



AGENDA OF THE REGULAR MEETING OF ASSOCIATED STUDENTS OF THE
UNIVERSITY OF ARIZONA SOUTH (ASUAS)
TO BE HELD ON TUESDAY, SEPTEMBER 12, 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 6:23pm.

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 ~ Absent

Michelle Menninger & Rebecca Pickett-Advisors ~ Both Present

GENERAL BUSINESS

1. **Approval of the Minutes from the August 8th, 2017 meeting:** August minutes were not available

- 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

2. **Propose new monthly executive board meeting day/time:** Steve has class conflict w/current second Tuesday of month @ 6:00pm schedule

- Jake will text group to set next meeting date/time – October and moving forward

OLD BUSINESS

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

- Sharon spoke w/Melissa Silva, Cochise County Coord., & will work with her to select classes to make announcement

- Jake has agreed to chair committee for search/hiring > will work with Sharon & her efforts in Douglas > will speak with Pima East advisors for candidate recommendations > Michelle recommended to reach out to coordinators and advisors at all UA South locations for feedback/recommendations on potential candidates > will email class lists as a last resort

2. **Dine under the stars:** Scholarship fundraiser - Saturday, September 30th, 6-9pm, UA South - Sierra Vista

- University South Foundation requested ASUAS assist with set up & tear down
- Volunteers will receive free ticket to attend event
- Questions asked:
 - Are significant others able to volunteer for free ticket?
 - Do volunteers need to commit to both set up AND tear down or can just do one?
 - Becky will follow-up with Rose Sueskind to get answers and share with board by 9/13
- Email group your availability to volunteer by 8pm 9/13
- Sharon will forward everyone's availability to Rose on 9/14

NEW BUSINESS

1. **Events:**

- Who is attending
 - Responsibility
 - Confirm on calendar > Sharon will add all meetings/details in Word doc and save in Google calendar
- **Office of Student Engagement:** UA vs. OSU football game > President Robbins's skybox lounge, November 11, 2017, time TBD, Main Campus – Tucson
 - Attending: Jake Buntin - Veteran representative & Becky
 - Becky will email OSE attendee info by 10/23
 - Becky will confirm details w/Jake when she receives them
 - **Marketing Photoshoot:** September 16, 2017, 10am-6pm, Sierra Vista
 - Attending: AM shift: Steve, Michelle > PM shift: Clinton, Sharon, Becky
 - Becky will forward email with details on 9/13
 - **Branding Meeting:** UAS soon to be renamed > September 21, 2017, 11am – 2 pm, UA South – Sierra Vista & ITV
 - Attending: SV: Clinton, Becky, Michelle > Douglas: Sharon
 - Come with student feedback > e.g., What would you want our name to be?
 - Becky will email Steve details of meeting by 9/14
 - **Gamma Beta Phi clean-up:** October 7, 2017, time TBD, Sierra Vista
 - Attending: Jake > Sharon > Steve?
 - Becky will contact Steve for further details
 - **Family Weekend:** Family Fun Zone prior to football game – shared tent w/UA Online > October 14, 2017, time TDB, Main Campus – Tucson

- Attending: Jake
- Clinton will contact Heidi by 9/14 for further details:
 - How can ASUAS participate with UA Online?
 - Do they want to do an activity?
 - What type of information should you bring, if any?
 - Logistics? (What time to be there)
- **Homecoming:** UA football > October 28, 2017, time TBD, Main Campus – Tucson
 - How is this relevant to UA South students?
 - All agreed there is no reason for ASUAS to participate > will not go on calendar as ASUAS event
- **Veteran's Day Event:** Celebrating Veterans > November 9, 2017, 11am-1pm, UA South – Sierra Vista
 - Jake received invitation
 - Jake will contact Clara Gonzalez, VA Rep, for details and determine what help we can we provide to event

2. Introduce Faculty Fellow: Ryan Straight

- Clinton met Ryan during August Faculty Forum > Ryan will be a resource for ASUAS
- Clinton will reach out to Ryan via email by 9/14: what will Ryan's role be with ASUAS > how does he want to get involved > invitation to attend ASUAS executive board meetings
- Ryan will be at UA Douglas on 9/13 > Sharon may attend

3. Wikidvisor: Becky & Michelle will share expectations and relevant information



Wikidvisor
9.12.2017.pptx

- Access PPT in Google docs
- Preferred communication > emails will be sent to @email address > @catworks email address = student employee email
- Action items will be added to Google calendars > Outlook Web App (OWA) is an option - lets you use a Web browser to access your mailbox from any computer w/internet connection > Becky & Michelle will begin using Google calendar for items by 9/15
- 24-hour response time expectation > please respond to any communication within this timeframe as professional courtesy
- Available hours = in office or not (availability as ASUAS representative) > response time expectation = 30 min > hours of availability need to be posted
- Action items > deadlines must be set and met
- Advisor vs. non-advisor > Becky & Michelle are points-of-contact for all things ASUAS > always confirm w/executive board for approval prior to any commitments involving ASUAS

