



## Undergraduate Student Government Senate Meeting – September 30<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

Senate President: Senator Haw and Senator Herguth are absent from today's Senate Meeting.

### **IV.** Approval of Previous Senate Minutes for September 16<sup>th</sup>

Motion: Senator Hoag

Second: Senator Floda

All in Favor

Approved

### **V.** Approval of Agenda for September 30<sup>th</sup>

Motion: Senator Melgar

Second: Senator Floda

All in Favor

Approved

### **VI.** Executive Member Reports

#### **a.** Chief of Finance

Good afternoon everyone,

A quick update on funds (based on allocations):

Professional Development has \$8,100 left for this semester, which is enough for 18 students. Event Funding has \$8427.76 left for this semester. Club Start Up has \$11,299.96 left for this semester. University Programming has \$8,000 left for the semester.

Bill 17.31 is an allocation of \$10,000 from Bike Co-Op to SDFC. Club Start-Up Bill 17.24 has been tabled.

Bill Recommendation:

Has Committee Approval

17.25) \$609.45- Club Start Up

17.26) \$506.46- Club Start Up

17.27) \$380.57- Club Start Up

17.28) \$724.63- Club Start Up

17.29) \$745.34- Club Start Up

17.32) \$1221.92- Event Funding

17.34) \$98.09- Event Funding

17.36) \$570.80- Event Funding

17.37) \$333.23- Event Funding

Does Not Have Committee Approval

17.23) \$510.71- Club Start Up (Has not met any stipulations)

17.30) \$1097.51- University Programming or Event Funding (needs buzz words in Public Purpose)

17.33) \$255.05- Event Funding (Needs amount requested on EOSS Forms)

17.35) \$326.64- Event Funding (does not have buzz words in Public Purpose, Proof of Insurance is Standing Stipulation)

**b. Chief of Staff**

No report at this time.

**c. Vice President of Services**

Good afternoon senate, fellow e board members, and wonderful audience,

These past two weeks I have been focusing mostly on my school work for I had four exams and a story due during that time period however I have been continuing to work on a few projects. The first is the continuation of the Halloween party which one of the bills today was put

together by me and one of my directors. I have also continued conversations with the SDFC about a grand opening for the bike Co-op. As of now the idea is to hand out the 70 years of sparky t-shirts in order to encourage students to come down and see where the bike Co-op is. The space is very nice and I believe it will be a great addition to our campus. I have also, with our student body President Wallace, reserved a booth for us at the homecoming carnival here at West. We will be handing out t-shirts from the past year, the card holders with game day times, and other items from our storage room. In the near future I will be sending out a signup sheet and if everyone can work at least one 30-minute shift at the booth that would be amazing. The final thing is in the realm of clubs. Club council has been going well along with our newsletter. One of the requests from the clubs was to be trained on how to use sun devil sync. With this request we have scheduled two workshops. The first is this Monday from 11 to noon and if you can be there that would be great. I think everyone would benefit from the training.

**d. Vice President of Policy**

Next week is Voter Registration week, during which we will register voters throughout the week, where we will be handing out pizza everyday but Tuesday (due to Food Truck Tuesday) to entice students to stop by. Also there is a Town Hall Debate happening Tuesday in the La Sala Ballrooms so try to stop by that if you are interested to see what might be discussed for the future of our town. As a remainder helping run the Voter Registration tables will count towards office hours and I would greatly appreciate the extra man power.

**e. Student Body President**

First I want to speak about the Indian Collations event which is next Friday from 12:30-1:00 PM with free tie-dye so stop on by. The President Crow Forum was last night, thank you to all that were able to attend, with a fantastic turn out of roughly 30 students. Mental Health Awareness Week is two weeks away so I would like to remind everyone that we still need to create information for the USG booth as well as plan shifts for the day as these will count towards office hours. Another note is that many committees are still in need of members so if you are



interested or know of someone that might be please check out the website for more information. I was recently informed by Dean Aska that we will be installing a water bottle filling station at Casa de Oro which will help promote stainability as well as provide drinking water to those in need.

