



Senate Minutes

September 12, 2016

Opening

Call to Order: Speaker of the Senate Akers

Prayer

Pledge of Allegiance

Roll Call and Establish Quorum: Director Tucker

Reading and Approval of Minutes: Senator Buchholz (Seconded)

Communications:

1. Guest Speaker: **Amanda Wheaton, Max Kalchthaler, Amy Cavanaugh**
 - a. Amanda (internship & engagement manager), Amy (director/employer relations), Max (career & program advisor.)
 - b. Amy- we want to talk about the value in engaging with us. We conduct surveys every year at graduation, 77% of students who graduated from UP last year had a plan and worked with our office, 84% used internships or integrated work experience provided by the Career Center.
 - c. Max- knowing the importance of being engaged on campus. Pilot Map- stands for 4-year action plan can be found at (<https://www1.up.edu/career/majors-and-careers/pilot-map-4-year-career-plan/index.html>). There are 4 categories- Explore, Engage, Experience, Enhance...regardless of your constituency there is a category for each and every year here at UP. We want folks to get involved, because we know it's a critical piece and employers like to see it. Telling your story is also a critical piece as well. We want to help people tell their stories. Most students will change their major if not once, then twice. We promote students getting engaged in many ways whether that is Study Abroad, SARC, etc.
 - i. Another resource we do a lot of coaching with is LinkedIn. I highly recommend LinkedIn to all of you, it helps tell your story, and connect with other UP alumni...There are 19,000 pilot alumni on Linked in all over the country. Can find your major and specific area, and it will pull up alumni from UP.
 - ii. We have a request to connect and network template sheet, that is incredibly helpful on our website.
 - iii. Recap of Resources: Pilot Map, individually, us at the Career Center we help you wield the tools that you might have but not know what to do with.
 - d. Amanda- I work with internships but I don't meet a lot one-on-one with students anymore. I am passionate about getting students together to create more access to student with opportunities to connect with you with awesome professionals in your field. I have a handout here with events- amazing way to network with others. We know ASUP can represent to your constituents, all the useful information for them to be successful here at UP. These are great networking opportunities for your constituents. Internships are great, they can show you what you do want to do, and what you don't want to do as well. More experiences you do the more you can add and cross things off the list. We have a job and internship board that is pretty underutilized. It is called College Central Network. Recently we determined some of the barriers to students who are getting internships. We established this was one of the barriers, many were unaware we didn't have this job board. So are taking steps to rectify it. We have auto-enrolled all the freshman. We are going to send out messaging to all the classes telling them why they should utilize this resource. This is a great tool and a great source to promote to constituents.
 - e. Max: Are there any questions we can answer?

