



*Executive Board Meeting
Official Meeting Agenda*

August 25th, 2023

10:00AM – 12:00PM

To be held in-person in University Y (UWY) 103

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Open Public Forum
- VI. Unfinished Business
 - a. Updating Bylaws
 - i. **[DISCUSSION]** Title III – The Senate
 - ii. **[DISCUSSION]** Title IV – The Executive Board
 - iii. **[DISCUSSION]** Title V – Summer Control of ASUWT
 - iv. **[DISCUSSION]** Title VI – Hired Staff
 - v. **[DISCUSSION]** Title VII – Elections Calendar
 - vi. **[DISCUSSION]** Title VII – Election of ASUWT Officials
 - vii. **[DISCUSSION]** Title IX – Elections Code
 - viii. **[DISCUSSION]** Title X – Ratification
 - ix. **[DISCUSSION]** Title XI – Internal Accountability Policies
- VII. New Business
 - a. **[VOTE]** Title I – System of Bylaws
 - b. **[VOTE]** Title II – Logistics
 - c. **[VOTE]** Approval of Remote Senate Meeting Attendance for Summer Quarter
 - d. **[DISCUSSION]** Appointment of Lwazi Mabota to STFC
 - e. **[DISCUSSION]** Appointment of Quienten Miller to STFC
- VIII. Board Updates
- IX. Advisor Updates
- X. Adjournment

Roll Call

<u>Position</u>	<u>Name</u>	<u>Status</u>	<u>Notes</u>
President	Holly Wetzel	Here	
Director of University Affairs	Roland Heyne	Here	
Director of Internal Affairs and Communications	Jamie Song	Here	
Director of Finance	Alicia Whitten	Here	
Director of Outreach	Yolanda Escribano	Here	
Director of Legislative Affairs	Chrystal Volkova	Absent- excused	
Director of Student Technology	Jayana Estacio	Here	

Call to Order

Approval of Agenda

- Motioned: Director Heyne
- Seconded: Director Whitten
- Vote: 5-0-0

Approval of Minutes

- Motioned: Director Heyne
- Seconded: Director Estacio
- Vote: 5-0-0

Open Public Forum

- No one attended from the public

Unfinished Business

a. Updating Bylaws

i. **[DISCUSSION]** Title III – The Senate

1. 301.04- verification of wording in regards to when representatives' seats become vacant or removal from office
2. 302.01- Reworded Points 1-3:
 - a. Speaker of the senate election protocol was edited
 - b. Director Heyne reported that the Speaker of the Senate used to be elected by the process of the Director of Internal Communications and Affairs reading through the speeches of other people

- c. Speaker of the Senate will still be elected as the bylaws state this year, but the new change would allow for individual senators to present their speeches
 - d. Director Estacio clarified if Speaker of the Senate's speeches were presented only to the Director of Internal Communications and Affairs, which Director Heyne said that they were presented to the whole Senate, just ready by the Director of Internal Communications and Affairs
 - e. 302.02- When the Speaker of the Senate is fulfilling the role of Chair of the Senate, they will lose their ability to vote
 - i. Justification was because the Director of Internal Communications and Affairs doesn't have a vote when chairing the Senate
 - f. Advisor Leary did bring to attention that the Speaker of the Senate not having a vote will affect numbers for Quorum for Senate
 - g. Director Heyne said that the senators and Director of Internal Communications and Affairs being absent would be unlikely
 - i. Acting chair shouldn't vote
 - ii. Director Estacio agreed that ASUWT will have a fully-functioning so it's unlikely that the Speaker will need to lose their vote
 - iii. Director Heyne reminded the group that bylaws still need to be passed until Senate.
3. 303.00- Inclusion of Senate Working Groups as responsibilities for ASUWT Senators
4. 303.02-
- a. Point 3- Checking Microsoft Teams added as a responsibility for Director positions
 - b. Clearer language was added to connect students to initiatives being planned and supported by Senate Groups or by ASUWT in general
 - c. Requirement for committee work (at least one committee) per senator was removed because of lack of hours
 - i. Director Heyne said that any senator performing committee work would be provided with a volunteer hour from Husky Volunteers
 - d. Point 7- modified wording, flushing out the senate group working style and working with a director.
 - i. Senate would need to provide quarterly reports on working group progress
 - e. Point 18- Requirement of hours per senator
 - i. Power to Internal Communications and Affairs to shift and alter hours when made available by vacancies .

