

ASNMU Minutes

April 1, 2019

Jamrich Hall, Room 1317

I. Call to Order

- a. Meeting called to order at 9:00 pm

II. Roll Call

- a. All present

III. Public Comment

- a. None

IV. Approval of Consent Items

a. Agenda – 04/01/2019

- i. *Sammi* motioned to amend Section (VII) *New Business*, Subsection (c) *LRC Paint Project Murals* to follow Section (5) *Executive Reports*
 1. *Emma* second; unanimous
- ii. *Marissa* motioned to amend Section (VI) *New Business*, Subsection (a) *LRC Paint Project Murals* to add Point (ii) *Latino Student Union*
 1. *Dhruv* second; 10 in favor/2 opposed/0 abstained
- iii. *Lana* motioned to approve the agenda with the added amendments
 1. *Emma* second; unanimous

b. Minutes –

i. 03/18/2019

1. *Paige* motioned to approve the minutes
 - a. *Lana* second; unanimous

ii. 03/25/2019

1. *Paige* motioned to table the minutes
 - a. *Emma* second; unanimous

V. Executive Reports

a. President – *Cody Mayer*

- i. Currently looking for two students to be on the Student Achievement Awards Committee. The first meeting will be on April 11th
- ii. *Meghan* and *Holly* have agreed to sit on the committee for the Student Commencement Speaker

b. Vice President – *Connor Loftus*

- i. Check your office mailboxes for the invitation to the leadership banquet. It's a great opportunity and its where rep of the year is announced
- ii. Elections are open and will be until 5 on Wednesday. Please remind friends and mention the referendum questions
- iii. Doodle poll – three responded and one emailed me about it. It's for the booth on the third to get more votes

- iv. Few people who mentioned this to me today – people only see the college they belong to, president, vice president, and if you live off campus, you will also see those candidates
 - v. Committee binders – get them done and let me know if you need help in the upcoming week
- c. Chair of Assembly – *Simon Moesch***
- i. Office fridge – The fridge in the office is a privilege and it is not to keep your food in over the weekend. If it becomes a problem next year, I will suggest that it is taken away.
 - ii. There is only one week left, so let's see projects get wrapped up and pushed through so the ball is rolling for next year.
- d. Treasurer – *Holly Anderson***
- i. I do not have a solid number for ASNMU to present at tonight's meeting. When reviewing the University reports to make the end of year summary for ASNMU, I noticed an abnormally large sum of money was sitting in our account. This amount, which showed up as a carryforward on our financial reports, is partially the sum of our carryforward and purchases made through an account that has not been reconciled for over a year. Once *Norah* left, I had to piece together ASNMU's finances with the little bit of information I could find. My budget was generated by an allocation report sent out by the Dean of Students office and by reading the ASNMU minutes to see what we were working with and piecing together the pieces. I recognize that this is the result of a failure on my part to gather all of the information I needed, and for that I am deeply sorry. I am working closely with *Dawn* in the Dean of Student office to have this issue resolved as soon as possible. Until this is resolved I will not be accepting any budgets. If you have any questions or concerns, I will be happy to do my best to address them.
 - ii. SFC currently has \$19,239.80
 - iii. We have one budget on the agenda for this week's meeting
 - iv. We will be finishing binders for new SFC members
 - v. As of Friday, we have three applications to join the committee. I will keep you updated on how these applicants progress.
- e. ASNMUJ – *Ashley Mayer***
- i. Last Friday, *Rebecca* and I updated the website. As we get more J members, it will come together.
 - ii. *Mary* and I reviewed the poster ideas and one is going to be voted on later this meeting.
 - iii. *Rich, Paige*, and I sent *Cody* a nomination letter to be used to support his presidential appointment of *Mark*, which will also be voted on later this meeting. If the appointment is approved, we will be able to start going over inquiries later this week.
 - iv. This week, *Paige, Rich*, and I will hopefully have an interview with a potential ASNMUJ nomination. I am waiting on the student to get back to me.
 - v. At the last ASNMUJ meeting, it was decided that when a person is sworn into ASNMU, we are going to be keeping a detailed record including who was sworn in, for what position, who swore them in, on what date, and using what method. This is just a way for us to keep a paper trail. Just keep this in mind with the transfer of power meeting coming up.