- f. Tayler: You mentioned you will be sending out an email to sophomores and juniors are you going to sign people up for College Central? Or do we have to sign up ourselves?
 - g. Amanda- we are going to sign everyone up who isn't already. It will be the people who haven't signed up and they will have to go in and activate the account.
 - h. Kevin Truong- What is the main jobs or categories that students utilize?
 - i. Business, arts and sciences, working on engineering for internships, we have a lot of full-time jobs for nursing and engineering. For ED we have a lot of full time opportunities as well.
 - i. Kevin- Are there any opportunities for the Pre-health umbrella?
 - i. It's a little tricky. We get a lot of OHSU opportunities. Elizabeth Jones in CAS or Becca the new health advisor would be the best person to talk to.
 - j. Natalie- if we were to tell our constituents to make an apt, what should an individual have going into the meeting?
 - i. Max: if they do anything they will be ready. Everyday of the week we have express advising. No prerequisites to meet with us at all. Chance for someone who might not nowhere to start, to just get started.
 - ii. Amy: anyone who scheduled an apt with anyone with express advising ...we try to prepare students as much as possible. We are able to customize resources to a specific person for their needs. But the goal is to take the first step to meet with them.
 - iii. Amanda: Another great resource is our on campus and off campus events that are available. Great to promote to constituents.
 - k. Jacque: Can we bring internships to you if we had a great experience, and it could be put on UP's radar.
 - i. Amanda: yes! You can email internship@up.edu
 - l. Amy: we have online learning agreements for students who want to create their own internships.
 - i. Max: it also helps us weed out non- helpful internships
 - m. Kevin- do you work to get alumni office on switchboard?
 - n. Max- Switchboard is an ask or offer for UP students and alumni. Basically craigslist for UP student's ...supports work and training that we do with linked in. Not necessarily a job-board but it is great for advice, support, and networking.
 - o. Natalie- do you get any research internships?
 - i. Amanda: We get some, but not a ton. Right now research is a popular term. Connecting class work with outside class work is very popular...undergraduate scholarly engagement office is another great resource
 - p. John: For all of you who haven't been in the Career Center, it is a very open and welcoming environment, I would encourage you take advantage of it, and I would encourage your friends. If you walk in with nothing, you will walk out with something.
 - q. Molly: What about students outside of Portland? What resources do we have there?
 - i. Max: Alumni office that does switchboard is beginning to start chapters all over, and hosting events, we can put you in touch with people there. Also Linked in has the feature where you can search alumni, for by city
 - ii. Amanda: Every time someone has an internship you have to fill out an internship online. Gives us value and data to each internship. It also sets up the goals and expectations for each internship.
 - iii. Amy: We work a lot with students to craft their own internship, so wherever you may be we can create an internship specific to you and where you are located.
2. Visitor's Open Forum
 3. Open Senate Positions: 1 CAS 1 Senior Class
1. Executive Board: ASUP President Rivera
 - a. I went to Fr. Poorman's office today and received the Presidential Advisory Committee nominations. There are 6 committees that meet with Fr. Poorman weekly and give advice/recommendations on different committees. I sent 1 recommendations this summer. He picked all of my number one choices, so I think it is truly a huge step for ASUP.

- i. Athletic Affairs- David Zabinski
 - ii. Health and Safety- Krizchelle Magtoto
 - iii. Information Technology- Mario Valenzuela
 - iv. Student Media- Allison Mueller
 - v. Sustainability- Gabriel Withol
 - vi. Inclusion- Mike Aga
 - 1. Going to meet with them next week to introduce myself, and help move them forward.
 - b. Met with Bethany Sills, Trevor Harvey working on a project addressing Diversity and Inclusion, I will be presenting more about this topic to you all next week. I have been meeting with administrators. Meeting with Fr. Jerry tonight, and I will be meeting with Fr. Poorman every other week. So if you have any questions/concerns please let me know and I can be sure to address them. If you need help setting up meetings please let me know.
2. Financial Report: Director Hudson
- a. Controller Application:
 - i. Has been finished, once approved by student employment it will be posted (hopefully make applications due this Friday, latest by Monday)
 - ii. FMB Application:
 - 1. Finished, sending to Dunnaville about involvement with financial literacy project
 - 2. StepUP to Lead presentation: Senator input/questions about budgeting (especially after today's meeting)
3. Communications Report: Director Tucker
- a. Senator Office Hours on Website
 - i. Franz Bulletin Board posted office hours
 - ii. Outside ASUP office also posted
 - b. Photos
 - i. If you have time after the meeting is adjourned I have a camera, and was hoping to snap individual photos to update the website. Will take another once the Senator polo's come in.
 - c. Advantage
 - i. In the process of wrapping up interviews for designers and should have a full staff by the end of the week.
4. Campus Program Board: Director Nelson
- a. Outdoor movie: We do one big outdoor movie event each semester. This weekend we had 427 in attendance, lower then last year but we were competing with soccer game and Villa Dance, a lot going on campus. Had 121 people in BC Aud high for second day movie.
 - b. Fall Dance- October 7th on Friday- Theme is " Escape to Space" at the Left Bank Annex, and the buses are booked. We are visiting the venue on Wednesday.
 - c. CPB General Board meetings are from 6:30-7:10PM in Franz 120, anyone is welcome to join. Its not a permanent location and I will keep everyone informed.
 - d. Hall-O-ween- first committee meeting this Friday. The community members come on campus and trick-or-treat in the dorms. Want to get the senators involved by volunteering or getting involved in the committee. TBD on time the meeting is this Friday. Community members attaching john in the upcoming emails. This coming Friday, will keep you informed
5. Elections: ASUP Vice President Apenyo
- a. Elections coming up. 9 freshman applications they will come in at the end of the meeting at 6PM for their campaign guidelines meeting. I will be asking people to help with tabling and elections committee next week.
 - i. Elections are next week Tuesday and Wednesday. If you see any violations please let me know.
6. Senate Standing Committees:

- a. Campus Affairs
 - b. Student Affairs
 - i. Carrie: Katie is in the process of meeting with all the Deans. Thinking about doing a booth at Espresso UP to recruit more committee members to get more people involved.
 - c. Outreach
 - i. Kathleen: In the process to get members for our sub-committees.
 - d. Internal Affairs
 - i. Jonathan: In the process to get members for our sub-committees. We will have something by the end of the meeting
 - ii. Natalie: Sent Jeromy recommendation for the history club over the summer. Its been approved. Have 5-6 other clubs to meet with. I will keep you informed and recommendations about them.
7. University Committees
8. Constituency Reports
- a. Connor-One of my constituents is concerned about Beauchamp hours on the weekend. It currently opens at 10AM on the weekends they think it is too late to be open in the morning. Wanting the hours to be more flexible. During the week the gym opens at 6AM. Should look in to bringing the opening hours to 8AM or earlier on the weekends.
 - b. Kevin: One of my constituents asked for a 'real' ice coffee option in the Commons. I was told it is bland hot coffee poured over ice.
 - c. Kathleen: One of my constituents said that on the weekends there is a big gap on meal times. Sunday nights at 7-9 there aren't many food options on campus.
 - d. Carrie: The Beacon had put an article with all the times for all open places on campus and some of them are wrong.
 - e. Molly: I am meeting with Kirk tomorrow, if any one has food concerns, please email me or contact me.

Old Business

Committee Updates

1. John: If you have been looking on the committee sheet I shared with you last week, I put people who would be interested in serving on the committee, feel free to email them, give them information and set up meeting times. The committees who don't have any one chairing them right now have a lot of people interested, those are: Sustainability, Diversity & Inclusion, Spirituality. Leaving positions open for people who want to fill them that aren't in senate. Want to promptly fill the Diversity and Inclusion chair; we have a lot of people interested in it also. Need to fill Campus Affairs chair, until we fill that position I will be filling it. If you have any questions/concerns I can help you out.

New Business

Club Funding Allocations

2. Angela: There have been a few clubs that have been approved, and they sent me budget requests to get funds for the semester. I have a line item for new clubs, which is \$1500. That is the total amount that we have to allocate to give to new club the semester, as they get approved.
 - a. Portland Food and Drink Club- Requested \$300 for food and drink. They presented to me- they want to eat, drink and discuss the meaningfulness in exploring more Portland type food and the culture around it. They have a lot of people interested in it- over 200 signatures at the activities fair. They seem very excited and enthusiastic about it. My recommendation is \$150, half of what they requested. I think they can do what they want to do with that amount. They not only want to eat and drink, but they want to take people into bon apps kitchen and experience how the food is being made. I think it is a reasonable amount.
 - b. History club was approved. They requested \$936, which is a lot of money for a new club.
 - i. Recommendation: \$150

