

MINUTES OF THE REGULAR MEETING OF ASSOCIATED STUDENTS OF THE  
UNIVERSITY OF ARIZONA SOUTH (ASUAS)  
AS TO BE HELD ON TUESDAY, December 13, 2016 AT 5:00 PM AT THE LEARNING  
RESOURCE CENTER, 1140 N COLOMBO AVE, SIERRA VISTA, ARIZONA.

**ROLL CALL**

Marissa Herrera - President  
Christopher King - Executive Vice President  
Open - Administrative Vice President  
Bryan Adams - Treasurer - Absent  
Angela Lucero - Administrative Assistant  
Caroline Gonzales - Advisor

**CALL TO THE PUBLIC**

THE FOLLOWING ITEMS WILL BE DISCUSSED, CONSIDERED, AND/OR DECIDED  
UPON AT THIS MEETING.

**GENERAL BUSINESS**

1. Approval of the Minutes from November 7th, 2016 meeting
  - a. Angela made a motion, Chris seconded it. Motion carries 3-0
2. Treasurer's Report - Bryan was not present.
  - a. Caroline requested that we ask the Foundation to purchase the giveaways for the entire semester upfront. Our giveaway budget will need to be reallocated to another place in the budget. This will be added to the next agenda for voting.

**OLD BUSINESS**

1. Application approval from HR
  - a. The original hire application was revised to say Student Government for ASUAS. Melody Dugie approved it and it will added to the request for resume and cover letter. This will align ASUAS positions to the student worker guidelines.
2. Addition Vote-ByLaws: President requests to add "Student employees should receive periodic performance reviews from their supervisors. This process may be used to identify the student's strengths and areas for improvement and to reinforce the

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supervisor's expectations. These evaluations may be informal in nature except in the event that continued substandard performance may lead to termination of employment. At that time a written evaluation shall be completed by the supervisor for documentation of substandard performance.” **as stated in the student employment manual.**

In addition, from the Engagement Document: “UA performance evaluation occurs yearly between ASUAS advisor and individual board members to discuss individual goals and progression. A self-evaluation is required of each board member prior to their performance evaluation. Biweekly meetings with the board and the ASUAS advisor require continuous evaluation of tactics and progress towards objectives in strategic plan. Each board member contributes to the development of the ASUAS strategic plan, assessment of goal progress and material for the yearly portfolio, and the continuity book for knowledge transfer. Each board member is responsible for training and transition for their replacement board member the following year.

- Marissa makes a motion to add the language from the student employment manual and the engagement document to the Bylaws. Angela seconds the motion. Motion carries 3-0

3. Information regarding children’s table for possible vote and approval

- a. Tot Tutors 2-in-1 Plastic Building Block Compatible Activity Table and 2 Chairs Set - \$49.99 before tax - can be picked up in Tucson
- b. Tot Tutors Focus Wood Table and 4 Primary Colored Chairs Set - \$83.99 before tax - Can be picked up in Tucson
  - i. Budget breakdown allotted \$250 for the children’s area. Marissa makes a motion to purchase the Tot Tutors Focus Wood Table and 4 Primary Colored Chairs Set. Chris seconded it. Motion carries 3-0.

**NEW BUSINESS**

1. Determine events that are required to attend for the spring semester

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a. **Spring Orientations**

i. UA Santa Cruz | Wed January 4 6-8 pm

1. Marissa will attend.

ii. UA South-PCC East Campus, Building E4 - Room 406 | Thurs January 5  
5:30-7:30 pm

1. Bryan, Chris, and Marissa will attend.

iii. UA Sierra Vista, Learning Resource Center | Fri January 6 5:30-7:30 pm

1. Marissa and Angela will attend.

iv. UA Douglas, Room 701 | Mon January 9 2:30-5:00 pm

1. Chris will most likely attend. Marissa said she could attend in a pinch, but would end up being late due to her student teaching.

b. Sierra Vista Chamber of Commerce UA South SV tour and lunch | Wed January 18

i. No exact time yet. Michelle should have more information. Marissa will be here and once there is a time, Chris will try to help.

c. **NCLC Conference | February 17-19** -registration in due by Jan.

i. This event is a mandatory event for ASUAS. The board and the President will have the decision to excuse the absence. Friday afternoon has a student government event that would be beneficial to our board to attend. The schedule for NCLC will hopefully be out soon. Those who are in Tucson do not receive the per diem, but the Foundation will reimburse for food. The per diem will cover whatever food is not covered through NCLC. Foundation pays upfront for the hotel - Marriott on Main campus.

d. **Tips for Scholars | Thur. February 23**

i. Chris has the email draft ready to go for clubs and club Advisors along with each branch campus to secure extra help for the event. He will send this out after the holiday break. Flyer for this event is in the drive for social media posting.

e. Tuition meetings and Faculty Forums

i. Wed February 4 10:00am-12:00pm\*

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- ii. Wed March 1 10:00am-12:00pm\*
- iii. Wed April 5 10:00am-12:00pm\*

- 1. Marissa will talk to Bryan to see if he can attend at least two of the meetings and possibly the new hire.

