***Senate Meeting Agenda***

Monday September 18 | 5:30 pm - 7:30 pm

DeRosa University Center 211

1. **Preliminaries**
2. Call to Order

Motion to call the meeting to order at 5:31 PM

Motion: Senator Tahir

Second: Senator Beck

1. Roll Call Attendance

Senator Rana is absent

1. Approval of Agenda

Motion to approve the agenda for the meeting on September 18, 2023

Motion: Senator Spaccarelli

Second: Senator Reyes

Approved 9-0-0

1. Approval of Minutes

Motion to approve the minutes for the previous meeting on September 11, 2023

Motion: Senator Tahir

Second: Senator Padilla

Approved: 9-0-0

1. **Public Comment**

401.4 Public Access to Senate Meetings

All ASuop members shall be guaranteed the right to address the Senate:

1. Any individual recognized by the Chair shall rise and state their name.
2. Any individual may have up to three (3) minutes to speak.

Speakers should sign up to speak by filling out their contact information (name, email) on a speaker [sign - up list](https://docs.google.com/forms/d/e/1FAIpQLSevIDqC832f4z1fC5EDue-nbz8dD2g98hiAj-PMjBbvxGoXwg/viewform). The Vice President will receive official responses and communications from ASuop within approximately 5 business days.

Simon Hinmon: I came on behalf of Beta Theta Pi and Kappa Alpha Theta to promote our costume contest in order to fundraise and give to a charity. I wanted to reach out to ASuop in order to peak your interests in trying to also fundraise and promote your organizations.

VP Manning: Please send a flier to us when everything is planned out.

Senator Spaccarelli: How will ASUOP gain money from this?

Hinmon: You can advertise, sell food and drinks as well.

VP Manning : We cannot sell due to limitations set by the bylaws, but we appreciate you coming forth to the Senate and thinking of ASuop. We will be sure to attend your event.

1. **Business Items**
2. Action Item: [FBAR 23:24-2](https://docs.google.com/document/d/1mQuwRrMRl5EgKouTQOaTpyQpWAQzK6my/edit?usp=sharing&ouid=102128973721046032337&rtpof=true&sd=true) — Director of Finance

Director Rossi: We have fewer contingency funding applications; there is only 1 this week. The rest of the FBAR involves conference funding. In Line item 5 — a student reached out and expressed that they needed more funding to get to that conference due to their circumstances that I will keep confidential. That is the only thing of interest regarding this FBAR.

Senator Spaccarelli: Initial comment; how much money is there left in contingency funding?

Director Rossi: I will check for you. $730

Chief Justice Berryhill: What is the meaning of the total for each line item?

Director Rossi: The total reflects the amount of discretionary funding that they are given.

Chief Justice Berryhill: There is a mistake in this FBAR.

VP Manning: We are all learning; if there is a mistake in the future, please let me and Director Rossi know so we can approve it at the meeting and get RSO’s their funding.

Senator Spacarelli: Why are AIGA conferences separated out into two sections?

Director Rossi: Based on the needs of the student that I mentioned earlier.

Senator Spaccarelli: Can we strike the incorrect items out in order to approve certain items today?

Senator Reyes: I am okay with doing that if everyone else is in favor of doing that.

Senator Beck: Director Rossi, are you able to share why that student needed specialty funding.

Director Rossi: Due to the confidentiality of the student, I will not be sharing the reasoning behind the funding.

Senator Padilla: Can we move for the football club as well?

VP Manning: Of course.

Move to vote on Section 1 Line item 1, as well as Line item 5 and 6

Motion: Senator Spaccarelli

Second: Senator Padilla

Approved 8-0-1 with Senator Tahir abstaining from Line Item 1

Motion to Table Section 1, Line item 2, 3, and 4

Motion: Senator Beck

Second: Senator Tahir

Approved 9-0-0

1. Action Item: Second Read [ASuop Annual Budget 22-23.xlsx](https://docs.google.com/spreadsheets/d/13pzfurTQbFYxlTDkZ0itEYU0MQ1WpgEd/edit#gid=1114040148)

Senator Padilla: I am aware of the funding cuts to the DEI Department, but I would like to know why those cuts were made.

Director Rossi: There is a memo about why we cut and increased funding in the Slack. You can compare it to the budget and feel free to ask me any questions for clarification.

Senator Padilla: They aren’t doing the Cinema Series because they do not wish to, but I heard that they were trying to do a multicultural themed event.

Director Rossi: I can't speak for DEI but I am also aware that they are trying to plan a large event soon.

VP: There is a difference between coordinated DEI events versus programing DEI events. DEI is doing their best to coordinate all DEI events. The top priority for DEI is to hire a full team first, so then they can focus on DEI internally and externally. Please talk to your constituents and encourage them to apply to the DEI department.