- c. Old Clubs requesting funds- they didn't receive funding due to leadership changes, etc. They are, Mobile App Development, Act UP, and Student Veterans Association. The Moreau Center Food and Justice immersion is not happening and they are willing to allocate 275\$ to clubs.
 - i. My recommendation is giving each club \$75. I don't want to penalize new leaders because of old leaders.
- d. Alana: These older clubs are requesting more funds?
- e. Angela: Their old leadership team did. But, No one showed up to the official budgeting meeting. No one came to the FMB meeting either that meets with clubs one-on one, so they are starting off this semester with no money. Last year there was a lot that happened. So I am willing to do that, I feel comfortable doing it. Don't want to set as precedent, one time situation.
- f. John: Its up to your vote, and what you decide as a Senate.
 - i. New clubs fund: food and drink club, history club, are the two we need to allocate to
 - ii. Old Clubs: ACT UP, Mobile App development, student veterans association
 - iii. We have possibly 5 clubs. This is an abnormal situation. Generally 936\$ is a lot of money to allocate to a club. We have a lot of new clubs each semester. Lets open it up for discussion about the clubs. If I could make one suggest ton is to budget the money to have enough money for the new clubs coming in.
- 3. Kevin: I think we should discuss the old clubs first because it's a smaller chunk of money to divide between.
- 4. Jeromy: The food and drink club is actually the Portland Food and Drink Club. There purpose is to learn about the food industry from local experts, and the second is to promote Portland food culture to the student body. Align your funding priorities with the mission of the club. The History Club has a larger request but they have prioritized those items for you. You should try to prioritize the importance of their funding. Also, I would never grant larger amount of funds then what they are asking for.
- 5. Jacque- History club is requesting trivia nights and a movie night. Maybe we can't allocate the money to put both of those on. But, we can re-direct their efforts to Pilots After Dark (PAD)- I know they are always looking for ideas and organizations they can partner with, and it's free for the club. They would get their platform across, their resources, and its free. Also, along with movie night Anthony Ng is always looking for people and clubs to collaborate with. It makes the clubs lives easier as well.
 - a. Brandon: History club also has an election panel, but they could partner with Vote Up, and collaborate with them as well.

Caucus to Discuss Allocations

- 1. Alana Pham: Food and Drink club: We think 130\$ or less because we don't know their exact goals and the exact uses for the money.
 - a. History club; they were specific on their needs but, they can collaborate with other organizations on campus. ...\$270 would be reasonable amount for what they want to do.
- 2. Alex Peterson: For the new clubs- we were fine for allocating \$75 to Student VA Association, it's a smaller amount and it is a good service.
 - a. ACT Up club and Mobile App Development club just granting request for line item food
- 3. Mohammed: For the old clubs \$275, we went two ways. One is for considering constituency relations for Senate and ASUP, or reallocate the 275 to the clubs like Student VA Association give them \$75, and can divide the rest between Act Up and Mobile App Development. Want to talk to ACT UP about rental space, they are asking for a lot of money. We can split the rest of the \$200 between the two clubs, so \$100 per club.
- 4. Connor: We talked about with the new club fund for \$1500. We don't feel comfortable allocating all of the money at once and all of the money they requested because of the new clubs that may pop up in the future.

