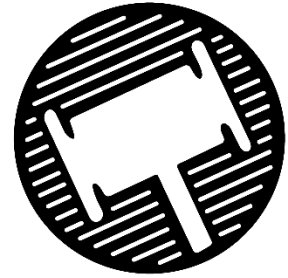


Stout Student Association  
Executive Board Committee Minutes  
6:30 PM | September 24<sup>th</sup>, 2020  
Elk Creek, Merle Price Commons



1. Call to Order 6:42
2. Roll Call

	Present	Absent	Excused
President Dumke	X		
Vice President Johnson	X		
Director Stolen	X		
Director Serier	X		
Director Gentz	X		
Director Wiseman	X		
Director Haas	X		
Director Edlin	X		
Director Reed	X		
Advisor Witucki	X		
Guests:			

3. Approval of Minutes: **Approved**
  - A. [9/17/2020 Meeting](#)
4. Approval of Agenda: **Approved**

Motion to reconsider a hasty action: moved Stolen, Seconded Reed  
Passed by Unimass consent.

Addition of Discussion topics in **BOLD**.

5. Discussion

**Connect Training**

Stolen: Wants to run through a couple of things for the directors as they get ready for their standing committees, \*shares their screen in Connect, walking us through how to set up a connect event for posting to the public connect page\*

Stolen: Set up via the blank template Connect provides, set the title as your committee, add tags that you think are relevant, put yourself as the coordinator, set these up as reoccurring events will make your life much



easier, if you change one event tho you will have to go and manually change the rest of them just something to be aware of, be sure the date and time is correct, the where is video conferencing you add the link from your teams meeting you can do this from Teams direct or from our Outlook Calendar \*walks us through how to set up a Teams meeting via Outlook\*, make sure the location is set to everyone otherwise it will not be public, add a photo if you like (graphic designer coming soon to make that, hopefully first week in October), the rest of the form is not really important so from there you can submit the event for Covid regulations approval. I would recommend shortening the Teams meeting link via a service like bitly. You should also add the Contact Director of Comms if in need of Accommodation at the Director of Comms email. You must post your committee meetings at least 24hrs in advance on Connect via Open Meetings Laws, I would also add the agenda to the Connect event too when you post that. For that post your meeting materials in the Standing Committee folder of the SSA Connect files and then grab the shareable link from there to add to your meeting event. If you have any questions, contact me and I can help!

Reed: Thank you Director Stolen I was always wondering how to make the Qr codes for our events. Would that be the way to track attendance for our meetings?

Stolen: As per the Covid guidelines you need to have a check in via Connect in case they request to see the list of attendees for Covid tracking.

### **Preparing for First Standing Committee meeting**

Hass: How do we prepare for our first meeting? What should I put on the First agenda, and how do I know who is on my Committee.

Dumke: If you go to the Teams site for the SSA I have uploaded the Master list of all the Committee appointments, I will keep that list updated as Senators fill out the Standing Committee Preference form. EDI Council was going to have non-SSA members on it right?

Dumke: Please let me know who those people are once you have them, and if they don't show up we still count them as absent.

Edlin: Point of Information, for the shifts thing in Teams those non-SSA members I have need to be taken off the shifts since they do not serve office hours.

Dumke: We will be using shifts for tracking attendance.

Haas: Can we have a demonstartion of the Shifts?



Dumke: later on yes.

Haas: What should I put on the first Agenda?

Stolen: I would put up a training based agenda so that way you can get your new members acquainted with the committee and what it does.

Dumke: I would also run down your standing policy too.

Gentz: I would also do your Vice-Chair elections in the in the first 3 meetings of your committee, as per the by-laws.

Serier: I would also do an introductions of the different people on your committee so they get to know each other a bit, it makes things less awkward.

Dumke: Any other questions?

Edlin: From my expeince this past spring nailing a structure down is very helpful, event things like how to transition from one motion or agenda item to the next is good to have down. It is better to be overprepared than under.

Dumke: That also comes with time too.

Haas: If nobody else has questions I think I am satisfied, I feel better about this now.

Dumke: It would also be good to reach out to the Advisors and talk with them before the meetings. Advisor Witucki, who was the advisor for Visibility and Outreach?

Witucki: I am not sure, we might have to explore some previous minutes for that. I don't think there was a consistent advisor for that since Director of Comms Cannon.

Dumke: That's okay, we can figure that out later, if there are no other questions how do we feel about running our first committee meetings?

All: Feels better now that we had this discussion.

(brief aside about the SSA Connect Accounts getting their passwords reset, and sending those reset passwords to the President so that way we will not lose them again in the future)

### **Voter Registration**

Wiseman: \*goes over how to do voter registration as she learned from the League of Womens voters\*

Important note: They must live in Wisconsin for 28 days before they register to vote.

Online registration is only open till Oct. 15<sup>th</sup> so it is paper forms only after that day.

\*also goes over the absentee ballot request form\*



Wiseman: Any Questions?

Reed: I heard on Oct 20<sup>th</sup> you can vote in person, via the Clerk's Office is that correct?

Wiseman: Yes that is, also on a side note I have been in communication with Chris Freeman one of the professors here about starting up an absentee ballot campaign to help keep people safe in these times.

Stolen: The polling place can verify if the absentee ballot has been received or not which is their deterrent for double voting.

