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Documents from the April 3, 2002 meeting of the Associated Students of the University of Montana (ASUM)

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Associated Students
The University of Montana

1. CALL MEETING TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES - March 27, 2002
4. PUBLIC COMMENT

5. PRESIDENT'S REPORT

- a. Welcome
- b. Election Results
- c. Occupancy Standard Update
- d. Peer Advisors
- e. Other

6. VICE-PRESIDENT'S REPORT

- a. Campus Master Plan
- b. Committee Appointments
- c. Other

7. BUSINESS MANAGER'S REPORT

- STIP - \$119,958.55
Travel Special Allocation - \$0
Zero-based Carryover - \$116,775.52
Special Allocation - \$3,925.43
- a. SB6-01/02 Resolution to amend Fiscal Policy
 - b. STIP - Dance Club \$7,783.47
 - c. SB47-01/02 Resolution to change Fiscal Policy
 - d. Wildlife Society STIP Request - \$213.99

8. COMMITTEE REPORTS

9. UNFINISHED BUSINESS

To see a list of resolutions with the action taken on them noted and the resolutions currently being considered in their entirety, please go to

<http://www.umd.edu/asum/government/resolution.htm>

- a. SB48-01/02 Resolution Regarding a compromise to the proposed Missoula occupancy Standard
- b. SB49-01/02 Resolution to Create Student Group Forums
- c. SB50-01/02 Resolution to Amend ASUM Personnel Policies
- d. SB51-01/02 Resolution calling for a referendum to increase the ASUM Activity Fee
- e. SB52-01/02 Resolution Encouraging President Dennison to Sign the Talliores Declaration on Behalf of The University of Montana
- f. SB53-01/02 Resolution Creating an Off-Campus Housing Coordinator
- g. SB54-01/02 Resolution regarding Student Seating in the Dahlberg Arena

10. NEW BUSINESS

11. COMMENTS

12. ADJOURNMENT

SENATE MEMBERSROLL
CALL13-6-2
STIP Comments

NICK ALDINGER
BRAD CATON
JOSH DAVIS
KIRSTEN ELLINGSON
CASEY FISHER
HENRY GRIFFITH
KEAGAN HARSHA
MATT JENNINGS
BROCK LOWRANCE
HARLEY LYSONS
BERV NAASZ
STACIE PHILLIPS
AUSTIN REES
ALEX ROSENLEAF
CHRISTY SCHILKE
STEPHEN STICKA
ALI TABIBNEJAD
CHRISTOPHER WEBB
ADAM WEINACKER
CHRIS WILCOX

P	Y	Y					
P	Y	Y					
P	N	Y					
P	Y	N					
P	Y	Y					
P	Y	Y					
6:15	N	Y					
P	N	Y					
P	A	Y					
P	N	Y					
6:20	Y	Y					
P	Y	Y					
extended	-	-					
P	A	Y					
P	Y	Y					
P	Y	Y					
P	Y	Y					
P	Y	N					
P	N	N					
P	Y	Y					

ASUM OFFICERS

CHRISTOPHER PETERSON
President
HEATHER O'LOUGHLIN
Vice-President
JON SWAN
Business Manager

P	N	N					
P	-	Y					
P	Y	Y					

FACULTY ADVISORS

PROFESSOR AUSLAND
PROFESSOR ANDERSON

P	-	Y					
P	-	Y					

ASUM SENATE MINUTES
April 3, 2002
UC332-333 - 6:00 p.m.

Chair O'Loughlin called the meeting to order at 6:02 p.m. Present: Peterson, O'Loughlin, Swan, Aldinger, Caton, Davis, Ellingson, Fischer, Griffith, Harsha (6:15), Jennings, Lowrance, Lysons, Naasz (6:20), Phillips, Rosenleaf, Schilke, Sticka, Tabibnejad, Webb and Weinacker and Wilcox. Excused was Rees.

Minutes of the March 27, 2002, meeting were approved.

Public Comment

*Scott Jenkins announced that today is Circle K's 34th birthday as a club at The University of Montana.

