



# **THE ASSOCIATED STUDENTS OF WILLAMETTE UNIVERSITY**

## **Senate Meeting Agenda**

*Thursday, September 28 2023 • 7:00 p.m. • Alumni Lounge*

1. Call to Order
2. [Land Acknowledgement](#)
3. Roll Call (Clerk Sophia)
4. [Approval of the Minutes](#)
  - 4.1. Vote
    - 4.1.1. Ayes (11): Sarah, Gabby, Aiden, Anastasiia, Evyn, Sean, Parker, Sal, Suzan, Valentine, Wakana
    - 4.1.2. Nays (0)
    - 4.1.3. Absent (3): Andrew, Ryan, Peter
  - 4.2. Motion to approve minutes passed
5. Approval of the Agenda
  - 5.1. Vote:
    - 5.1.1. Ayes (11): Sarah, Gabby, Aiden, Anastasiia, Evyn, Sean, Parker, Sal, Suzan, Valentine, Wakana
    - 5.1.2. Nays (0)

5.1.3. Absent (3): Andrew (Late), Ryan, Peter

5.2. Motion to approve agenda passed

6. Officer Reports

6.1. [President Mira](#)

6.1.1. Successful weekend – Thursday and Friday of last week had first meeting and Senate Retreat

6.1.2. Take the Lead Workshop on Saturday with mandatory training for ASWU affiliated clubs. All clubs and orgs need to submit a plan to be eligible for funding, and I am happy to report that all of these plans are amazing. I want to find ways to publish these so other students can see what these clubs are doing to build equity diversity and inclusion. We have been doing these the past 3 years but these plans are really great.

6.1.3. Valentine: Will we be able to see these plans? Mira: Yes, that is my goal. I am going to talk to the exec team about how to do this.

6.1.4. Sean: Are we going to have a drive like past years? Chris and Mira: Yes, that is our plan– we are organizing the drive and will add you to it once it is ready. We are reforming it from past years.

6.1.5. Done with our firsts for the academic year, so now we want to move on to some of our programming:

6.1.5.1. Trying to work with WEB and PNCA currently to try and bus Salem campus students to the PNCA Haunted House. They also hold an event in December called Holiday Boutique. If you are interested in helping me plan that, let me know.

6.1.6. Board of Trustees meeting is coming up – Board of Trustees are all the committee members that make all the decisions for the school. I want to make sure that you are able to voice concerns for me to bring to the board.

6.1.7. Been working on Committee Appointments

6.1.7.1. 2 students that I have appointed to 2 committees– these students matched really well with 2 of the committees and these committees meet so infrequently that it worked for them to be on both.

6.1.8. Overview of what ASWU Presidents' duties are:

6.1.8.1. Serving as primary representative as the ASWU, includes all Salem undergrad students. About 1500 students.

6.1.8.2. Serve as honorary non-voting member of BOT, in charge of appointing students to University COmmittées.

6.1.8.3. Lead exec meetings and the exec team.

6.1.8.4. Meets regularly with administrators.

6.1.8.5. Communicates regularly with the student body.

## 6.2. [VP Chris](#)

### 6.2.1. Overview of what VP does

- 6.2.1.1. Assume duties of President if they are absent
- 6.2.1.2. President of the Senate, oversee everything that Senate does
- 6.2.1.3. Appointing Senator to President Pro Tempore
- 6.2.1.4. Administer election process for legislative branch and executive branch, oversees legislative matters
- 6.2.1.5. Plan and implement Senate retreat and weekly meetings with ASWU advisors

### 6.2.2. What Chris has been doing:

- 6.2.2.1. Hired Clerk (Sophia) over the summer
- 6.2.2.2. Election and Constitution Referendum
- 6.2.2.3. Senate Retreat

### 6.2.3. To Do List:

- 6.2.3.1. Senate Weekly agendas– trying to get them to everyone as soon as possible
- 6.2.3.2. Trying to find a parliamentarian– in Senate's responsibility to appoint and approve
- 6.2.3.3. Trying to reorganize the Senate drive– trying to have this done by next week or the week after

6.2.3.4. Set up a communication platform for the Senate – sent out a form, please fill this out so I can use the info to create the group.

6.2.3.5. Will be doing mid-semester check ins– doing one on one check ins.

6.2.4. Voting Procedure Update:

6.2.4.1. Difference is that last time, we tried with roll call as a vote– now we are going to ask members to raise their hand with appropriate response– aye, nay, and abstaining.

