



AGENDA OF THE REGULAR MEETING OF ASSOCIATED STUDENTS OF THE  
UNIVERSITY OF ARIZONA SOUTH (ASUAS)  
TO BE HELD ON TUESDAY, AUGUST 8, 2017 FROM 6:00PM TO 8:00PM  
LEARNING RESOURCE CENTER, ROOM SB138 & ITV  
1140 N. COLOMBO AVE, SIERRA VISTA, ARIZONA

*Clinton Lee called the meeting called to order a 6:09pm.*

**ROLL CALL**

Clinton Lee-President ~ Present

Jacob Buntin-Executive Vice President ~ Present via Lifesize

Sharon Christie-Administrative Vice President ~ Present

Open-Treasurer ~ NA

Steve Norman-Administrative Assistant ~ Present

Michelle Menninger & Rebecca Pickett-Advisors ~ Both Present

**GENERAL BUSINESS**

**1. Initial Meeting, no formal previous minutes to approve**

- Deadlines for having minutes available are as follows: Minutes will be drafted AND saved in Google Docs by Friday following the executive board meeting
- Minutes will be sent to executive board the week prior to next monthly meeting, along w/the agenda for review

**OLD BUSINESS**

**1. Treasurer position:** Continue to look for candidate

- No formal applications received. Awaiting responses from Wildcat Welcome sessions and for school semester to begin.
- 1 applicant will be notified of interview date and time.

**2. New Hire paperwork:** What do we all need to complete as new employees.

- Handbook, driving courses, etc.
- Email Becky when complete for submission to Melody
- Timesheets were not discussed as we are not employees

- Business cards: Style chosen, information submitted.
- Office hours: What do they look and feel like in a distance campus setting. Focus on student needs.
- Clinton discussed the survey results from the Wildcat welcome sessions. No clear winner in how the students want the information shared.
- Discussion on non-traditional methods of reaching the students. Streaming, You Tube, and recording of meetings at select locations.

## **NEW BUSINESS**

### **1. Marketing Photo Shoot**

- Who is attending
- Utilize real students, in action photos.
- Becky to follow up with Ed on details

### **2. Role specific discussions**

- President: Meeting platform, how often, what technology to use, in person is best.
- Expectations: What do we all feel are expectations for this year? All members discussed goals, slogan, and mission statement to differentiate from previous year groups.
- Executive Vice-president: Polo shirts are in progress; sizes have been submitted, waiting on funding and process for approval.
- Administrative Vice-president: Create calendar in Google docs to add all events and meetings. Add faculty forum, forum retreat, GBP induction ceremony, graduation, dinner with the Dean, and ASUAS board meetings. Becky to email out invitation to event at Hop and Grapes.
- Administrative Assistant: Bio's and photos submitted to Brad for adding to UAS website. Update web pages with removal of social media links as per discussion at meeting. Agenda's and meeting minutes will be submitted in a timely manner. One week prior for agenda and 3 days post meeting for minutes. Send to Brad for adding to webpage.

### **2. Future responsibilities**

- Clinton discussed an equal share of tasks for all and requested

## **OPEN DISCUSSION**

1. **President**- Clinton Lee- Pinal Wildcat welcome is Thursday, who is attending and how will you get there?

Becky will reach out to all members to set up 1:1 meetings with everyone to establish working relationship with all board members.

## **ACTION ITEMS**

- **Clinton:**
  - Get with Ike for link to all meetings
  - Meet with Ike, ASUA president, and Sarah.
- **Jake:**
  - Polos ordered and funded.
  - Meeting between Jake and Clinton
- **Sharon:**
  - Create a calendar by Sunday that lists all meetings and events
- **Steve:**
  - Meet with Brad to clean-up the website including social media links
  - Send out email reminders on meetings
  - Work with Brad to update meeting agendas and minutes within specific guidelines.

## **NEXT MEETING DATE AND TIME**

September 12, 2017 from 6:00PM TO 8:00PM > tentative based on availability

## **ADJOURNMENT**

*Clinton Lee adjourned meeting at 8:12pm, Sharon Christie seconded*