**f. Senate Chief of Staff**

Hey Everyone,

I'll just get the usual out of the way by stating that all reports need to be sent to me by tonight at midnight so I can add those to the Senate Minutes. Secondly, as always, Senator office hours are to be sent to me by tomorrow at midnight so I can keep an accurate track of everyone's work throughout the week. Speaking of Committees outside our office in the clear folders there are sheets that list committees and boards that are still looking for students, the numbers are from last month, if you want a hard copy of that.

Keep an eye out for the Halloween Event that is creeping up on us all there will be several organizations and clubs that will be holding events or helping USG host the event. Tabling for this event and all USG events counts towards office hours so please stop by, get something to eat, interact with the clubs that are there, and help run the USG booth. Finally, please do your best to keep the office clean and free of clutter as Tasha, Michael, and myself spent a Saturday on our own time cleaning and organizing the office as well as the storage room partially.

**g. Senate President**

Hello Everyone,

I hope you all are doing well. This Senate meeting, we will be voting to confirm two senate seats one for WPC and the other for MLF. If these seats are confirmed, we will not only have a complete Senate but a fully staffed USGW team! Along with that I went to the President Crow forum in which I asked a question about ASU's willingness to divest from fossil fuels. In addition, I've been garnering all of senate's information about their T- Shirt sizes as well as encouraging everyone to complete their key card access forms, so if you haven't yet completed one of the forms please do so as soon as possible. With that, I have also been working



on ways to evaluate events and things we fund. In addition, I've been recently talking with the other USG Senate President's to discuss the University Wide Senate meeting. And during today's meeting we will be looking over the suggested by laws and giving our input for the logistics of the University Wide meeting.

Lastly, I have some reminders:

First, please be on the lookout for your offer letter sent by Julie Swensgard and accept it. Along with that, please complete your I-9 and new hire packet ASAP. Mental Health Awareness week is quickly approaching so please do not forget to complete your tasks for that wonderful week. And in general, please complete and work on the tasks that were assigned during committees. And also, the deadline for club startup funds is October 19th so encourage clubs to apply.

As usual, I have been in the office and I'm really happy to see many of the new senators meeting with clubs for sponsorship, keep up the good work everyone! And do not forget that midterms are coming, and we are all students first!

## **VII. Advisor Report**

The Senate President already touched on this but, I cannot stress enough how important completing the I-9 as well as all the other paperwork is so that you may all receive pay. At the end of the meeting Julie will be calling everyone aside that has not completed all their trainings and paperwork so that you all can know exactly what we're waiting for. There is an away game viewing party taking place in Devil's Lair as the next home game is the West Night at which a special tent for West Activates will be hosted during Devil's on Mill.

The Sparky's Challenge & Carnival is also approaching so please come to represent USG and enjoy all the hard work that has been put into this in terms of food, rides, and games provided. USG is hosting a booth so I am sure you will all determine shifts and what the booth will consist of.

## **VIII. Director Report**

### **a. Director of Student Involvement**

Hello Senate,



For my position as Director of Student Involvement I have continued to attend meetings for various clubs and organizations on campus to promote a healthy relationship between these groups and USG. I have also been working on Club Council as well as the newsletter that contains information discussed during the Club Council and I am working on the USG bulletin board which will host information about the events and clubs on campus.

#### **b. Director of Special Events**

Hello Senate! Since I have started as the Director of Special events I have worked closely with Director Childs and VPS Snider on arranging the Halloween Party for USG. I recorded the prices of candy and additional supplies, designed 3 participatory incentives, and began working with Barrett on the Haunted House that will be hosted in the Barrett Suite. I also started a conversation with Career Services in order to plan professional development presentations for students throughout the semester. Overall, I have been assisting VPS Snider in planning USG sponsored events and initiatives, such as the Halloween Party, the bike Co-Op Grand Opening, etc. Alongside the events I have begun working on, I have been trained and introduced to the processes and procedures of USG and have been familiarizing myself with the USG office. My experience within USG has been wonderful so far, and I look forward to the getting to know and work with you all throughout the semester. Have a great afternoon!

### **IX. Committee Reports**

#### **a. Senate Committee of Appropriations**

Here was my report from Friday's Senate meeting: "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. Thank you.