6.2.5. President Pro Tempore

6.2.5.1. Looking for one of these - serves as a VP of the Senate essentially, if Chris cannot be there, you would be first or second in line. All senators are invited to apply.

6.2.6. Reminder to send a Retreat assessment, this is mandatory if you attended the retreat. Also, please fill out the introduction form.

6.3. [Treasurer Milo](#)

6.3.1. What the treasurer does:

6.3.1.1. Managing and administering funding in ASWU accounts

6.3.1.1.1. How does this work?

6.3.1.1.1.1. Has to make sure all of the money goes into these accounts and is able to be tracked

through spreadsheets. Fills out journal entry that moves money from one place to the other. Takes money from ASWU unallocated funds account and credits it to the appropriate club account - needs to be approved and then the funds are available to the student group/org.

6.3.1.2. Prepare budgets for approval by ASWU funding board and senate

6.3.1.3. Maintaining record of ASWU funding

6.3.1.4. Serving as financial advisor for all ASWU activities, committees, organizations, and boards.

6.3.1.5. Scheduling updates:

6.3.1.5.1. Funding requests are due tomorrow! Saturday and Sunday will be the time in which me and the finance board will read through all of these requests and get a sense of what everyone is asking for. Next week, we will meet and make a recommendation to the Senate based on the voting on funding requests. Next meeting, this will be in the Senate agenda to pass these recommendations and pass the funding round,

and these decisions will be sent out to the clubs. If you are interested in being on the finance board– you must schedule a meeting with me tomorrow. Time frame is compact and hectic, next funding round I am hoping that there will be more time.

6.4. [Press Secretary Stevie](#)

6.4.1. What she has been doing:

6.4.1.1. Goal for the month of October is that the ASWU account will be posting a story every day

6.4.1.2. Posted a recap of the weekend on the main account, wants to be having a post at least once a week

6.4.1.3. Wants to create transparency with the student body

6.4.2. Instagram takeovers

6.4.2.1. Would like exec members and some senators to do takeovers

6.4.3. I Want to have more pictures of people doing things versus infographics. Pictures are more engaging, so we will keep infographics mainly as story posts.

6.4.4. Senator intro posts- wants every senator to have a bio so all of the constituents can know who every senator is.

6.4.5. Is hoping to have the first ASWU newsletter sent out next week to the student body– used to highlight conversations in Senate

and the work we are doing, committee appointments. Sent biweekly, and will want opinions on it so please take a look.

7. Senate Reports

7.1. No Reports

8. Advisor Report

8.1. Professional Headshots - Next Wednesday, the 4th from 4-6 pm, there will be a professional photographer downstairs on the second floor. We will send you the digital files later.

8.2. Class of 1988 developed a fund to use for student initiatives - there will be posters going up on campus - it is a \$500 grant. This funded the revival of the student radio station. This could be used for any initiative or student organization or guest speakers, etc.

8.3. Andrew: Can an existing club apply? Lisa: Yes, it just has to be used for something new. Chris: This could be used for campus improvement projects!

9. Old Business

10. New Business

10.1. [How ASWU works](#) - Mira

10.1.1. New Logo - I like this one better, the other one was scarier. I feel like this represents our community now. It was designed by a studio art major, Natalie Klett.

10.1.2. Hoping to talk a bit more about what ASWU is so you have a better understanding of how we wor.

10.1.3. What is ASWU?

10.1.3.1. Has existed since 1936, serves as student government that serves constituency of undergrad students

10.1.3.1.1. Regular communication

10.1.3.1.2. Approval of student clubs

10.1.3.1.3. Oversight of budgeted allocations to student orgs

10.1.3.1.4. Collaborate with campus administrators to promote sentiments for the student body

10.1.3.1.5. Creation and adoption of campus improvement projects by ASWU senate

10.1.3.1.6. Administration of ASWU elections and appointments

10.1.4. Governance Structure

10.1.4.1. Divided into Executive and Legislative branches. ASWU exec (ASWU President, VP, Press Secretary, Treasurer and Clerk) and ASWU Senate (4 senators per class, one ASP student)

10.1.4.1.1. ASP Student rep has gone down from 2 to 1 because the number of ASP students has decreased since Covid

10.1.4.2. Used to have a Judiciary Branch, we have seen there is not as much of a need for this as there used to be, so we dissolved this branch in our new Constitution.