**f. Grad Fair-March**

- I. Tues Feb 28 Sierra Vista LRC
- ii. Weds Mar 1 Tech Park Room 2216

- 1. Caroline said the time would be from 12:30 to 6pm for both locations. We have a table setup with snacks and we are usually the last table.

**g. Dean's Brunch-Traditionally in March Looking at Feb 17th**

- i. Marissa will propose a Dean's Dinner and see what works for Dr. Buckner.

**h. Brunch with the Board- April 14th or 17th**

- i. Tentative transition meeting set at the end of April for the current and incoming board to meet and discuss. We will look at dates at the January meeting.

**i. Student Service Fee Committee meeting**

- i. Esther will have this meeting information for April soon. Marissa and Angela are automatically on this committee to represent ASUAS. Other students and club members are recruited to be on this committee.

**2. Meeting to make buttons for orientations (engagement meetings w/ Caroline)**

- a. Everything to make buttons are in Ed's office. We are looking at an estimate of creating 100 buttons for orientation. Anytime you on campus, stop in and make some. Ed said we just need to watch a YouTube video on how to do it. Marissa will check with Ed to make sure that everything is setup to create buttons.

**OPEN DISCUSSION**

- President
  - Continuity Binders

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- Everything that we have worked on and moved to Jupiter should be in your continuity binder. We will be graded on our continuity binder for our engagement experience.
- Set meetings for the next four weeks
  - December 19th 4:30 pm via LifeSize
    - Angela will email invitation
    - Marissa will be in charge of the agenda
      - Timeline and task breakdown
  - January 3rd 4:45pm via LifeSize
    - Angela will email invitation
    - Marissa will be in charge of the agenda
      - Timeline and task breakdown needs to happen.
- Engagement
  - There are engagement icons on the task document. Make sure you look at those and find ways to link to them.
- Survey results
  - Marissa is going to work on uploading the document with the survey results.
  - Marissa took the lead on the LRC and created a timeline and budget. We will take the timeline and the survey results to Dr. Buckner. Once she approves it we can do an email vote to move the process along. If you have any questions, please make a comment on the document.
- Executive Vice President
  - Wilbur and Wilma contest
    - Chris is still working on rules for this contest. He will finalize and share these rules for voting at the next meeting.
  - 6 month projection

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- The events and dates were discussed tonight. UAS Commencement is May 11th at 4pm.
- Club communication-club members list
  - Chris will share this information in the Drive.
- Plan collaborative meeting for week of 19-23 Dec.
  - December 19th 4:30 pm via LifeSize
  - January 3rd 4:45pm via LifeSize
- Administrative Vice President
- Treasurer
- Administrative Assistant
  - Angela will email the trial page to Brad to redesign our portion of the website.
- Advisor
  - Student Worker evaluations are coming up in January.
    - The forms are almost complete. Some more information needs to be added. Caroline will meet with everyone towards the end of January to complete the evaluations in person.
  - In the process of engagement meetings to be sure we are all on track for the engagement designation on transcripts.
  - The new activity planning forms are complete. Will discuss purpose and share forms.
    - Caroline will put the planning forms into Documents to share with everyone. This will help to plan events and will also include a reflection piece. These will help the new board make decisions on whether to continue or plan events.

**ADJOURNMENT - 7:34**

- Marissa makes a motion to adjourn the meeting. Chris seconds it. Motion carries 3-0.

**ADDENDUM**

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1. LRC Request - An email vote was initiated by the president on December 20, 2016.
  - a. Dr. Buckner has approved our request to paint inside of the LRC. Marissa spoke with Manny with Montano Painting and double checked that the green walls will be blue and the pink walls will be red. Also, Marissa would like to request the classrooms be painted white so the the red and blue do not overpower the small rooms. Marissa has requested specific paint swatches that we need to provide him to align with U of A colors from Kory and Ed.
  - b. In addition, from marketing, Marissa requested signs to be placed in the LRC that represent UA South, ASUAS, images of Wilbur and Wilma, and anything else marketing may have like the "imagine" phrase.
    - i. Marissa makes a motion to approve the request to move forward with accepting the Montano Painting Quote to paint the LRC and to work with Ed Roskowski in Marketing to place signs representing UA South and students. Angela seconds the motion. Motion carries 3-0.