## b. Senate Committee of Government Operations

Good Afternoon Senate and Executive Board,

Last week the Committee on Government Operations focused on Professional Development. Senators were assigned to brainstorm on different aspects of the Professional Development packet, such as its language, its definition, usage of reusable expenses, and post-conference reports. We will discuss and decide on these topics at the next meeting.

We discussed where to post our official minutes, which was the bylaw we voted on today. Thank you to Senator Floda for putting that together.

We also went over whether Coalitions should have to submit funding bills for events on this campus, and whether clubs on other campuses can receive funding from USGW if they host events here. Two senators have been tasked with coming up with ideas concerning this subject.

Today, we had an emergency Government Operations meeting, where we voted on the bylaw Senator Floda put together. Thank you to everyone who showed up to that.

## c. Senate Committee of University Affairs

Hello friends,

I hope everyone is doing all right. I know, as college students, it can be easy to put off sleep and other activities to get that work done, but at least take a little time to yourself each day because I want everyone to do well. Please care for your mental health.

Speaking of mental health:

This past week in the Committee on University Affairs, we discussed our plan for tabling during Mental Health Awareness Week. As we are sponsoring Anxiety, we decided we will give out pamphlets with abridged information on the many forms of anxiety as well as host a short (30 secs to 1 min) interactive informative activity whereas participants can receive a participation incentive.

Members of the committee and outside the committee have sent in information that will be compiled into the pamphlet. I have not had time to compile all the information yet, but I have attached a mock template for



how approximately the pamphlet will look. Over the next week, we will work on creating the interactive activity as well.

In addition to our discussion on Mental Health Awareness Week, we spoke about promoting the Pay It Forward program in a manner that will be so conspicuous as to allow those who do not need the program to misuse it.

Finally, University Affairs needs a vice-chair for the committee, and if no one applies, then I will have to appoint someone, but it is really fun so please apply.

That concludes this report. Thanks. Have a swell day. Remember to drink water.

**X. Introductions & Call to the Audience**

**XI. Old Business**

- a. USG West: Discussion & Approval of Mary Lou Fulton Senate Seat\*

**Motion:** Senator Floda

**Second:** Senator Hoag

**Senator Melgar:** Is there a nomination for the Mary Lou Fulton Senate Seat?

**Senate President:** I do have a nomination, her name is Sara Castro and she will introduce herself.

**Sara Castro:** Hello Senate as stated my name is Sara Castro and I applied to be a Senator for USG as I want to learn more about how USG benefits the students, what I can do to help West Campus, and to gain skills for the professional world.

**Motion:** Senator Warner

**Second:** Senator Viscania

**All in Favor**

**Approved**

- b. USG West: Discussion & Approval of W.P. Carey Senate Seat\*

**Motion:** Senator Hoag





**Second:** Senator Floda

**Senator Melgar:** Is there a nomination for the W.P. Carey Senate Seat?

**Senate President:** There is a nomination whose name is Thomas Gospodarek and I will let him introduce himself.

**Thomas Gospodarek:** Hello Senate my name is Thomas and I am currently a freshman here at ASU. I would like to be a part of USG so I can grow as a professional and also help establish myself as link between the students and the facility here at ASU West.

**Motion:** Senator Floda

**Second:** Senator Warner

**All in Favor**

**Approved**

**XII.** Five Minute Recess Beginning at 2:58 PM

**XIII.** Recess Concludes at 3:05 PM

**XIV.** New Business

- a. USG West: Discussion & Approval of Bill COGO.AY 17.2 for Bylaw Amendment Change to Title II\*

**Motion:** Senator Hoag

**Second:** Senator Warner

**Senator Floda:** This amendment directly effects Title II article II section 3, which deals with how minutes are being kept and uploaded to various websites. In place of having physical copies within the USG office all minutes will be digital, which can be found on SunDevil Sync as well as the USG Website, and currently the only stipulations are to reword the amendment.