President's Report

- a. Peterson welcomed the Billings High School students attending the meeting.
- b. Election Co-Chair Scott Jenkins thanked the Elections Committee for their work on the Primary, which took place today for the candidates for president/vice-president. He also thanked the candidates for running a friendly campaign. He announced the candidates who will continue on in the General Election: Jon Swan/Christy Schilke and Alex Rosenleaf/Ali Tabibnejad.
- c. Peterson anticipated an April 8 vote on the proposed occupancy standard. The public hearing will now be held May 6.
- d. Peer Advisor Paula Jones spoke to Senate about questions that arose about changes in last year's retreat plans (Exhibit A). They said they requested a conservative budget and are happy with the results though disappointed they were not given retreat funds. Senate said it would be more appropriate that they request travel funds in the fall, which was the reason the funds were excluded from the budget.

Vice President's Report

- a. O'Loughlin and Rosi Keller will be presenting a report on the Campus Master Plan at the April 27 Senate meeting.
- b. There were no committee appointments.
- c. O'Loughlin thanked the high school students for attending the meeting.

Business Manager's Report

- STIP - \$119,958.55
Zero-Based Carryover - \$116,775.52
Travel Spec. Allocation - \$0
Special Allocation - \$3,925.43
- a. SB6-01/02 Resolution to amend Fiscal Policy - in committee.
 - b. Dance Club STIP request for \$8,374.17. (The Chair recognized the presence of Harsha-Naasz.) **Peterson-Davis** moved to postpone the request indefinitely. After a previous question call by **Davis**, the motion failed. The first previous question call by **Lysons** failed, and the second call passed, after which the STIP request passed.
 - c. SB47-01/02 Resolution to change Fiscal Policy passed after a previous question call by **Davis** (Exhibit B).
 - d. Wildlife Society STIP request for \$213.99 to purchase digital camera passed after a previous question call by **Davis** passed.

Committee Reports

- a. ASUM Relations and Affairs (Ellingson) - SB49, 50, 51 and 53 received "do pass" recommendations.

- b. Board on Membership (Lysons) - A motion by **Rosenleaf-Harsha** to approve recognition of the Good Health Whole Food Group passed.
 - c. Elections (Aldinger) - Legislative report cards are almost finished and will be distributed throughout Montana. The guest speaker and pledge to education projects are going forward. A sign-up sheet for General Election volunteers was circulated.
 - d. UC Board (Rosenleaf) - They will meet next Wednesday from 4-5 p.m.
 - e. University Affairs (Griffith) - SB52 and 54 received "do pass" recommendations.
 - f. Transportation (Schilke) - The group met with Vice President Durringer about a "safety net" loan for Dornblaser paving. A decision on the administration's commitment to the paving should be forthcoming by May 5.
 - g. Sustainable Campus (Davis) - This newly-formed committee met for the first time and has been received with a lot of enthusiasm.
- Five-minute recess

Unfinished Business

To see a list of resolutions with the action taken on them noted and the resolutions currently being considered in their entirety, please go to:
<http://www.umd.edu/asum/government/resolution.htm>

- a. SB48-01/02 Resolution regarding a Compromise to the Proposed Missoula Occupancy Standard was withdrawn.
- b. SB49-01/02 Resolution to Create Student Group Forums (Exhibit C). After a previous question call by **Swan**, the resolution passed on a motion by **Peterson-Harsha**.
- c. SB50-01/02 Resolution to Amend ASUM Personnel Policies (Exhibit D). The author amended it by striking 3.1, changing "seven (7)" to "six (6)" in 2.3 and inserting "or lesser" after "greater" in the last sentence of 3.4. A motion by **Rosenleaf-Phillips** to pass the resolution passed after a previous question call by **Davis** passed.
- d. SB51-01/02 Resolution calling for a referendum to increase the ASUM Activity Fee was postponed until after consideration of SB53, to be considered immediately, on a motion by **Davis-Tabibnejad**.
- e. SB53-01/02 Resolution Creating an Off-Campus Housing Coordinator (Exhibit E) was moved by **Rosenleaf-Phillips**.

Five-minute break

The author, after consultation, amended it by amending the last paragraph to read: "**Therefore be it resolved**, that ASUM supports the creation of an off-campus housing coordinator to be supervised by the ASUM President and directed by a board consisting of 10 voting members:

3 senators (one of which will chair)

3 students at large

Vice-President for Student Affairs or designee

Director of Residence Life

University Representative to the University Neighborhood Council and an

ASUM Legal Services Representative

This position is contingent on a majority vote by students in favor of an increase in the ASUM Activity Fee as well as approval by the Board of Regents." After a previous question call by **Sticka**, the resolution passed.