Question raised by Senator Spaccarelli: Compensation — we can't change the compensation in the year that it is, what we are doing is not changing compensation level, but the line item compensation instead. Have we considered this?

Director Rossi: The budget for this year was curated and voted on last year. I am creating this year's budget and am also working from the budget that was voted on last year. I understand that this might be a hard concept to grasp, but feel free to ask me any questions if needed.

VP Manning: We can have a discussion if needed.

Motion to vote on the new updated and revised annual budget

Motion: Senator Tahir

Second: Senator Reyes

Approved 9-0-0

1. Discussion Item: First Read [SB:01 Special Elections Act](https://docs.google.com/document/d/1GFZb29Git4XUoraPm57AX_IKDwK_oBZ2F3gPZl2rjc4/edit)

VP Manning: I will give the floor to Senator Spaccarelli so he can elaborate more on the matter.

Senator Spaccarelli: This is stating that the interim election coordinator will be a senator , but for a special election, it will be an associate justice. The associate justice will be in charge and it makes sense because the judicial branch will be working on special elections anyways. If a senator is appointed after the elections, they are considered a fully fledged senator.

VP Manning: For the interim elections coordinator, will it be a senator?

Senator Spaccarelli : For general elections, yes, for special elections, no.

Chief Justice Berryhill: The court will pick a senator for the elections coordinator when the time comes.

Senator Spaccarelli: Current members of the Court can't sit on the elections committee; they are to watch and supervise the committee. Members who are ineligible will not be able to sit on the committee. This order is pending a judicial proclamation.

Chief Justice Berryhill: When the Senate Bill is passed, we will release the Judicial proclamation.

Senator Spaccarelli: Red line items will mean that it is moved and reworded. We red lined this section and set it aside in order to give the associate justice more responsibility.

VP Manning: The committee is composed of 4 students not involving the elections coordinator, and please let your constituents know that the positions are open.

Senator Spaccarelli: Section 8: Runoff elections— there is no runoff election for special elections

Senator Beck: Are school days and business days seen as the same?

Chief Justice Berryhill: We will change the language from school days to business days if needed for clarification.

Senator Spaccarelli: Writing campaigns — it covers campaigning activities and asking others to vote for you. Please do not cheat!

VP Manning: Special election season will be called when needed during the fall semester. Special elections must occur if there is more than ⅔ vacancy. The election coordinator gets training time if needed. During the first week of the special election the election coordinator will hold orientation; they will take a quiz, and you can send someone as representative to take the quiz for you. Then in a week, you will be campaigning. After someone is chosen, there is no runoff election. We specified runoff elections are only for general elections

Senator Spaccarelli: Correct. Anyone can file a complaint if needed to the courts. If the election committee is in violation, there can be a decision on whether the senate needs to review it or not. The Chief Justice, Vice President, and President will decide whether the election committee is functioning well enough. If the Vice President or the President is on the election committee, then there is a distinct order of who will be on the committee.

Senator Mendoza-Martinez: In case they are a part of it, then it goes down to the next person in power, correct?

Senator Spaccarelli: Correct. Appeal procedure — if someone is in violation of elections code, they can be disqualified based on varying levels of penalty. Campaign finances — candidates can request ASuop provide sheets with types of campaigning material.

Senator Lopez left the room

Senator Spaccarelli: Candidates participating in special elections will not get a free graphic made, btu they are allowed to campaign

Senator Padilla: Strategic marketing is a smaller team, as well as the special elections is a smaller period of time. This is the reasoning why rules had come up with this rule.

VP Manning: Does campaign material still have a specified location?

Senator Spaccarelli: Be sure to follow the SLIC Guidelines.

Chief Justice Berryhill: If they want to create their own graphic, they must get it printed out by ASuop. They have a $100 budget.

VP Manning: Do we limit the amount of sheets that we print out for them?

Advisor Magaña: No, they have a $100 budget.

VP Manning: Does anyone want to say anything about the discussion we’ve been having about the senate bill.

Senator Padilla: We meet on Fridays from 1-3. We make senate bills and use feedback in order to incorporate everything that was critiqued. Please join the Rules committee!

Senator Spaccarelli: We are flexible to that day and time if someone is interested.

Advisor Magaña: Me and Chief Justice Berryhill had a discussion about terming out— it's a little disruption about it. Senators and Directors end their term at different times. I would like to consider putting this on the ballot if we are able to in order to not overwork the training period for the new Senators and Directors. I love the edits that were made to the special election code, but I would ask if we revisit them. I have specific notes on how to improve our elections this year.

Senator Spaccarelli: We can make edits to the bylaws, and they will not affect the special election this year.

VP Manning: You should join Rules because the previous Vice President and President came to start that Contingency and Graduate funding that we use today. Rules implemented all of these ideas into our bylaws. I would please encourage you all to join Rules if you would like to make an impact on things like this. Would it be okay if people came to shadow this Friday's meeting?