**Stipulation:**

- Reword the phrasing dealing with uploading to the website

**Motion:** Senator Warner

**Second:** Senator Viscania

All in Favor

Approved

- b. USG West: Discussion & Approval of Bill COUA.AY 17.23 Club Start Up for Interdisciplinary Arts and Performance Club (IAP) for the amount of \$510.71\*

**Motion:** Senator Warner

**Second:** Senator Floda

**Senator Melgar:** This is the bill that I explained was having numerous technical difficulties mainly with email. These issues made it difficult for IAP to turn in their stipulations on time and as no one is here to speak on behalf of IAP I will explain that this bill is a club startup which IAP will utilize for advertisement and Engagement of the student population.

**Senate President:** As this bill is missing pages, such as the budget sheet, the quotes do not add up to the total amount requested, and the amount they are requesting does not include tax which would be roughly \$60.00 I would recommend killing the bill.

**Motion:** Senator Hoag

**Second:** Senator Viscania

All in Favor, No One

Opposed, Every Senator

Bill Killed

- c. USG West: Discussion & Approval of Bill COUA.AY 17.25 Club Start Up for Spectrum for the amount of \$609.45\*

**Motion:** Senator Warner

**Second:** Senator Floda

**Spectrum Representative:** Hello everyone I would like to give a quick rundown of what exactly Spectrum is and how this bill will benefit us. Spectrum is the LGBT+ club on campus that helps with representing people of various genders and sexual orientations. We would like to use the Club Start Up for help spread the word once more of Spectrum's presence on campus as well as entice more students to join.

**Motion:** Senator Warner

**Second:** Senator Hoag

**All in Favor**

**Approved**

- d. USG West: Discussion & Approval of Bill COUA.AY 17.26 Club Start Up for realTALK for the amount of \$506.46\*

**Motion:** Senator Warner

**Second:** Senator Floda

**Senator Melgar:** As the club representative is not here I will be speaking on behalf of realTALK. The club has meet all of their stipulations that were made at Appropriations. The only stipulation that I can notice is that I will be tasked with updating the bill face as well as the Senate Sponsor Signature on the updated Checklist

**Stipulations:**

- Update the Bill Face with the Correct Amount Requested
- Senate Sponsor Signature on the updated Checklist

**Motion:** Senator Floda

**Second:** Senator Warner

**All in Favor**

**Approved**

- e. USG West: Discussion & Approval of Bill COUA.AY 17.27 Club Start Up for Barrett Artists and Musicians (BAM) for the amount of \$373.52\*

**Motion:** Senator Warner

**Second:** Senator Floda

**Senator Melgar:** All of BAM's stipulations were turned in and the only stipulation I can notice is the Bill Face needs to be updated with the correct amount requested.

**Stipulation:**

- Update the Bill Face with the Correct Amount Requested

**Motion:** Senator Warner

**Second:** Senator Castro

**All in Favor**

**Approved**

- f. USG West: Discussion & Approval of Bill COUA.AY 17.28 Club Start Up for Ability Counts for the amount of \$726.63\*

**Motion:** Senator Floda

**Second:** Senator Choi

**Senator Melgar:** All of Ability Counts' stipulations were completed and I see no further stipulations on any of the Club Start Up funding packet.

**Motion:** Senator Hoag

**Second:** Senator Reyes

**All in Favor**

**Approved**

- g. USG West: Discussion & Approval of Bill COUA.AY 17.29 Club Start Up for Cos Club for the amount of \$745.43\*

**Motion:** Senator Warner

**Second:** Senator Floda

**Cos Club Representative:** If you do not know Cos Club is the costume and cosplay club that meets and is located here on the ASU West Campus. We are attempting to order a professional table cloth, since our current one is handmade, business cards and participatory incentives to gain more membership.

**Senator Melgar:** All stipulations have been met and there is no need to update the bill face for this Club Start Up Bill.

**Motion:** Senator Floda

**Second:** Senator Warner

**All in Favor**

**Abstentions, Senator Hoag**

**Approved**

- h. USG West: Discussion & Approval of Bill COUA.AY 17.30 University Programming for IAP's Veterans Day Weekend Pow Wow for the amount of \$1,097.51\*

**Motion:** Senator Floda

**Second:** Senator Warner

**Senate Chief of Staff:** Neither the club representative nor the senate sponsor are present so Senator Melgar will check the bill to assess what stipulations might still be standing.