- f. SB51-01/02 Resolution calling for a referendum to increase the ASUM Activity Fee (Exhibit F). A friendly amendment by **Lysons** to amend the first bullet point by deleting the language following "employees" and the second bullet point by deleting the language following "issues" was accepted. A friendly amendment by **Davis** to add "including tenant/landlord

disputes, renters insurance, neighborhood relations, and assisting student in finding adequate housing" after "issues" was accepted. A friendly amendment by **Caton** to insert "15%" in the fee information so students know what the percentage increase is was not accepted. **Caton-Griffith** moved the same. After a previous question call by **Davis**, the motion failed. A previous question call by **Davis** passed, and the motion passed 20-1.

f. SB52-01/02 Resolution Encouraging President Dennison to Sign the Talliores Declaration on Behalf of The University of Montana (Exhibit G) passed on a motion by **Aldinger-Phillips** after a previous question call by **Davis** passed.

g. SB54-01/02 Resolution regarding Student Seating in the Dahlberg Arena (Exhibit H) was moved by **Rosenleaf-Phillips**. A friendly amendment by **Aldinger** in consultation with **O'Loughlin** was accepted which added a new whereas to be inserted as the fifth whereas after moving the fifth whereas to the fourth position to read as follows: "Whereas, although corporate sponsors did pay for seats in the original student section, the seats stayed relatively empty throughout the season." **Schilke**, as an author, changed the final paragraph to read "Therefore let it be resolved, The Associated Students of The University of Montana urge the Administration and the Athletic Department to reinstate the student section to the original area of the Dahlberg Arena." After a previous question call by **Harsha** passed, the resolution passed.

New Business

- a. Resolution for motion to impeach Senator Griffith
- b. Resolution to amend Bylaws (3)
- c. Resolution on COT
- d. Resolution on \$100 retake fee
- e. Resolution to advertise camcorder
- f. Resolution to amend Fiscal Policy

Comments

The meeting adjourned at 10:16 p.m.

Carol Hayes
Carol Hayes
ASUM Office Manager

Senate Presentation: 4/03/02

Good evening

-Thank you for this opportunity to speak to the ASUM Senate and executive committee

-My name is Paula Jones and I am representing the Peer Advising Program

I have two reasons for being here today:

1. To clarify a misunderstanding that happened during the budgeting process last month.
2. We want this information to get on record through your minutes.

Our hope is that when we approach the Senate next year there will be no question about the integrity of the Peer Advising Program's request for funding.

-We appreciated and were encouraged by the executive recommendations for funding

-We also appreciated and were very encouraged by how well received we were by the senators during both informal and formal lobbying.

-We tried to answer all the questions candidly during every interaction with the senators.

You can imagine our surprise when we received the final budget report.

To identify what happened during the final budgeting process, we, meaning Carol Bates our Peer Advising Coordinator, Melanie Hoell the director of University College, and myself met with Chris Peterson and learned that there was an issue with past funding we received for our retreat at Marshall Mountain.

-We were told that you all felt misled and therefore decided not to fund our retreat.

Let me read to you the issue that was raised:

Why didn't we use the money you gave us last year for a retreat at Marshall Mountain? We lobbied heavily for it and you funded us and then we did not go to Marshall.

-My immediate answer to that question:

-We did have a retreat

-But, we could not afford Marshall Mountain's rate increase that occurred after formal lobbying last year.

-Instead, we went to Bonner park which was less expensive

-At least 4 Peer Advisors reported addressing this issue with a senator, responding to it the same way I just did.

We wonder why no one spoke up on our behalf, since this had been addressed several times during informal lobbying.

In the midst of our frustration, we do understand that you have tremendous responsibility to all the student groups on campus, and it's difficult to keep the details of each group separate.

But senators were taking notes when provided with this information.

We do also understand the limited amount of money you have to disburse and the unlimited amount of requests,

We did not think to notify ASUM of the change in Marshall Mountain's rates. We tried to work with the resources we had.

For the record, considering the number of students in our group and the number of students impacted by our group, we presented a conservative request and were very selective in what we lobbied for.

Having said all of this, I want to say that we are very appreciative of the:

-\$250 allotted for printing updated brochures

-\$25 for photography supplies

-\$72 for advertising

Not being funded for the retreat is extremely disappointing, but even more than that is the fact that you believe we misled you.