VI. New Business

a. LRC Paint Project Murals

i. Queers & Allies – *Clare Feneley (President)*

1. This design was the highest selected amongst group members but instead of 'and' it should be '&' per what our organization is registered as.
2. *Lana* motioned to approve the mural design
 - a. *Marissa* second; unanimous

ii. Latino Student Union – *Marissa Bekkering (Vice President)*

1. Everyone voted on this design in the end. The flags incorporated represent current members of the organization. 'Latino Student Union' will be written next to the fist.
2. *Logan* motioned to approve the design
 - a. *Paige* second; 11 in favor/1 abstaining/0 opposed

VII. Committee Updates

a. The Alumni Engagement Committee – *Emma Tervonen*

- i. We have been working on creating two surveys – one to send to alumni and one to send to students but we decided to do Switchboard interview instead. We did a bunch of these with alumni at the big Detroit meeting in February and got a lot of great feedback. We have been working with *Chris Greer* to do some with students as well.
- ii. We have also been working on promoting the Alumni Foundation, what it can do, and how alumni can stay engaged with the university like through RadioX ads and sharing stories and events on social media
- iii. I've really enjoyed being on this committee. They are engaging and receptive to feedback and input. It's a great option for returning or new assembly members who need a university committee.

b. External Affairs – *Emma Tervonen*

- i. We sent out the letters asking businesses to join the Wildcat Wallet that were presented a few weeks ago to 50 local businesses last Friday and have already had two new business enroll in the program. *Sammi* has been contacting businesses that are a part of the Wildcat Wallet in order to distribute the decals as well.
- ii. *Logan* sent an email to student organizations about his position as Student Organization Liaison and how he is working to improve communication and collaboration with student orgs. We have heard back from a few Greek organizations, Q&A, Pre Med, Pre Dental, and the Bio Club. He has been facilitating conversations and collaborations and helping them figure out how to make progress on their projects. One exciting project that has come out of this and has been moving quickly is the provision of free HIV and STD testing in our health center on campus.

c. Academic Affairs – *Richard Hamilton*

- i. Graduation Closet – finished the announcement email and Graduation Closet Form with *Hailey Rhodes* to send out to undergrads that are graduating. *Dawn* is out sick right now, but we will be sending out the email later this week when she is back. Additionally I received word from the manager of the Book Store (*Paul*) about the program and he replied saying he thought it was a great idea to help the students who would not otherwise be able to attend commencement.

- ii. Board Game Program – the games the library has so far have been cataloged, stored, and are able to be loaned out. They plan to have what they need to advertise the games physically to library patrons, as well as the social media post created by their outreach coordinator next week. The agreement between ASNMU and the library is just about complete. *Kim Smalley* the User Experience Manager at the library is currently out but will be in next week to look it over and sign it. After I have her approval, I will present it before the GA to answer any of your questions. Additionally, Sammi informed me earlier today that the games we ordered to add to the library’s collection have been delivered to the ASNMU Office.

d. Educational Technology Resource Policy Committee – *Richard Hamilton*

- i. NMU will be rewarding students with either Gen 3 X 1 Carbon or their Macbook Pro for good academic performance this year if they are set to graduate within 4 years. I got a forwarded email from a professor that detailed NMU’s future with technology and it covered students being rewarded laptops. I met with Asset Management about this and they have now put together a program that some 250 students will qualify for this year. No word yet if this will be done every year though.
- ii. Pearson VUE Big Idea Submission with *Professor Marquardson* – NMU should become a Pearson VUE testing center to allow people in the Marquette area (including students, alumni, faculty, and staff) to pursue industry certifications that augment college degrees. Becoming a Pearson VUE testing center would allow NMU to offer Microsoft Office certifications, ComTIA information technology certifications, and dozens of other certifications. Currently people have to travel to Escanaba, Houghton, or Sault Ste Marie to find a testing center. It would take approximately \$20,000 to install the infrastructure (desktop computers required for computer based testing, lockers to store personal items, printers, and network connectivity) needed to become a testing center and to hire part time staff to administer certification exams.