- f. Points 19 and 20 refer to office hours
 - i. Director Heyne reported that without enough hours, senators will not be required to sit in an office to fulfill one hour in an office
 - ii. President Wetzel said that Directors will be required to have office hours up to a certain amount, detailed later in the bylaws.
- ii. **[DISCUSSION]** Title IV – The Executive Board
 1. President Wetzel polled the group to see who had reviewed their positions and all Directors raised hands to designate that they had
 2. 401.20- Microsoft Teams was added to what directors should be checking, with their email
 3. 402.02- ASUWT President
 - a. President Wetzel added that Director of University Affairs with the ability to delegate tasks
 - b. Director of University Affairs is meant to produce progress reports to the President about the executive board’s productivity
 - c. Advisor Leary provided a wording option to ensure that the President understood that occasional travel may be something expected of President, for travel to Seattle and Bothell in collaboration with their organizations
 - d. 4 weekly office hours are required for all Directors in the Center for Student involvement
 - i. Director Heyne expanded on possible uses of office hours
 4. 402.03- President is advised with the guidance of respective hiring committees to appoint hired positions within the office
 5. 403.02- University Affairs
 - a. Director Heyne provided context to the edits of the position
 - b. Transferred creating awareness for students around campus resources to Director of Outreach
 - c. University Affairs will not attend the UW Tacoma Administration at least 2 times a quarter
 - d. Oversight and developing the Council for Campus Engagement and initiatives
 - e. Will only be working allotted hours by the ASUWT Budget
 - f. Director of University Affairs will relay information from the President about what they need from the executive board
 - g. Director of University Affairs will work closely with internal senate groups
 - h. Will only be working allotted hours by the ASUWT Budget in the summer
 6. 403.03

- a. Director Escibano added the conducting of 2 forums per quarter, one at the beginning and at the end
 - i. Director Heyne agreed to receive valuable feedback from the students
 - b. President Wetzel wanted to confirm at least 2 or the recommendation for future positions
 - i. Directors agreed to change the language to instate that 2 forums are required of the position
 - c. Item 11- removed because it was repetitive statements
 - d. Point 13- Reasoning is that ASUWT Budget is different between years.
 - e. Outreach works with senate groups to promote information and progress
 - f. Item 16 is redundant after how many office hours need to be based on Position descriptions
7. Director Heyne reminded Director Whitten to possibly add a weekly reflection of what hours need to be

Director Escibano needed to break and Director Heyne released them. Advisor Leary advised President Wetzel to motion for a recess of a particular time, until all members were back in the room.

President Wetzel entertained a motion for a 5-minute recess at 10:42am

Motion: Director Heyne

Seconded: Director Song

Vote 4-0-0

President Wetzel called the meeting back to order at 10:47am

- 8. Continuing from [DISCUSSION] Title IV—The Executive Board 403.03- Conversation continued about the weekly reflections of how Directors are using their hours to help Director Whitten better propose hours for future positions
 - a. Director Escibano asked about the approval process and President Wetzel included how Senate will review
- 9. Director Heyne encouraged that weekly reflections begin anyway to better support proposals for more funding
- 10. Director Whitten wanted to clarification regarding Financial Desktop
 - a. Advisor Leary suggested cutting item 5 to remove Financial Desktop as it's no longer active
- 11. Director Estacio brought up Item 8 because it deals with STFC
 - a. Advocated that the Director of Finance does not need to serve as an ex-officio member of STFC
 - b. Advisor Leary provided information and precedence that this was not how it had been done historically and the Director of Student Technology has the ability to reschedule meetings, in compliance with OPMA procedures.