Reed: So we should be pushing people taking their ballots to the Clerk's office and voting early.

Wiseman: Yes. We have our next registration event on Monday from 10am-2pm. If I could get some volunteers to help that would be awesome! I am also working on setting up an open forum for next week to get the Senators Trained on this as well, and trying to figure out how to get the word out to off campus students.

Dumke: Do we want to have voter information in the office?

Wiseman: Yes please.

Stolen: We should talk with the city about getting a ballot drop off box on campus.

Wiseman: How will the election environment be on election day?

Witucki: It will be set up via Covid guidelines on campus and should be very safe my team is working on spacing things out now and we can include you on that going forward. I was also Included in the conversation about pushing absentee and it is a great plan we just got to get on that one quick due to the time constraints in place.

Dumke: Any other questions?

None.

(Breif Aside thabout our hybrid set up with our virtual members if the soundbar/camera is good)

## 6. Updates

### A. Director Serier

Serier: I communicated with more potential student organizations regarding there petitions. Communicated with sports clubs about fly fishing club and them joining fishing club. Worked out a meeting time with Heidi for SOCOC. I also met with Krista and talked about organization regestration which kicked off today. I also will begin the process of working on organization regestration.



- B. Director Gentz: Been working on a presentation for the leadership summit, will record the voice over for this later tonight, getting ready for first FAC meeting will talk about view point neutrality, Had first meeting of the Cashless Campus Committee which will be recommending not to go cashless.
- C. Director Wiseman: Been doing a lot with Voter Registration, had first event on Tuesday, Had a meeting with Chris Freeman to talk about Absentee ballot campaign, had a meeting with Jessica Jurgellion about the same thing, hoping to have a meeting with both of them to discuss more, will maybe ask for you all to help with some video elements of that campaign, had a voter registration training meeting with the league of Women Voters, and am working on getting another one set up for later on that way more people can attend.
- D. Director Haas  
Haas: I attended most of the voter training this morning, monday had a meeting with Dumke Chancellor Frank and Dominiue about diversity initiatives going forwards, we also talked about the rally that happened last week, I have been in commication with a UW-Whitewater Reps to ask about if they have a sesorry room, they do not but have got some good information.
- E. Director Edlin  
Edlin: Been working on a couple projects, one being the bike areas on campus and getting those repaired going to have to look back at past motions to figure out where we got them from, worked more on the Stout Sustainable bags from last Congress getting that moving forward, also been in contact with several people about the green fee and questions that they have about that, and Asking VP Johnson about Questions to do with CI Students. Also updating all the Stout Sustainable pages to be updated.
- F. Director Reed  
Reed: Attended the First meeting of the IT Advisory board, software acquisition is coming, laptop roll out is going amazing all of them were shipped out with only a couple exceptions, we are having a Co-op audit in the It department. Attended Voter registration and also tabled for the first voter registration event, we got the Paper Cut (software needed to use the printers available to students



through the company portal) printers up and running in the commons and MSC, and set up the shifts app for the SSA Teams.

G. Director Stolen

Stolen: I interviewed someone on Monday for the Graphic Design position, with another one coming up tomorrow, I should have a decision by Tuesday. I reached out to Advisor Witucki about the HR requirements, timesheets, and all that for the special employees, I also worked on Getting our events set up in Connect most of them are awaiting approval, today's was an odd duck but it has been discussed with Hedi Germain. My next task for next week is to build out a list for all the Senators on our Website to make it super nice to look at and find who represents you. It's a weird week, had to get a Covid Test but came back clean so we are good! I also Attended the Strategic Planning Committee talked about initial goal setting, has a committee meeting tomorrow for the performance indicators subgroup of the Strategic Planning Committee.

H. Vice President Johnson

Johnson: Since Tuesday I have helped with the first event of Voters Registration, Presented the bigger version of Senator Training which I worked on with President Dumke's help, got some more plants for the Office from the NAC Plant sale, Emailed our medallion provider for Sam E Wood to talk about redoing the medallion design to an older design style, talked with Advisor Lee about talking to Campus Groups on Off Campus Housing Website we have a meeting set for Monday, And I have finalized our overflow space for Office hours with both Ben Markel and the Involvement Center so we are good to go there! Lastly, I have ordered everyone's business cards so expect those by next Friday hopefully!

I. President Dumke

Dumke: Monday met with Haas, Frank, and Dominuqe. Attended SPG and talked about the vision 2030 goals, worked with special course fee committee to get that sorted if we need to refunds, worked on filling up shared governance and standing committees, last Friday had first meeting with Tommy Thompson along with all the other governance chairs, handled a student complaint, filled out a rollover request for some more office tech cameras and



microphones, had a conversation with Serier, Had a conversation about goodies for our Freshman someone will swing by the office to grab that next week Wednesday it will all be laid out for them to pick up, working on payment stuff with Rhonda, also get our laptop docks set up with Director Gentz's Help, Talked with another SGA Chair about department funding issues.

J. Advisor Witucki

Witucki: Interacting with the Exec board of SSA helping where I can, working on the updating of the voter registration website that Stout has, helped out protest organizers from last week about a new protest requirements to see our weak points in our current protest planning methods that is happening October 7<sup>th</sup>.

7. Announcements

Johnson: PONG event on Saturday starting at 7pm Among Us Game Night on Discord.gg/pong

8. Adjournment 8:28pm