VIII. New Business

a. End-of-Year Reports for DAG’s – *Holly Anderson*

i. ASNMU – *Cody Mayer*

- 1. Some of the numbers don’t line up well because our carry forward is not included in this. This is not from a lack of trying on *Holly’s* part, as she has been working very diligently. You can see the budgets that we have had presented and passed. While work study did run out last semester, it’s not as bad this semester and we will make do. Based off of the information Holly has gathered, we will either breakeven or have a positive carryover.
 - i. *Holly*: right now our account says we have \$16,000 so our carryover is somewhere between breaking even and \$16,000. I requested this information within the first two weeks of the semester and have requested it repeatedly and still haven’t gotten anything back but I am continuing to work on it to get more definitive answers for everyone.
- 2. *Lana* motioned to approve the report
 - a. *Marissa* second; unanimous

ii. Student Finance Committee – Holly Anderson

1. The Student Finance Committee is a standing committee of ASNMU and is tasked with overseeing the allocation of the majority of the Student Activity Fee. Of the \$35.72 charged per full-time student, the Student Finance Committee oversees the allocation of \$23.90, which is approximately 67% of the Student Activity Fee. This sum of funding is allocated between six Earmarked Fund Groups (EFGs), which are overseen by the Student Finance Committee, and the discretionary account for the Committee. The allocation per student for each EFG is as follows:
 - a. Campus Cinema: \$ 3.66
 - b. Northern Arts and Entertainment: \$ 5.00
 - c. Northern Michigan Artist Development (NoMAD): \$ 3.00
 - d. Platform Personalities: \$ 6.00
 - e. Special Events Committee: \$ 2.08 (fall 2018), \$ 1.75 (winter 2019)
 - f. Students' Art Gallery: \$ 1.85

The Special Events Committee received a decreased allocation for the winter 2019 semester. Upon review of the financial data from previous semesters, the Committee concluded that some of the funding for this group was being underutilized. The difference in this amount was transferred to the discretion of the Student Finance Committee for reallocation.

Due to Students' Art Gallery's location in the University Center, this group has been displaced due to construction. The Student Finance Committee approved their current allocation to help them transition to their new location and to provide programming off-campus during the winter 2019 semester.

The remainder of the Student Activity Fee, which totals \$ 2.64 per student, is allocated to the discretionary account for the Student Finance Committee. The fall 2018 allocation for the Student Finance Committee was \$ 18,467.81 and the allocation for the winter 2019 semester was \$ 11,912.39. This totals an annual revenue allocation of \$ 30,380.20. During the fall 2018 semester, eight budgets were funded, totaling \$22,112.23. During the winter 2019 semester (through March 21st), twelve budgets were approved, totaling \$21,351.00. This makes for an annual total of \$43,463.23.

The Student Finance Committee began the 2018-2019 academic year with a carryforward profit of \$ 23,925.25. This sum was the result of an absorption of funding from Northern Arts and Entertainment from their Waka Flocka concert a few semesters ago. This funding was retained until Northern Arts and Entertainment could provide justification to the Committee for retaining this allocation. Until they choose to request these funds through a budget request to the committee, the funds are subject to reallocation to other student organizations at the discretion of the Student Finance Committee.

- g. *Connor*: out of curiosity, for fall 2018, I noticed the amount requested and amount approved were different. How does that happen?
 - i. *Holly*: sometimes when groups request funding, they don't account for all posting locations or little things but if we see that they are a well-organized group and in good standing with us, we will meet their needs.
- h. *Cody*: SFC decided to deduct 0.33\$ for the Special Events Committee moving into the next semester. Why is that?
 - i. *Holly*: during our end of semester reports, it was found that they had 10,000\$ in their account that hadn't been accounted for. We determined that the issue that made that possible was when you do things through departments you'll often times get a discount and none of those discounts were accounted for. We agreed that they would keep a larger carry forward and we would decrease their allocation.

2. *Marissa* motioned to approve the report

- a. *Paige* second; unanimous

iii. **WUPX – *Holly Anderson (Nate Miron - absent)***

- 1. WUPX – FM is a 300 watt, federally licensed, FM radio station run in conjuncture with WNMU – FM (the University's full-time FM radio station). The station has been student-operated and funded since the late 1970s. Of the \$35.72 Student Activity Fee, WUPX receives \$4.00 per full-time student.

During the fall 2018 semester, the SAF allocation for WUPX totaled \$25,676.64. During the winter 2019 semester, their allocation was \$22,777.92. The total revenue allocation for the 2018-2019 academic year is \$48,454.56.