- c. Advisor Leary promoted the idea that STFC has the power to hire an assistant to maintain meetings minutes and agendas, and could chair the meetings if needed.
 - 12. President Wetzel prompted the discussion of striking STFC participation
 - a. Director Estacio provided that the STFC bylaws state that only one executive board member from ASUWT needs to be present and in their capacity, that role is fulfilled
 - b. Advisor Leary reiterated that Director of Finance has a number of commitments
 - c. Director Heyne said that it would not be fair to have an assistant fill in for the Director for Student Technology to host a position and advocated for the Director of Finance to maintain their presence as an ex-officio member on STFC.
 - d. President Wetzel promoted the idea of STFC passing a bylaw change to have a vice chair or someone to act in the chair position for Director of Student Technology in their place
 - i. Director Heyne promoted the idea of the vice chair as well in place of the Director Of Finance fulfilling that role
 - e. Director Heyne clarified the Bylaw review process and must be approved by the Directors of ASUWT
 - f. The STFC Participation of Director of Finance was struck from the bylaws for review by the Senate.
 - iii. Director of Student Technology
 - 1. President Wetzel prompted that in 26 minutes, they would be closing old business to start with new business
 - 2. Director Estacio suggested adding “the UW Board of Regents” to Item 7
 - 3. President Wetzel identified changes to senate group information and office based on budgetary allowances within the position description
 - iv. Director of Legislative Affairs
 - 1. President Wetzel identified changes to senate group information and office based on budgetary allowances within the position description
 - v. Director of Internal Communications and Affairs
 - 1. Addition of oversight of Senator and senate group meetings as well as upholding the new accountability possibility in Title XI.
 - 2. President Wetzel identified changes to senate group information and office based on budgetary allowances within the position description
- b. 409.04- Stuck University committee requirement for ASUWT Directors
 - i. **[DISCUSSION]** Title V – Summer Control of ASUWT
 - 1. Struck in its entirety, as authority over summer activities is outlined in individual leadership positions
 - ii. **[DISCUSSION]** Title VI – Hired Staff
 - 1. 600.01- Language was edited
 - 2. 600.02- *Shall* turned to *may* allows for reduction of staff size

3. 600.04- Limits Presidential authority to hire who they want without inclusion of hiring committee options
4. Office Manager
 - a. Updated responsibilities to better promote understanding of position responsibilities
5. Legislative Liaison
 - a. Removed weekly office hour requirement due to the expectation of being in Olympia, WA for Legislative Sessions
- iii. **[DISCUSSION]** Title VII – Elections Calendar
 1. **700.04-** Should Elections Committee not be formed, the ASUWT Advisor would fulfill the Elections process
 - a. Advisor Leary asked to have an (s) added to advisor, to ensure inclusion of the secondary advisor in the Student Civic Engagement Specialist
- iv. **[DISCUSSION]** Title VIII – Election of ASUWT Officials
 1. No significant changes

President Wetzel entertained a motion to table the remain discussion points until the next meeting

Motion: Director Heyne

Seconded: Director Song

Vote 5-0-0

Items moved to Old Business for Meeting on 9/1/2023:

- v. **[DISCUSSION]** Title IX – Elections Code
- vi. **[DISCUSSION]** Title X – Ratification
- vii. **[DISCUSSION]** Title XI – Internal Accountability Policies

New Business

- a. **[VOTE]** Title I – System of Bylaws
 - i. Motion Entertained by President Wetzel
 1. Motioned: Heyne
 2. Seconded: Whitten
 3. Vote: 5-0-0
- b. **[VOTE]** Title II – Logistics
 - i. Motion Entertained by President Wetzel
 1. Motioned: Whitten
 2. Seconded: Estacio
 3. Vote: 5-0-0
- c. **[VOTE]** Approval of Remote Senate Meeting Attendance for Summer Quarter
 - i. Director Song reported that 3 Senators are not able to show up in person
 - ii. Director Heyne brought the information that quorum is really important to maintain in order to vote
 - iii. Motion Entertained by President Wetzel
 1. Motioned: Director Heyne
 2. Seconded: Director Song