I am sorry that this communication issue has attributed to mutual feelings of being misled.

Although we did end up at Bonner Park last year and were not as happy with the results of the retreat, the point was all along, not "where" to have the retreat, but to "have a retreat", and we did that, and will continue to do so in anyway that we can. A successful retreat is extremely important to us as a student group.

What we plan to take away from this is an understanding of how the student government works, and how we can work more effectively with in it, and again, to set the record straight.

Please know that we greatly appreciate the service you provide to us as students.

Thank You

Resolution to change Fiscal Policy

Whereas, the ASUM owes its members a written outline of their rights;

Whereas, there is not a document that clearly outlines what student groups' rights are;

Whereas, recent survey results about outside checking accounts indicate that student groups are unaware of their rights, especially with depositing non-ASUM allocated funds with the ASUM;

Whereas, having rights enumerated at the beginning of fiscal policy will show the ASUM's stance on the importance of student group rights.

Therefore let it be resolved, the ASUM supports the following addition to Fiscal Policy. If passed, this article will not replace 'item 3' in fiscal policy. Rather, all of the items will be moved forward.

Item 3 Student Group Rights

1. Student groups that deposit monies with the ASUM that are not allocated from the ASUM have the right to withdraw and use the funds for any purpose as long as they are in compliance with University policy, Montana Law and Federal Law.
2. Should a student group's ASUM recognition lapse, the active membership of the group will retain the right to withdraw non-ASUM allocated funds for group activities as specified in Item 3.1 above.
3. The ASUM will, to the best of its abilities, expedite student group transactions.
4. Student groups have the right to request funds from ASUM without fear of discrimination based on race, ethnicity, creed, age, gender, sexual orientation, campus agency, political affiliation, or outside funding source.

Authored by: Jon Swan, ASUM Business Manager

*Passed
4/3/02*

Exhibit C
SB49-01/02

Resolution to Create Student Group Information Forums

Whereas ASUM has a duty to foster a close relationship with its student groups in order to maintain high levels of student participation and communication.

Whereas these lines of communication have been eroded and underused over the past years and has led to a poor dissemination of information, rules and bylaws.

Whereas student group information forums would go a long way in bridging the gap between ASUM and its student groups and rectify the perennial problems that have occurred.

Therefore let it be resolved that ASUM establish student group forums, facilitated by Board of Member Organizations, for the purpose of disseminating pertinent ASUM and University information, rules and bylaws.

Author: Harley Lyons, ASUM Senator

Passed
4-3-02

Exhibit D
SB 50-01/02

- Item 1.0 CLASSIFIED EMPLOYEES
- 1.1 The Equal Employment Opportunity Program is applicable to all ASUM employees. In general, all positions must be advertised and applications must be accepted and evaluated for job-related criteria.
- 1.2 All ASUM classified personnel are ultimately responsible to ASUM Executive Officers and the Senate. For legal purposes, the ASUM President will be considered supervisor and director of each classified employee.
- Item 2.0 STUDENT PERSONNEL
- 2.1 Student Personnel are defined as work-study, and non-work study, and monthly compensated positions.
- 2.2 All non-elected student positions must be advertised via the "Student Employment Requisition Form." These forms should be signed by the ~~group representative~~ ASUM Office Manager and submitted to the ASUM President or designee for approval before recruitment can begin. A copy of the requisition form will be posted in ASUM.
- 2.3 An ASUM student employee is defined as one enrolled for seven (7) credits or more, in good academic standing, and working consistently less than forty (40) hours per week. This requirement will not apply to summer session employees. If a student employee fails to adhere to these criteria, he/she will be subject to immediate dismissal. In the event of emergency or extreme cases regarding student employment, the Board on Budget and Finance may adjudicate any appeals it deems necessary. All ASUM student employees must pay the activity fee.
- 2.4 Certain student employees shall perform services on a monthly basis for a monthly wage determined for each position. Such employees shall include certain appointed or elected persons.
- 2.5 Monthly compensation may not exceed the amount designated for that position. Such employees do not qualify for overtime or any other additional compensation. Positions with monthly designated base hours may not be compensated beyond that base. Any services provided in addition to the base hours required for the position shall be provided on a volunteer basis. This shall be a precondition to the acceptance of the employment by the employee. Each employee shall sign an appropriate statement regarding voluntary services to be done or which have been provided.
- 2.6 For accounting purposes, the monthly wage received by such employees shall be based Rates and base hours shall be enumerated on the table listed below. Employees working less than the full number of required hours in any given month time period shall receive a prorated amount of their monthly wage based upon the above hourly figure. (For example, if an employee is paid a base monthly salary has a designated base salary of 80 hours and worked only one week 20 hours during the month time period, the employee's wages will be prorated for the month.)
- Item 3.0 If funded by the Senate, positions subject to these provisions shall include, but are not limited to, the following:

DEPARTMENT FUNDED BY THE ASUM SENATE	POSITION DESCRIPTION	RATE/HOUR	BASE HOURS/TIME PERIOD
ASUM	ASUM President	\$5.25	84.50 85.00
	ASUM Vice President	\$5.25	80.00
	ASUM Business Manager	\$5.25	80.00
	ASUM Student Political Action Director	\$5.25	80.00 (Legislative year)
	(60.00 Non-legislative year, with up to 80.00 with approval of the ASUM President)		
	ASUM Receptionist	\$5.25	variable
	ASUM Resolution Officer	\$5.15	30.00 50.00
	(The ASUM Resolution Officer President may be paid for a maximum of 70 hours/ time period with prior approval of the ASUM President up to 50.00 hours per month.)		
CutBank	CutBank Editor	\$5.15	60.00
	CutBank Business Manager	\$5.15	10.00
SPA	SPA Director	\$5.15	80.00
ASUM Legal Services	Receptionist	\$5.25	variable

OFFICE COPY

Personnel Policy - 5/5/99

page two			
UM Produc-	Program Director	\$5.25	80.00
tions	Pop Concerts Coordinator	\$5.15	60.00 80.00
	Perf. Arts/Special Events Coordinator	\$5.15	60.00 80.00
	Special Events Coordinator	\$5.15	60.00
	Graphic Arts Coordinator	\$5.15	
	Advertising Coordinator	\$5.15	60.00 80.00
	Security Manager	\$6.50	variable
	Assistant Security Manager	\$6.00	variable
	Stage Manager	\$6.50	variable
	Assistant Stage Manager	\$6.00	variable

Women's	Outreach Coordinator	\$5.25	80.00
Center	Volunteer Coordinator	\$5.25	80.00
	Office Coordinator	\$5.25	80.00

ASUM Child-	Teacher's Assistants	\$5.25	variable
Care			

Students	Tutors	\$6.00	variable
Tutoring			
Students			

Grad. Std.	Program Coordinator	\$5.25	80.00
Assoc.			

ADSUM	Program Coordinator	\$5.25	60.00
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3.1 If not funded by the senate, ASUM may recommend hourly wages based on authority it has over its fees.

FUNDED BY FEE OTHER THAN ASUM ACTIVITY FEE

Kaimin	Kaimin Business Manager	\$5.25	80.00
	Kaimin Editor	\$5.25	80.00
	Editorial Staff	\$5.25	variable*
	News/Features Staff	\$5.25	variable*
	Editorial Page Contributors	\$5.25	variable*
	Business/Office Staff	\$5.25	variable*
	Production Staff	\$5.25	variable*

Radio	General Manager	\$5.25	80.00
	Programming Director	\$5.15	variable*
	Music Director	\$5.15	variable*
	Assistant Music Director	\$5.15	60.00
	Business Manager	\$5.15	variable*
	News Director	\$5.15	variable*
	Promotions Director	\$5.15	variable*
	Sports Director	\$5.15	variable*
	News Staff	\$5.15	variable**
	Underwriting Development Staff	\$5.15	variable***

ASUM Off.	Office Assistant	\$5.25	variable
Of Trans.	Cruiser Coop Coordinator	\$5.25	variable
	Park and Ride Bus Drivers	\$8.00	variable

*not to exceed 80 hours monthly

**30-60 hours monthly

***30 hours per month plus 15%-25% commission

3.12 During the non-academic year, approximately May 15 - August 25, ASUM Executive Officers must be compensated on an hourly basis according to University Student Employment Policies. Only one executive, or combination of executives sharing the hourly base compensation shall be paid during the non-academic year.

3.2 The Montana Kaimin will submit a list of all paid employees and set hours to the ASUM Senate each semester and will update the Publications Board of staff and hour changes as they are made during the semester. The list is for information only and not subject to approval by the Senate.