10.1.4.2.1. Parliamentary rather than 3 justices, we are compiling it into one role.

10.1.4.3. Only governance structure for all students on the Salem Campus. We have a PNCA counterpart, but their model of governance is much different than ours. We work in collaboration, and I find it important to talk with other student leaders and governance structures at the different campuses to be on the same pages.

10.1.5. Duties of the senate

10.1.5.1. Election cycles, appointments for open class seats after election cycles

10.1.5.2. Investigate and report on any area of student life

10.1.5.2.1. Bring any on campus updates or issues from any of the areas of campus that you occupy for senate updates

10.1.5.3. Propose legislation to serve the needs of the student body

10.1.5.3.1. If you have an issue you want to address, this will look more like a campus improvement project.

10.1.5.4. Levy and allocate funds of the ASsociation and the ASWU endowment

10.1.5.4.1. We have a considerable amount of money, and would like to spend this intentionally to improve campus life.

10.1.5.5. To meet when called upon by president of the senate or President Pro Tempore

10.1.5.6. To meet in an emergency session when called upon by at least two members of the Executive Board

10.1.5.6.1. We are hoping this won't happen with our no drama mentality this year, but be prepared just in case.

10.1.6. Community Guidelines and Expectations

10.1.6.1. Expect Attendance - this is very important to how the senate operates, it is also a form of respect.  
Communicate if you will be missing or not on time to a meeting. Communication is very important to building healthy relationships.

10.1.6.2. Monitor how we talk to each other- Make sure we are communicating with respect, not getting angry and being aggressive, but asking questions and avoiding accusations by thinking critically about how to deal with problems on

campus. Assume senators have the best intentions. Be respectful of everyone's identity while in this space.

10.1.6.3. Expect everyone to be active and present in this role. We all chose to be in this role, so we need to be engaged within it and keep the space productive. If anything comes up, please let us know.

10.1.6.4. Senate meeting structure

10.1.6.4.1. Voting will be easier now

10.1.6.4.2. Be respectful, be kind

10.1.6.4.3. Campus Improvement projects should be a grant process - ran CAFES and liked that model of student engagement

10.1.6.4.4. Are looking to have 2-3 student initiatives for this semester

10.1.6.4.5. Sean: Will we be devoting one meeting to this campus improvement project process? Mira: Yes, we will walk you through this process. WE will be paired up with senators with similar interests. We will use this as a way to meet with these senators and check in and divide up the work, ask questions of the exec team or advisors.

10.1.7. ASWU does a lot of things that students don't know that we do, so it's important to be excited about the work we can do in this space.

## 10.2. [Committee Appointments](#)

### 10.2.1. Vote

10.2.1.1. Ayes (11): Sarah, Andrew, Gabby, Anastasiia, Evyn, Sean, Parker, Sal, Suzan, Valentine, Wakana

10.2.1.2. Nays (1): Aiden

10.2.1.3. Absent (2): Ryan, Peter

### 10.2.2. Motion passed

## 10.3. The Parliamentary Appointment

### 10.3.1. [ASWU Constitution](#)

10.3.1.1. Need to think about who we would like to appoint

10.3.1.2. Parliamentary will be nominated by a senator, whoever receives approval of a majority of the senate will become the parliamentarian

10.3.1.3. Sean: Can you summarize what the parliamentarian will be? Chris: It is someone who we will consult with about the constitution and bylaws. This will be the person to go to about whether it is okay to do something in terms of the bylaws and constitution.

## 10.4. Leadership Conference for Oregon educators

- 10.4.1. [RSVP Form](#)
- 10.4.2. Got an email from Linfield student body president - it is a conference with other student governments in Oregon schools
- 10.4.3. Sarah: Would like more specifics about the timing of the event.
- 10.4.4. It is no longer free- if you really would like to go and are committed to going, make sure you are in attendance because we will be paying for this.
- 10.4.5. We can figure out transportation to this event.
- 10.5. Campus Improvement Project Discussion
  - 10.5.1. Skipping this section in the interest of time, and will come back to this next week.
  - 10.5.2. [Campus Improvement Project Ideas](#)
- 11. Public Comment
- 12. For the Good of the Order
  - 12.1. Valentine: The radio just started, and everyone should listen!
  - 12.2. Chris: Sinophone Cultural Association is hosting an event for Autumn Festival Saturday October 7 from 4-6 pm on Ford 1st floor. Free Food!
- 13. Adjournment