



*Executive Board Meeting  
Official Meeting Agenda*

August 11<sup>th</sup>, 2023

12:30PM – 1:30PM

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

- I. Group Icebreaker
- II. Using Web-Resources
  - a. Email Signature Check
  - b. Booking Link for Signature
  - c. How to access OneDrive
  - d. Hourly Position Review
- III. Review of campus organizations, funds, etc
- IV. By-Law Changes
  - a. Anticipated Accountability Changes
  - b. Anticipated Senate Revisions
- V. Team Check-In
- VI. Campus Tour (Optional)
- VII. Advisor Updates
- VIII. Adjournment

Meeting to Order at 12:34pm

Roll Call

- President Wetzel (President) – Present
- Director Heyne (University Affairs)- Present
- Director Song (Internal Affairs and Communications)- Present
- Director Volkova (Legislative Affairs)- Present
- Director Escribano (Outreach)- Present (left at 1pm)
- Director Estacio (Student Technology)- Present (virtually)
- Director Whitten (Finance)- Present

President Wetzel- approval of the agenda

-Motion: Director Escribano

-Second: Director Volkova

-Vote: 6-0-0

- President Wetzel hosted Group Ice Breaker- *how is everyone settling in their positions*
  - -Directors Heyne and Whitten spoke
  - -Directors Estacio and Song are going to begin interviews for STFC positions next week
    - Other positions with applications in Graduate Senator and ASUWT Office Manager
    - Participation on Interview Committees was solicited by Directors Heyne and President Wetzel for upcoming interview opportunities
  
- President Wetzel reviewed web resources
  - Email Signature check-in to make sure all Directors had updated their email signatures
  - Profile pictures should have been changed
    - President Wetzel informed the Directors that headshots for the website will be taken when Senators start
  - Director Heyne spoke about putting a booking space, linked to Outlook, so that people can make appointments with their positions when emailing them.
    - Highlighted Outlook calendar as a important tool for people to use in their positions
    - Microsoft Powershell allows for notifications for forms that may be active to send emails to ASUWT accounts when forms are submitted
  - Flex hours were highlighted and suggested to the Directors to keep on a standing basis
    - Organization was pressed as a priority in the Director positions
  - Accessing the OneDrive Walk-Through
    - Log into ASUWT Email on Outlook Web

- Click Sharepoint from tools
- Locate “ASUWT” Group
  - Please let President Wetzel or Advisor Leary know if you do not have access.
- Any work done this year should be in 2023-2024 folder to ensure there’s a record for it
  - Archive only goes back until 2018
- It will be very important to document information on the OneDrive
- All Directors should make a file for their positions. All documents created for ASUWT use should be put in those folders.
  - Advisor Leary added that you can also go to OneDrive to access the ASUWT folder
- Position Reviews
  - Director Heyne wanted to update that with the hourly positions being vacant, there may be the opportunity to shifting hours if positions remain vacant well into Autumn Quarter
    - Hourly positions will log hours weekly in Workday
  - There is a goal to increase the hours that senators must increase efficiency and provide them with more time
    - Senator hours that go unused can be recycled or added to stipend positions in later quarters
    - Hourly Position funding cannot increase stipend funded positions
  - Refer students to go onto Handshake to apply for positions
  - President Wetzel added that a lot of what is going to be done this year is learning.
    - Those who supervise different positions were informed to take note about how many hours are used to make financial recommendations for the budgeting process
  - Director Heyne referenced evaluating Director positions to see if there are enough hours for their positions

- Directors should maintain a log of hours on what they're doing to ensure that they work the hours they're supposed to
  - Director Heyne advised that the group should lead with compassion and understanding for different priorities and that any weakness will be from improper communication
- Review of Campus Organizations, funds, etc
  - Director Heyne proposed looking at the budget and the other organizations in the Center for Student Involvement
    - Campus partnerships are going to be important to fund different program and project options
- By-Law Changes
  - By-laws need attention
  - Working group has been working this summer to report in a draft to the Directors
    - Must pass Executive Board and Senate and overview of process: Show Bylaws, present on changes, and then the next week, the vote happens.
    - Senators begin worked on August 21<sup>st</sup> for training (2 hours per week for 5 weeks of stipend pay)
  - By-laws should be approved before September 27, 2023 (first day of classes)
  - President Wetzel opened and directed attention to the ASUWT Bylaws on the ASUWT Website, under governing documents
    - Directed time for Directors to skim and go through what the document has
    - Focus on Director descriptions
  - Director Heyne did provide insight into the system of holding senators and position accountable for their positions
    - Individual meeting with Director Song (Internal Affairs and Communications)
    - Group Meeting with Director Song, President Wetzel/Director Heyne, and Advisor for action plan
    - Failure to achieve progress in the action plan will result in release of Senator from position

- Not in effect as of 8.11.23, but to be included in Bylaw changes to be proposed
    - If repeated action plans are implemented and progress fluctuates, Director Volkova proposed it come back to the Directors to decide
  - President Wetzel promoted the idea of trying a new system for this area
    - Director Volkova brought up the image of ASUWT and ensuring that ASUWT should make unbiased decisions around accountability to help students understand their roles
    - Director Heyne and President Wetzel illustrated what would constitute an accountability issue for a Senator
  - President Wetzel also introduced the idea of how to maintain accountability of the Directors
    - Director Heyne suggested to leave that system for holding Directors accountable to the Senate
  - Senate Revisions
    - President Wetzel illustrated the dedicated senate group structures to work on the three initiatives that the group campaigned on
      - There will also be an outreach senate group to help ASUWT image for the upcoming year
- Advisor Leary updated the Board on Welcome Days each week and about how accountability structure can and may include the Advisor.
  - Advisor Leary also asked when ASUWT Directors would be meeting for the rest of the summer
    - President Wetzel asked if ASUWT needs to work earlier in the Summer
    - 11am was projected as the next time
    - A longer meeting time was suggested; 10:00am-11:30am with the option of ending early
      - Suggested new time for meetings at Fridays from 10am-11:30am

President Wetzel made the motion to extend the meetings by 5 minutes at 1:29pm

-Motion: Director Heyne

-Second: Director Volkova  
-Vote: 5-0-0

President Wetzel provided a final reminder to send all email and teams messages through ASUWT email accounts

-If you need anything added to the agenda, send to Holly because it needs to be submitted to The Open Public Records Office by Tuesdays by 12pm

President Wetzel made the motion to adjourn the meeting at 1:34pm

-Motion: Director Heyne  
-Second: Director Song  
-Vote: 5-0-0

Meeting adjourned at 1:34pm