3. Vote: 5-0-0
- d. **[DISCUSSION]** Appointment of
 - i. Lwazi Mabota to STFC
 1. Director Estacio requested to have application materials brought up for each candidate
 2. Director Heyne referenced for those with laptops to bring up note sheets for each candidate
 3. Director Estacio believed Lwazi was a good candidate and brought the following insight:
 - a. Involved with school and with his academics
 - b. His academics includes scholarships, great GPA, work experience related to Technology
 - c. Very passionate about the committee
 4. Director Song emphasized key features in project management and ensuring success in his involvement
 - a. Dedication is highly valuable
 - b. Desire to assist staff members or students who have trouble using technology
 - c. Eagerness to consult students first to support new technical resources on campus
 5. Director Heyne appreciated that Lwazi was his craft sentences and his charimstic approach and his ability to work on a team
 - a. Lwazi could pause and help others, rather than taking over and doing himself
 - b. Boasted as a strong team player
 - e. **[DISCUSSION]**
 - i. Appointment of Quieten Miller to STFC
 1. Director Estacio reported on this candidate
 - a. Vice President of Google Developer Student Club
 - b. Familiarity of what is funded by STFC
 2. Director Heyne reported that Quieten's knowledge about the TLC would be helpful for their time on the STFC
 - a. Leadership capabilities and ability to stay committed will support the drive for the committee this year
 - b. Quieten talked about how he handled adversity; offers helps without directly imposing the assistance on them
 3. Director Song spoke of how he supported inclusivity and talking about emphasizing involvement and engagement on campus
 - a. Director Song referenced Quieten also being a valuable team player
 4. Director Heyne promoted that both would be valuable additions to the team.
 - f. Board Updates
 - i. Director Escribano – Outreach

1. Tabling coming up in Autumn Quarter about when to sign up
2. Meeting with Husky Volunteers to work together on an event
 - a. Working to get ASUWT involved in Day of Caring on October 13, 2023 from 12:30pm-4pm
3. Rock the Vote application for Campus Event Fund is being developed
- ii. Director Estacio— Student Technology
 1. Hiring continues- two more candidates will be interviewed next week
 2. Review of STFC Bylaws and after the meeting, more to review and add
 3. Director Estacio is hoping to train those that are hired and bring everything together for a bonding experience before school starts
- iii. President Wetzel—Presidential Matters
 1. Lots of meetings, including a lot of trust-building with University administration
 - a. Getting more in the loop In the loop for Tri-Campus matters and motivated to learn more about what connections Tacoma has lost from mismanagement
 2. President Wetzel spoke of the hired position interviewing coming up today and next week
 3. Name Badges are here for all ASUWT Members
 4. Meeting with Madie Brown and the Health Coalition is being developed to include faculty, staff, students to address items pulled from the National Health Assessment
- iv. Director Song—Internal Communciations and Affairs
 1. Director Song reported that Senate training went well on Wednesday with Director Heyne
 2. Open Public Meetings, Powers of ASUWT, and updating ASUWT Technology will be discussed
 - a. Director Whitten may attend
- v. Back to President Wetzel
 1. Sometime in September, ASUWT Headshots will be taken for directors and senate
 2. Date to be announced so that when leaders are present
- vi. Director Song
 1. Interviews taking place on Friday for City Liaison, office manager, and grad senator
- vii. Director Heyne
 1. Helping with Senate Training and promotion of Jamie's work
 2. Interviews happening today
 3. Director Whitten and Director Heyne have officially formed the Council and Campus Engagement
 - a. About \$11,000 dollars has been spent in Conference and Training Fund for multiple student applications
 - b. Campus Event Fund: SAB, Giving Garden, ECHO, and more have submitted and been funded

- 4. WSA Update
 - a. Attending zoom meetings basically providing more information about the WSA General Assembly
- viii. President Wetzel
 - 1. WSA General Assembly in first or second of November
- ix. Director Heyne
 - 1. Reported more on applying for CTF and Special allocations to provide more travel funds for WSA
- x. Director Whitten
 - 1. Helped in supporting decision for Council for Campus Engagement
 - 2. Approving financial requests
- xi. Director Heyne
 - 1. With Director Whitten, they have created a document that is tracking available hours in open positions
- g. Advisor Updates
 - i. Student Leader Training- September 13, 2023 from 10am-3pm
 - ii. Campus Groups Student Engagement Platform is coming to UW Tacoma and will be a great tool for student leaders, organizations, and the student community.

Adjournment at 11:44am