**Senator Melgar:** This bill was also being processed during the technical difficulties with emails however, they were able to meet some of their stipulations. The only remaining stipulation is to utilize the key words in the Public Purpose of the EOSS form.

**Stipulation:**

- Utilize Key Words in Public Purpose on EOSS Form

**Motion:** Senator Floda

**Second:** Senator Warner

**All in Favor**

**Approved**

- i. USG West: Discussion & Approval of Bill COUA.AY 17.31 Funding of Allocation of Funds to Sun Devil Fitness Center for Bike Co-op for the amount of \$10,000.00

**Motion:** Senator Warner

**Second:** Senator Viscania

**V.P. of Services:** In E-board we discussed the bike Co-op and looked at the models other campuses have imploded for this service. Other campuses have seemed to agree that having the Sun Devil Fitness

Centers of their respective campus taking charge of the project was a simple compromise. E-board would need to meet with this representative once a week to give a report and once to Senate overall at the end of each semester.

**Stipulation:**

- Reword Allocation to Reflect Discussed Meeting Times

**Motion:** Senator Choi

**Second:** Senator Ruiz

**All in Favor**

**Approved**

- j. USG West: Discussion & Approval of Bill COUA.AY 17.32 Event Funding for USG's Sparky's Spooky Spectacular for the amount of \$1,221.92\*

**Motion:** Senator Hoag

**Second:** Senator Floda

**V.P. of Services:** This bill is directly related to the USG Sparky's Spooky Spectacular event happening October 27<sup>th</sup> in Devil's Lair from 6:00-11:00 PM. Various clubs and organizations are hosting events such as injury make-up, a haunted house, and an escape the room. USG will be provided snacks and treats for all guest so they can be encouraged to stay at the event longer. Also, we are creating passport cards which students will have to complete a certain amount to be entered into receiving a participatory incentive.

**Motion:** Senator Warner

**Second:** Senator Hoag

**All in Favor**

**Approved**

- k. USG West: Discussion & Approval of Bill COUA.AY 17.33 Event Funding for Next Level Gaming's Tedx Talk for the amount of \$271.09\*

**Motion:** Senator Choi

**Second:** Senator Floda

**Senator Melgar:** All of Next Leve Gaming's stipulations were turned in on time and we received an official quote which updates the amount to \$271.09. With a finalized amount the new stipulations are: Update amount on checklist, update the bill face, and update the budget sheet.

**Stipulations:**

- Update Amount Requested on Checklist
- Update Budget Sheet
- Update Bill Face

**Motion:** Senator Warner

**Second:** Senator Ruiz

**All in Favor**

**Approved**

- I. USG West: Discussion & Approval of Bill COUA.AY 17.34 Event Funding for Barrett Artist and Musicians' Halloween Injury Make-up Workshop for the amount of \$98.09\*

**Motion:** Senator Ruiz

**Second:** Senator Choi

**Senator Floda:** This bill is for BAM's Halloween Injury Make-up at which only models will have make-up applied to their faces. There are several different time slots to allow a larger range of audience members and we need waivers for the models that are receiving the make-up.

**Stipulation:**

- Attached Wavier for Models

**Motion:** Senator Warner

**Second:** Senator Choi

**All in Favor**

**Approved**

- m. USG West: Discussion & Approval of Bill COUA.AY 17.35 Event Funding for Well Devil's Henna with Homies for the amount of \$326.34\*

**Motion:** Senator Warner

**Second:** Senator Reyes

**Senator Nicole:** Well Devil's is planning to host a free Henna session during the Sparky's Spooky Spectacular in which students will be allowed to participate which will be happening from 6:00-9:00 PM. The Henna's will last for roughly one month before they completely fade.

**Stipulation:**

- STANDING: Insurance

**Motion:** Senator Warner

**Second:** Senator Castro

**All in Favor**

**Approved**

- n. USG West: Discussion & Approval of Bill COUA.AY 17.36 Event Funding for Lambda Pi Eta's Alumni Panel for the amount of \$570.80\*

**Motion:** Senator Warner

**Second:** Senator Floda

**Lambda Pi Eta Representative:** Hello everyone I am representing Lambda Pi Eta which is a national society for communication housed on the ASU West Campus. We would like to host an event at which alumni may come to interact with current students and build professional connections.

