senators decide how to handle this bill considering the polos start at \$24.00.

**Motion:** Senator Melgar

**Second:** Senator Hoag

**All in Favor**

**All Opposed,** Senator Warner

**Approved**

- g. **USG West: Discussion & Approval of Bill COA.AY 17.45 University Programming for USG's Election Night Viewing Party for the amount of \$6,000\***

**Motion:** Senator Warner

**Second:** Senator Melgar

**V.P. of Policy:** Hello everyone one major thing to note is that the cost of the event has increase roughly \$2,000.00 due to speakers and Aramark's food prices as well as security for the event.

**Senate President:** The standing stipulation would be to increase the Green Event Form should reach Silver level and include a letter form the organization or club that you are partnering with since the bill exceeds \$5,000.00. Also please include a line item on the budget sheet for miscellaneous.

**Motion:** Senator Haw

**Second:** Senator Hoag

**All in Favor**

**Approved**

- h. **USG West: Discussion & Approval of Bill COA.AY 17.46 Event Funding for TRIO's Day of the Dead for the amount of \$1,683.18\***

**Motion:** Senator Warner

**Second:** Senator Ruiz

**Senator Melgar:** There are no stipulations left from appropriations and since the club sponsor isn't here I will try to answer any questions that you all have about the bill or the event.

**Motion:** Senator Herguth

**Second:** Senator Melgar

**All in Favor**

**Appropriations**

- i. **USG West: Discussion & Approval of Bill COA.AY 17.47 Event Funding for E.A.R.T.H. Club's Cultivate South Phoenix for the amount of \$1,208.35**

**Motion:** Senator Floda

**Second:** Senator Ruiz

**E.A.R.T.H. Representative:** We are planning to shuttle students to the Cultivate South Phoenix garden to help with clean up and learn ways to live more sustainability.

**Motion:** Senator Melgar

**Second:** Senator Warner

**All in Favor**

**Approved**

- j. **USG West: Discussion & Approval of Bill COA.AY 17.48 Event Funding for Ability Count's Disability Interactive Info Session for the amount of \$109.86\***

**Motion:** Senator Melgar

**Second:** Senator Floda

**Ability Count's Representative:** Our club is looking to hold an interactive information session with light refreshments to have students learn more about varying disabilities as well as way to get potential members.

**Motion:** Senator Reyes

**Second:** Senator Hoag

**All in Favor**

**Approved**

- k. **USG West: Discussion & Approval of Bill COA.AY 17.50 Allocation of funds to American Indian Council for the amount of \$310.00\***

**Motion:** Senator Melgar

**Second:** Senator Warner

**V.P. of Services:** The only thing that must be edited from the bill is switching Dutch Bros. to an Aramark provided hot cocoa and coffee.

**Motion:** Senator Floda

**Second:** Senator Choi

**All in Favor**

**Approved**

### **XIII. Discussion**

**V.P. of Policy:** This week is the last Presidential Debate viewing party, which takes place in Changemaker starting at 6:00 PM so please try to attend.

**V.P. of Services:** I am looking for someone to attend a meeting at Tempe on Monday at 7:00 PM to learn about the Salute to Service events all campuses are hosting.

**Senate Chief of Staff:** I will go to the Tempe meeting as long as someone else is able to go and it appears that Senator Melgar is free that evening.

### **XIV. Adjournment**

**Motion:** Senator Warner

**Second:** Senator Melgar

4:41 PM