3.4 Personnel Policy shall be amended by the ASUM senate, with any approved action that changes a positions pay, base hours, or position title. This action can be taken during final budgeting by simply budgeting a greater amount for increased base hours or hourly rate. *W. Lesser*

Item 4.0 POSITION DESCRIPTIONS

4.1 ASUM ADMINISTRATION

4.1.2 ASUM President. The President shall serve as the administrator for all ASUM Agencies, student employees, and classified employees. The President shall uphold all expressed policies, Bylaws, Fiscal Policy, Personnel Policy, and the Constitution of ASUM. The ASUM President must be an activity fee-paying member of ASUM for the entire term of office.

The President:

- a) shall establish and post office hours;
- b) shall be the official spokesperson of ASUM;
- c) may sit as a non-voting, ex-officio member on all ASUM committees and boards except the Constitutional Review Board;
- d) may call emergency meetings of the ASUM Senate; such notices shall be published or posted at least 24 hours in advance;
- e) shall make recommendations for all ASUM appointments, in cooperation with the Vice President;
- f) shall attend ASUM Senate meetings and serve as a voting member;
- g) ~~shall submit a budget recommendation to the ASUM Senate annually during the month of February;~~
- h) ~~g)~~ in the absence of the Vice-President, shall act as a Chair for Senate meetings;
- i) ~~h)~~ as necessary, may delegate any projects or duties to the Vice-president, Business Manager, or Senators.

4.13 ASUM Vice President. The position of ASUM Vice President is one of assisting the ASUM President as an administrator. The Vice President reports to the ASUM President and is directly responsible to the students at the University of Montana. The Vice President shall uphold all expressed policies, Bylaws, Fiscal Policy, Personnel Policy, and Constitution of ASUM. The Vice President must be an activity fee-paying member of ASUM for the entire term of office. The Vice President's primary concerns and responsibilities are to oversee and appoint all committee members subject to Senate ratification. The Vice President should be aware of all significant decisions made in committees and inform the ASUM Senate of any policy changes decided by the committees. The Vice President has general managerial responsibility for planning, programming, formulating and implementing his/her own agenda, as well as the projects delegated by the ASUM President. The duties of the Vice President, as specified in Article III Section 3 of the ASUM Constitution include:

- a) establishing and posting office hours;
- b) in addition to carrying out those duties specifically delegated to the Vice President, sitting as a non-voting, ex-officio member on all ASUM committees and boards except the Constitutional Review Board;
- c) with regard to committees: (1) acting as committee whip to oversee all ASUM committees and make recommendations to the President, and (2) acting as a liaison between the President and ASUM committee chairs;
- d) acting as Chair for all ASUM Senate meetings;
- e) voting in the ASUM Senate only in the case of a tie;
- f) calling meetings of the ASUM Senate at least once per month during the school year.

4.14 ASUM Business Manager. The Business Manager is required to carry out the duties for that office as outlined in the Constitution, Bylaws, Personnel Policy, and Fiscal Policy. The Business Manager shall:

- a) uphold all expressed policies, Fiscal Policy, Personnel Policy, Bylaws, and the Constitution of ASUM;
- b) shall establish and post office hours;
- c) should serve as chief officer of the accounting of ASUM and set policy for that office;
- d) be responsible for reporting all Budget and Finance recommendations to the Senate as well as reporting the fiscal affairs of ASUM upon request of any member of ASUM; The minutes of Budget and Finance meetings should be kept on record in the Business Manager's office;
- e) have the additional duty of advising the organizations funded by ASUM as well as oversee their budgets along with the ASUM Accountant and Office Manager;
- f) submit a budget for ASUM Administration in consultation with the ASUM President and ASUM Vice-President for consideration by the ASUM Senate during the annual budget process.