Senator Spaccarelli: Rules meetings are always open to everyone and you are free to come by any time.

Senator Mendoza-Martinez: Where do the Rules committee usually meet?

Senator Spaccarelli: We usually meet in the SLIC office or in a DUC study room.

Senator Lopez entered the room.

1. Discussion Item: Presentation — Director of Academic Affairs

Summary: University Committees are voting committees in which some members of ASuop are assigned to participate in.

Senator Spaccarelli: How frequently can we expect these reports?

Director Xu: One week turnaround.

VP Manning: If we want to get something on the report of the committees, what is the most professional process for that?

Director Xu: Slack me or email me at [asuopaca@pacific.edu](mailto:asuopaca@pacific.edu)

Senator Spaccarelli: In the event that minutes are not made public, can we request to view them?

VP Manning: That is out of Director Xu’s jurisdiction.

Senator Spaccarelli: If we want standing reports, can I participate in doing that?

Director Xu: No, but you can request them every single month.

Advisor Magaña: There is a committee where there is a NDA on file so don't expect meeting minutes for that committee. They ask ASuop as guests to sit on these committees, but any student is allowed to do so. ASuop was chosen because we are the natural student leaders on campus. You all need to be proactive about your schedules, so please think in advance about it when planning for the spring semester. Do not be afraid to name people when they aren't attending their committee meetings.

Senator Spaccarelli: Meeting times are not likely subject to change because they are staff, so be cognizant of that.

Senator Beck: Do you expect the report we write to look a certain way?

Director Xu: I will pull up the template. Please make a copy of the template if needed.

VP Manning: The list is subject to change?

Director Xu: Yes it is, for whatever reason as well. We will reassign if needed. If any of you are assigned to a committee and you do not give me the report, I will be reassigning you.

VP Manning: if you're not a senator on this list and you want to be, you are able to fill in if you want to. I will go over all of these minutes during 1 on 1’s.

Advisor Magaña: Easiest way to share a report of these meeting minutes would be during these senate meetings.

Director Xu: A more detailed version of what's going on during the committee meetings will be going into the records.

Advisor Magaña: It would be better for officers to say a summary of the meeting instead of writing them out, especially if they need to withhold certain information.

Senator Padila: Your presentation was really organized.

Motion to recess for 5 minutes and return at 6:58PM

Motion: Senator Lopez

Second: Senator Padilla

The meeting was called back from recess at 6:59PM

1. Discussion Item: Presentation — Chair of Arts and Entertainment

Summary: How to plan an event and the steps to take while coordinating:

1. Create event proposal
2. Determine goals and main objectives
3. Determine date and time for the event
4. Determine the venue and book it
5. Determine the budget
6. Brainstorming ideas for supplies, talent, vendor, food
7. Create a google sheet purchase list
8. Create a map layout of the event
9. Determine what your tech needs are if applicable
10. Write a FAMIS request which goes to physical plant
11. Update time and dates on event calendar and let ASUOP director of comms know
12. Create graphics and promotional material

Senator Spacarelli: Does Duplicating have an option of sustainable printing?

Chair Haight: I am unsure, but you are able to contact Duplicating and ask.

1. Determining the time of set up and run of time show and team responsibilities plan
2. Create a music playlist for your event
3. Create post event evaluation

VP Manning: Can our senators collaborate with A&E programmers on events since they both have the assignment to hold one event per semester.

Chair Haight: Yes! I think that is a great idea.

1. **Announcements**
2. Vice President

Senator 1 on 1’s: Templates for constituent reports are found in the Google Drive and meeting times are in the shared Google Calendar. Constituent outreach: For example: Senator Tahir is attending an RSO/DEI event. This counts as constituent outreach. If you are unsure if an event will count for constituent outreach, please Slack me. The BSU meeting will be tomorrow at 6:30 held in the BSS lounge in McCaffrey. I would appreciate it if senators started to connect with me about their senator events for this semester. Chairs of committees: Please let Judicial Apprentice Bussel know your meeting times. Please go to the Rules meeting this Friday if you are interested in seeing what they work on. Finally, please fill out the QR code when logging your office hours.

1. President

~None~

1. Officers

~None~

1. Advisors

Advisor Magaña: Advisor Rugeley-Valle’s last day will be on Friday. I will update you more soon on what will happen with advising. I am asking you all for grace on how things are going to work while Advisor Rugeley-Valle is gone. I'll be absent the first week of October as well as next Friday. I will need to start leaving these senate meetings at 7 because I have to attend class, if you have questions, please let me know beforehand. Preferred method of communication will be Trello, but before I get that situated, email and Slack will work just fine.

1. **Adjournment**

Motion to adjourn the meeting for September 18 at 7:28PM

Motion: Senator Spaccarelli

Second: Senator Kamran

Approved 9-0-0