5. Point of Information: Natalie- as it is right now there is 4 clubs with information in to me. I don't the ones that do have info in there is about 4. The ones that do have information that I can start working on right away. The process of starting a new club they need to create a Constitution, Club Roster, and Club Worksheet.
 - a. Then, from my experience it should take around 4 weeks for the committee to look it over and make suggestions, and have the club make changes they need. My goal is have each committee member look over each constitution twice, then I send to Jeromy he can approve our recommendation or deny. Takes about 5 weeks in a perfect world, since its fall it's a busy semester and gets most applications. If everyone works efficiently to get approved it could take 3-4 weeks. There might be around 3 clubs at the end of the semester that might need funds realistically because not everyone will get approved. You can be generous if you want, or save it for other clubs.
6. Kevin: What clubs do you think will get approved this semester?
 - a. Natalie: I sent in recommendation for Muslim Student association, I sent to Jeromy- he's in the process of looking it over. Not official yet.
 - i. Bowling Club- they sent in an application only looked at it once and there is no recommendation from committee members yet. We will see on it
 - ii. Native American Association- is rebooting. It will take less time to start back up.
 - iii. Notre Dame Football Club- I have all of the information. No one has looked it over yet. It is tentative
 - iv. There are two other that I don't have any real info yet but I will soon. Those are the 3-4 that I would keep in mind. Club stopping mid-approval process has also happened before as well just something to take into consideration.
 - b. John: We shouldn't bet on having a certain amount of clubs. Definitely take each club for their value, and what we think they would use well. History club laid out everything, they did all of their calculations.... we don't have to allocate all the money they ask for, I think when we can and think its wise we should honor their request because they have put in a lot of work.
 - c. Angela: Don't worry about trying to fund every line item that you see either. If you see one specific place to give money, that's completely ok. If you see one specific place to give money, it might make more sense then funding each item.
 - d. Kevin: If we do spend 270 on history club, and 130 on food and drink. If there are 3 clubs that get approved that's about \$366 per new club. Director Koffler what are your thoughts?
 - e. Jeromy: most clubs starting out don't need or expect a ton of money, I think about \$100-500 is a good and reasonable amount to start them out. They will be included in the budget process for spring as well.
 - f. Jonathan: We had great ideas about partnering History Club with PAD, CPB, and Vote UP. If they don't do that and want to do their own event, can they come back and ask for money mid-semester? Or is the \$270 the only amount they can have.
 - g. Jeromy: new club fund set aside to fund new clubs. The theory was each club would make a budget request for a one-time request when starting up. We don't have precedent for it and I wouldn't encourage that, coming back to that creates unhealthy precedent that other clubs will try mirror. Look at budget request as a whole make one allocation for new club. That's my recommendation. But you decide and distribute how you see fit.
 - h. Connor: New club fund
 - i. Food and Drink we decided: \$100-150
 - ii. History- they can partner with other people on campus, so if they want to put on those events they have opportunities to do that. Other events will be happening with or without them. Food for their fieldtrips is a bit

expensive- however we can take gas into consideration- but we don't know how many people in their club at the moment.

1. 170\$ for that club total.
 - a. Old Clubs
 - i. Student Veteran Association- recommend \$75
 - ii. Mobile App development- \$75
 - iii. ACT UP- recommend \$50 for their food for club meetings
 - iv. Anything leftover from the \$275 can go into the Senate discretionary.
 - i. Tayler: Going back to the new club fund and the history club for their food for field trips. They don't need all of that money, can pack lunches.
 - j. Angela: Another thing is that we don't fund gas.
 - k. Alex: I really like the idea of History club partnering with different organizations on campus. Lets say they do partner, but they still need extra funding for additional items. We could maybe partially fund something like decorations? But they may need additional funds for other things
 - l. Jonathan: I think a good way to fund history club is to fund only one event. Then have them partner with another organization on campus. I think they may want to do one event on their own, if its something they are really passionate about doing a certain movie or something. When thinking about food for clubs it's a good thing to stay consistent maybe about 50-75 for every club. I think we should stay consistent.
 - m. John: a good point is to think about how many people are in each club to depend on club funding for food.
 - n. Natalie- even though we don't fund gas, I think that the line item for field trips is a good thing to fund still, for anything extra.
 - o. Kevin: Straw poll: Who wants to approve \$75 from the Moreau Center Food and Justice Immersion to Student Veterans Association line item for food?
 - p. Kevin: I move to take \$75 from Moreau Center Food Justice Immersion to Student Veterans Association line item 75 food for meetings (Seconded)
 - i. For: They asked for a small amount. It's fair to request this amount for food.
 - ii. Against:
 - iii. Approved
 - q. Jacque: Point of Information: One more clarification about PAD, based on what the clubs are requesting for their trivia nights ...PAD has the budget to support their events, and some. After discussing with Natalie, we can offer PAD as a resource to clubs in the future.
 - r. Kevin: Straw poll- those in favor for funding History Club food for field trips/travel costs? May I get your opinions why it should be \$270 or less.
 - s. Carrie: I think it should be \$170. We discussed they over priced their food for field trips. Maybe we can drop it down a bit. They are going out twice though. This is there one big event.
 - t. Jonathan: Did we decide not to fund for travel funds?
 - i. Akers: We don't fund gas. So for their field trip we would fund their food.
 - u. Natalie: we are looking at it, as this is the only thing that they are going to do all year. Maybe look at other line items we could allocate funds to.
 - v. Alex: I agree with the policy not funding gas. If the \$70 was just for gas I would be fine with cutting that
 - w. Angela: This is just start up money for these clubs. They may use it all, or may use none. If you want to put just \$150 toward these items, they can always reallocate it, and I am totally fine with that. I want to give every one idea, this is just start up money for these clubs. If you have more questions about the budget. please let me know I think we are spending a lot of time on little details that we can discuss later. These are just my suggestions.