The largest expense for WUPX was payroll. They have budgeted \$ 16,764.80 for the fall 2018 semester, and \$ 17,780.40 for the winter 2019 semester. This increase in budgeted payroll can be attributed to a \$ 0.15 wage increase for both the General Manager and Station Manager positions. Following the numbers listed in Appendix B, which is calculated as of March 13th, 2019, the payroll for the 2018-2019 academic year totals \$ 15,796.50. The total for other labor outlined in Appendix B has two numbers incorrectly transposed. The total is actually \$ 15,769.50. Additional expenses and equipment listed round out the total expenses to approximately \$ 33,140.56.

With 8 weeks left (a conservative estimate, as of March 13th) in the school year, including finals week, at the \$ 987.80 per week payroll allocation outlined in Appendix A, it can be expected that payroll for the remainder of the semester will be approximately \$ 7,902.40. Included with the total expenses calculated previously, the new estimated total expenses are \$ 41,042.96. This leaves WUPX with a net profit of \$ 7,411.60 to cover any expenses incurred during the remainder of the semester. Upon continuance of funding from the Student Activity Fee, this profit will also be

utilized to pay student employees to update the 20,000 CD collection the station has amassed and keep the station running over the summer.

2. Lana motioned to approve the report
 - a. Marissa second; unanimous

iv. The North Wind – Tyler Penrod (Business Manager) & Tim Eggert (Editorial Manager)

1. *Tyler*: in response to our debt, we have been working to come up with resolutions. In addition, we have gotten a new business advisor who is the CEO of the NMU foundation and will be replacing *Dean Greer*. His experience in finance in particular will help us a lot. We recently got \$10,000 from the foundation to help us recover, but we are not relying just on gifts to get out of this. We have eliminated 3 editor positions ranging from 15-20 hours a week. We are also no longer paying rent which will be saving us over \$9000 annually. Additionally, you may have noticed that our paper is now black and white which will save us around \$240 per week. We are also producing significantly less copies (from 4500 to 2500) which will cost us \$14,000-\$15,000 instead of \$30,000. When I was budgeting our labor expenses I was under the impression that minimum wage would rise to 10\$ per hour and it has not so that number will be less than anticipated.
2. *Tim*: this debt has been helpful for us, in some sense, to learn how we can reflect the state of the journalism industry and how we can make a more sustainable product. As much as some traditional journalists wouldn't like this, I think the future of The North Wind will be online instead of in print but that is outside of my reach. It will eventually be digital. We are seeing a lot of turnover and we have the bare bones for staff and we are hanging in there editorially. The staff takes on a different identity and right now are editors are not only that, they're also writers and I have been asking a lot of them. Everyone has stepped up to the plate. One of the pillars of journalism is that it can be flexible, though it was a tough call eliminating so much of our staff.
 - a. *Holly*: the \$10,000 from the foundation is not reflected on the report yet. Do you expect your expenses for the remainder of the semester to be under that?
 - i. *Tyler*: it hasn't been added to our account yet so that's why we haven't included it. We can't tell you that for sure, but we have about \$20,000 in the black for the rest of the semester. We are looking at a positive year (hopefully) for the first time in about a decade and we expect to have an overall positive balance within the next five years.
 - b. *Logan*: my concern is with the turnover of staff. Do you foresee the changes that you've made to keep the costs down being carried forward? What steps are you guys taking to ensure that they are?
 - i. *Tyler*: In terms of sustainability, determining whether we have a printed copy or a digital copy is the Board of Directors decision so it's up to them to decide on the direction of the paper in that sense. *Tim* and I will be leaving, yes, but we have begun the hiring process to fill our positions and we will be conducting the interviews. I intend to apply to remain on the NW Board to help guide the new manager and make sure the decisions that we have made carry over at least

into the next year. The decisions to cut positions is through the board and the majority of them will be staying so we don't suspect that to change.

