CALL TO ORDER

ROLL CALL
Clinton Lee - President
Jacob Buntin - Executive Vice President
Sharon Christie - Administrative Vice President
Open - Treasurer
Steven Norman - Administrative Assistant
Becky Pickett/Michelle Menninger - Advisors

CALL TO THE PUBLIC

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

GENERAL BUSINESS
1. Treasurer’s Report – Becky

OLD BUSINESS
1. Hiring paperwork – progress
   a. Trainings – FERPA, harassment, driving, P-card
   b. Driving approvals
   c. Reserving vehicles
2. Time sheets
   a. Entering time online
3. Business cards – see handout
4. Office hours
5. Treasurer candidates

NEW BUSINESS
1. Marketing photos with Ed Roskowski
2. President
   a. Meeting platform
   b. Orientation Survey results – Douglas, Pima, Sierra Vista
   c. Expectations
3. Executive Vice President
   a. Polo shirts – sizes
4. Administrative Vice President
   a. Calendar
      i. New Wildcat Welcome orientations
      ii. Dine Under the Stars
      iii. Festival of Trees
      iv. Golf Tournament – University South Foundation
      v. GBP Induction Ceremony
      vi. Faculty Forum
      vii. SEAC
      viii. Interim Executive Leadership Team Meeting
      ix. ABOR
      x. University South Foundation Board meetings
      xi. University South Foundation scholarship receptions
      xii. Graduate Council – find a grad student

5. Treasurer
6. Administrative Assistant
   a. Bios and photos
   b. ASUAS web page
   c. Newsletter items
      i. Biweekly
      ii. Add links
   d. Posting agendas & minutes online
   e. Meeting notifications
      i. Prep emails
      ii. When do these go out?

7. Advisor
   a. Schedule 1:1 meetings

OPEN DISCUSSION

1. Legacy/goals
   a. What is your mission this year?
   b. What is your goal?

ACTION ITEMS

1. Member
   a. What is expected
   b. Deadline

ADJOURNMENT