- Review of individual goals for ASUAS and progression of past platforms to current platform of communication: Veterans > Student Friendly Environment > Community > Communication
- 3 videos on UA South orientation page are a good resource > Getting Started Video @ 1:31 begins info on how to migrate Catworks acct and @email acct <http://uas.arizona.edu/orientation>

OPEN DISCUSSION

1. President- Clinton Lee

- ASUAS platform motto > CatCom was suggested by Clinton and agreed upon
- Update on Faculty Forum meeting > 100% Engagement was emphasized – Becky reminded board that ASUAS gets engagement notation on transcript w/fulfillment of responsibilities > student enrollment was discussed > final exam schedule for 7W I classes adjusted = now due on last day of class > provide Clinton w/suggested topics for October FF meeting by 9/15
 - Jake will attend at least one FF meeting
- SEAC meeting > Wednesday, September 14th @ 1:00 pm > Clinton will attend this meeting > moving forward: Jake will attend SEAC meetings
 - Clinton will attend at least one SEAC meeting
- Interviews with Faculty > Martin Versluis, Instructional Designer, is recording faculty interviews > once videos roll out ASUAS can use those in addition to CatCom YouTube videos
- CatCom YouTube videos > confirmed ASUAS can use media tech equipment in all locations to create videos > phones can be used when media tech equipment can't be accessed > ASUAS office will be used on SV campus as interview station
 - Intro video out by Sept 30
 - First video out by Oct 31
 - Monthly thereafter > more frequently if necessary
 - Who-what-when-where-why breakdown needed for each video project = chart to assign roles
 - Clinton will contact Steve by 9/19 re:chart to assign roles/get us organized
 - ASUAS Office organization will come after chart is developed
- Availability – Monday through Friday hours > was not discussed at meeting
- Dean's event date > will confirm availability of Dr. Buckner 9/14

Executive Vice President- Jacob Buntin

- Update on student organizations
 - Partnership w/Gamma Beta Phi > what does this look like? > Steve & Jake will be points of contact for info > Jake will join GBP this semester
- Polo Shirts > invoice emailed to Rose 9/12 > check will be sent to vendor > Jake will pick up shirts when order is complete

- Suggested starting texting group message to open up lines of communication > to be used for quick/informal messages > help to stay connected w/each other

Administrative Vice President- Sharon Christie

- Calendar > set up Google calendar and shared with board > will develop a Word doc calendar and send out by 9/13
- GBP clean-up > Dine Under the Stars > Veteran's Day Event – details discussed above

Treasurer- Open > Becky Pickett in proxy

- Report-balances > Polos purchased from foundation budget = \$189 > no other funds used during the past 30 days
- Allocation of funds for communication > was not discussed at meeting

Administrative Assistant- Steve Norman

- Becky provided update on ASUAS webpage > bios are up – photos did not get added because of lack of quality

Advisor(s)

- Catworks account > discussed previously in Wikiadvisor
- Google Docs and Jupiter > tabled for future meeting if needed

ACTION ITEMS

- **Clinton:**
 - contact Heidi for details on Family Weekend by 9/14
 - reach out to Ryan Straight by 9/14
 - confirm availability of Dr. Buckner re:Dean's event by 9/14
 - contact Steve re:YouTube video chart to assign roles/get us organized by 9/19
- **Jake:**
 - text group to set next board meeting date/time
 - contact Clara Gonzalez for details re:Veteran's Day Event
- **Sharon:**
 - forward Dine Under the Stars availability to Rose on 9/14
 - develop a Word doc calendar and send out by 9/13
- **Becky:**
 - follow-up with Rose Sueskind, re:Dine Under the Stars, to get details and share with board by 9/13
 - email OSE attendee info for UA vs. OSU football game by 10/23
 - forward email with details re:marketing photoshoot on 9/13
 - email Steve details of UAS branding meeting by 9/14
 - email Steve for GBP clean-up details by 9/14
 - begin using Google calendar for items by 9/15
- **Michelle:**

- begin using Google calendar for items by 9/15
- **Group:**
 - Email your availability to volunteer @ Dine Under the Stars by 8pm 9/13
 - provide Clinton w/suggested topics for October Faculty Forum meeting by 9/15
 - determine date/time of October board meeting

NEXT MEETING DATE AND TIME

October 10, 2017 from 6:00PM TO 8:00PM > tentative based on availability

ADJOURNMENT

Clinton Lee adjourned meeting at 8:20pm, Sharon Christie seconded