- c. *Sam*: why are you hiring a non-student to be your sales manager/representative?
 - i. *Tyler*: this position would be paid on commission similar to the sales representatives and we would be looking for someone with experience in sales as well as interacting with people to bring in revenue. We want someone who will be here for a long time to build relationships with the community and businesses. This has been hard to do in a position where the person is only here for a MAX of 4 years but is usually only here for 1-2 years. We are doing this so we can make and have consistent relationships.
- 3. *Holly*: if you don't exceed 10,000\$, then you will have a 20.9% decrease to your deficit in ONE year and that's commendable. You have been genuinely trying and I thank you.
- 4. *Lana* motioned to approve the report
 - a. *Marissa* second; unanimous

b. Student Voice Survey Proposal – *Richard Hamilton*

- i. I have designed this survey to create a channel of communication for the student body to easily voice any questions, comments, or concerns they may have about NMU for their respective ASNMU Reps to look into on their behalf. The survey will be anonymous, but students will have the option to enter their email at the end if they would like for a representative of ASNMU to reach out to them to discuss or work together later. There would be a link posted on the ASNMU homepage that any student can click on that will take them to an anonymous Qualtrics survey that's sole purpose is to act as an always open channel for the students to utilize and inform us about anything regarding the university. Once a student completes the survey, the ASNMU email will receive a notification that a survey has been completed. From there, the secretary can review it and pass along the information to the corresponding representative or chair. An advisor for ASNMU will be the moderator for this survey as only the adviser can request access to Qualtrics for ASNMU Reps. This would prevent any issues in the future if a rep who was the moderator graduated or left ASNMU and forgot to transfer access.
 - 1. *Jim*: I object to the word "survey". Using 'portal' or 'platform' may be more beneficial.

c. Presidential Memorandum : Judicial Appointment – *Cody Mayer*

- i. In accordance with Article IV, Section 2B of the ASNMU Constitution, I have decided to appoint Mark Holmgren to the position of ASNMU Justice, I reached this decision once the Chair of Judiciary, Chair of Student of Affairs, and Chair of Academic Affairs nominated *Mr. Holmgren* to me in accordance with Article IV, Section 3B of the ASNMU Constitution. *Mr. Holmgren* has a tentative graduation date of May 2020, which will provide ASNMU Judiciary a Justice that can serve for the next year. *Mr. Holmgren* is double majoring in Accounting and Chemistry. He has exceeded academically while taking on other various roles on campus. He is president of Campus Cinema and serves on the North Wind Board of Directors as an ASNMU appointed representative. He understands the time commitment and responsibility this position requires and I am confident that he will be an exceptional Justice. This appointment requires a three-fourths majority vote of the General Assembly.

- ii. *Mark*: a few weeks ago, *Rich* approached me and asked if I wanted to be part of this. If the federal government ever had an opening and nobody was applying I would be surprised. I love to help out in any way on campus and this seems like an effective way to do so.
- iii. Closed session @ 10:13
- iv. Session reopened @ 10:16
- v. *Mark Holmgren* has been unanimously appointed to ASNMUJ
- d. **ASNMUJ Recruitment Poster – *Ashley Mayer***
 - i. In order to recruit more members to ASNMUJ, *Sherri* sent an email with a few poster ideas. *Mary* said posters haven't worked in the past, but this is much more eye catching poster and I have high hopes. We will only be printing 9 or 10 copies for a few locations around campus.
 - 1. *Logan* motioned to approve the poster
 - a. *Marissa* second; unanimous

IX. Good of the Order

- a. *Connor*: thanks *Simon* and *Rebecca* for helping with the Elections Committee. It doesn't dissolve until Friday, but I want to take the chance to thank them. This is the most flexible and smooth ran committee I've ever been part of.
- b. *Meghan*: on Wednesday, April 17th from 5-6PM in the Woodland Multipurpose Room there will be a Rape Aggression Defense Presentation that will be available to all students with an NMU ID.
- c. *Simon/Cody*: spread the link for elections. We want as much input as needed. Any social media you have, post about it. We currently have 233 people that have voted.

X. Public Comment

- a. *Tyler*: when the new general assembly is formed, we would like to come into the last meeting to introduce our new managers and answer any questions for new reps. Also, to help with keeping end of year reports consistent, you could consider making it a google form to send to DAG's for them to fill out. A basic form would be beneficial and be very simple to create.
- i. *Simon*: our technical last meeting will be next week, April 8th. If a new chair is elected on April 8th, then they can decide to hold another meeting if they would like. We have in the past. With that being said, when you have the new members, you can email the ASNMU email and we can filter that through to accommodate for that.

XI. Adjournment

- a. *Marissa* motioned to adjourn the meeting
 - i. *Paige* second; unanimous.
- b. Meeting adjourned @ 10:25pm