- x. Tsikata: Talked with one of the groups about tabling this until next week. New club meeting after next week and the StepUp conference.
- y. Kevin: Straw poll- who wants to table it until week so after the meeting we can have a better idea of the clubs and their funds?
- z. Kevin: I move to table the discussion on food and drink club, and history club. (Seconded)
 - i. For: Not enough info on their club, to allocate money to these clubs until we know more.
 - ii. Approved

7. Old Club Budget

- a. Connor: Since we already gave them \$75 to Student Veterans Association, I think giving Mobile App Development and Act UP, also 75\$ would be plenty to use on food or whatever they seem fit during there meetings. It wont fit all their line items, but I think it's a good amount. We can move remainder of the 200 from the food justice immersion, to a discretionary
- b. John Akers: That would give ACT Up \$50 more then they asked for, for food. Generally should not give people more then they want
- c. Kevin: Straw poll- who wants to fund \$75 to each club total?
- d. Kevin: Straw poll: \$100 per club?
- e. Kathleen: I think divide the remaining 200, so 100 per club just to make it easy.
- f. Alex: The one thing I prefer, for when we are doing Act Up is to keep in mind the Portland show line item, because I think that line item aligns with their goals as a club. Instead of entirely funding the food line item, but also fund the Portland Show item as well, or at least part of it.
- g. Katie: any idea how many people are in each club?
- h. Jeromy: the mobile app development club usually a smaller club 10-15 active members, Act Up is about midsize 15-35 they host performances and shows so they will have cast and production crew.
- i. Kevin: straw poll- mobile app development club 100 for line item food?
 - i. I move to reallocate \$100 from Moreau Center Food Justice Immersion to Mobile App Development line item food- pizza and snacks (Second)
 - 1. For: good starting point, great way to get people to join club
 - 2. Against: Jonathan: lot of money for food for a semester, we should allocate to another area
 - 3. For: Natalie- They can reallocate the money later in the semester as they see fit
 - 4. Against:
 - 5. For:
 - 6. Against:
 - a. Approved
- j. Mohammed: For Act Up I agree with \$25 for line item food, and \$75 for Portland shows line item.
- k. Alex: Straw poll- to move 100 to ACT Up, 25 for food, 75 for Portland shows.
- l. Ales: I move to reallocate 100 from the Moreau Center Food and Justice immersion to ACT UP line items 25 food and 75 to Portland shows
 - i. (Second)
 - 1. For: we all in agreement, funds food and their line item, Portland show tickets, aligns with their goals of their club.
 - 2. Against:
 - 3. For:
 - 4. Against:
 - a. Approved

Open Forum

1. Jacque: CPB- been talking to Anthony about movies, as CPB events continue to grow in attendance, every year our movies have decreased in value. Anthony Ng has done an incredible job as movie coordinator, and he will be leaving at the end of this year due to graduation. The thought of replacing Anthony is hard because he has been one of the best movie director's in CPB's history. We are trying to make a change. We are going to start discussing moving movies from CPB event to an ASUP service. Want to put that on the table to start thinking about. Time for a change, and this way movies could collaborate more for student body events, etc.
2. Jeromy: Vote Up event is coming up; I have boxes of Vote Up t-shirts here. Tomorrow is the first event about the electoral system at 7 in St. Mary's.
3. Kathleen: not in pilothouse?
4. Natalie: Also on Vote Up, to help plan events there is a meeting this Thursday in BC 102. Cool way to get involved.
5. Brandon: step up to lead conference on Saturday, health center is hosting a movie Hunting Grounds and will have panel afterwards Sept. 20th, would be great to see you there.

Adjournment