**Senator Warner:** The only stipulation I can note is the date on the Bill Face needs to be edited.

**Stipulation:**

- Correct date on Bill Face

**Motion:** Senator Floda

**Second:** Senator Hoag



**All in Favor**

**Approved**

- o. USG West: Discussion & Approval of Bill COUA.AY 17.37 Event Funding for Cos Club's Haunted Barrett Suite for the amount of \$333.23\*

**Motion:** Senator Melgar

**Second:** Senator Reyes

**Senator Warner:** There are no stipulations as the location was finalized through the approval of Dean Ramsey and will be utilized for the Haunted House.

**Motion:** Senator Floda

**Second:** Senator Choi

**All in Favor**

**Abstentions, Senator Hoag**

**Approved**

- p. USG West: Discussion & Approval of University Wide Senate Meeting and Related Items\*

**Motion:** Senator Choi

**Second:** Senator Hoag

**Senate President:** Firstly, we must decide on a time that works with a majority of our schedules out of the two suggested times: October 28<sup>th</sup> 2:00-4:00 PM or November 4<sup>th</sup> 2:00-4:00 PM. This University Wide Senate Meeting will be vastly different than any before as the event will be live streamed eliminating our need to physically commute to Tempe. We cannot make the October 28<sup>th</sup> meeting as that falls on Senate and the Senate Club Start Up Funds would be due. We do have to meet quorum so we need at least 8 Senators that can be in attendance.

**V.P. of Services:** I suggest that we adjust the committee meeting times, as the November 4<sup>th</sup> Friday falls on a committee Friday, so that way everyone is able to attend the meeting. Appropriations will be moved up to 12:00 PM which will end at 1:30 PM. From 2:00-4:00 PM we will have the



University Wide Senate Meeting. We will have Government Operations from 4:00-5:00 PM then University Affairs from 5:00-6:00 PM with breaks for food.

**Senate President:** For this meeting we will follow the formal Robert Rules to help keep everything organized. Finally, we were given a document that explains the rules and the regulations related to the University Wide Senate Meeting. I have given groups sections to look through for errors and general questions so I can send this back to Tempe for clarification.

**Senator Floda:** Our proposed changes for Article I are as follows: 1.3 should state that the Senate Presidents decide on how sections are delegated before the University Wide Senate Meeting, a statement along with the Pledge of Allegiance to clarify that no one is obligated to stand if they so choose so, define how the University Wide Senate Committee Meeting occurs, section 2 dealing with pieces of legislation define what sorts of legislation will be discussed, what does first read and second read entail, and that concludes our recommendations.

**Senator Choi:** After discussion our group concluded that there needed to be no proposed changes to Article II at this time.

**V.P. of Services:** Our only complaint would be that at this end of Article III there is no period. Our proposed changes for Article IV are as follows: 4.1 does not clarify after which reading it occurs and 4.2 should allot a 1 week turn around in place of the 1 business day turn around. This concludes our recommendations.

**V.P. of Policy:** After reading through Article V and Article VI our group concluded that there is no need to propose changes at this time.

**Senator Viscania:** Article VII was dealing heavily with committees and our proposed change is as follows: Clarify which committees should be present as not all campuses include the same four committees and define how many committees each campus should have.

**Senator Hoag:** After reading Article VIII my group found no issues or conflicts with what was discussed.

**Senate Chief of Staff:** We had several issues and concerns with Article IX that are as follows: define which documents are to be run through the



University Wide Senate before they are edited, for the first University Wide Senate Meeting do amending of documents occur there or at a University Wide Government Operations meeting, and, define what 2/3 represents and stands for.

**Motion:** Senator Choi

**Second:** Senator Hoag

**All in Favor**

**Approved**

**XV.** Discussion

**Senate Chief of Staff:** As we now have a full Senate Vice-Chair positions have become available to run for. As a Vice-Chair you would be in charge of the minutes for your respective committees, help run said committees, and help delegate committees if the chair is unable to attend.

**XVI.** Adjournment

**Motion:** Senator Warner

**Second:** Senator Reyes

**All in Favor 4:40 PM**