- 4.15 ASUM Senators. ASUM Senators shall serve as the elected intermediaries between the student body and 1) the ASUM administration, 2) the University of Montana administration and 3) the Montana Board of Regents of Higher Education. The ASUM Senators shall:
- monitor student opinion, inform students of issues concerning the student body, assess needs of the students and address those needs at Senate meetings;
 - attend all Senate meetings and serve on at least two committees, including at least one ASUM committee.
 - learn about ASUM's functions and processes, so as to better serve the student body;
 - be responsible for fairly allocating ASUM funds among the various ASUM recognized organizations during the budgeting process;
 - not be eligible to hold any paid position within ASUM.
- 4.16 ASUM Student Resolution Officer. The student resolution officer is responsible for overseeing the resolution procedure outlined in Article 21 of the UTU Bargaining Agreement. The position shall be hired by the end of April through the Selection Procedure, Item 7.0. The position will be for two years, subject to review after one year. The review will be conducted by the selection committee. If the person is not found to be desirable for a second year, then the position is open. More specifically, the officer's duties include, but are not limited to, the following:
- establishing and posting office hours;
 - listening to and recording the complaints of specific students;
 - advising students on how to informally resolve their complaints within the initial 30-day period outlined in the UTU Bargaining Agreement (i.e., helping students with strategies best suited to resolve the dispute in their favor);
 - drafting complaints and sending out notices to the individuals involved;
 - establishing times to meet with the involved parties in order to reach a settlement;
 - adequately preparing both himself/herself and the student to enable the procedure to provide the most favorable result for the student.
- 4.17 ASUM Office Manager. The Office Manager is a full-time classified position appropriately adjusted during the summer months responsible for the following:
- hiring and overseeing various the student work study receptionist positions and the ASUM Accountant;
 - the day-to-day management of the ASUM office;
 - performing fund accounting and assisting in the preparation and adjustment of student budgets;
 - approving expenditures and handling purchasing responsibilities;
 - performing tasks that involve a variety of computer applications and systems;
 - in coordination with the Accountant, perform data entry and other accounting duties;
 - act as secretary at ASUM Senate meetings by taking and recording minutes for said meetings.
- 4.18 ASUM Accountant. The ASUM Accountant is a .75 FTE position responsible for the following:
- performing accounting work in the preparation and maintenance of financial recordkeeping and reporting; documenting and reconciling reports; preparing vouchers, travel advances, and purchase orders; monitoring the budget and reporting on accounts and any related problems plus other related work as required;
 - assisting in the ASUM budgeting process.
- 4.19 ASUM Receptionist. The ASUM Receptionist is responsible for the following:
- assisting ASUM Executives, Office Manager and Accountant in general office activities;
 - answering the phone, making copies, answering student questions, and other related office functions.
- 4.2 LEGAL SERVICES
- 4.21 Legal Services Director. The Legal Services Director shall act as legal counsel to ASUM and shall, as allowed in the Legal Service Bylaws, provide legal services to recognized groups and organizations. The Director shall manage the activities of ASUM Legal Services and coordinate policies with the ASUM Legal Services Committee. The Director shall supervise interns and manage the case load of individual students coming to ASUM Legal Services for assistance. The Director shall assist with legislation as needed, issue legal opinions to the ASUM Senate, and represent the ASUM in Court when permissible. Preparation of an annual budget, in coordination with the Legal Service Committee, shall be included in the Director's duties. The Director shall also be responsible for overseeing the ASUM Office Manager.
- 4.22

- 4.22 ASUM Legal Services Secretary. He/she types for Director and Legal Services interns; greets clients and visitors; makes appointments; maintains appointment calendar, including calendar of meetings and other critical dates; opens, maintains and closes files, purchases office supplies as necessary; minor bookkeeping and other basic office work.
- 4.23 Legal Services Interns. Interns shall work for legal services primarily for credit. Some paid positions shall be available. Under direct supervision of the Director, interns shall interview and counsel clients, negotiate settlements, draft letters and pleadings, try cases in court and before administrative bodies, and generally perform the duties of an attorney as allowed under the State's student practice rule.
- 4.24 Legal Services Assistant Attorney A part-time assistant attorney shall assist the director supervising interns and seeing clients.
- 4.25 Contractor. Legal Services will utilize the services of a contract attorney from time to time as needed.
- 4.26 Legal Services Part-time Secretary. A work study or non-work study secretary shall be employed from time to time, as required, by ASUM Legal Services. The duties of said secretary shall be to perform tasks as assigned by the director and the ASUM Legal Services secretary.
- 4.3 CHILD CARE
- 4.31 ASUM Child Care Program Director (classified position) has the primary responsibilities of directing two child care centers, 10-20 satellite childcare homes, babysitting exchange parent co-op, and Family Resource Center. (A detailed position description is on file in the ASUM Office, UC 105).
- 4.32 ASUM Child Care Center Teacher (classified position) has the primary responsibilities of providing quality child care in a child care center for children ages 2-3/3-6 and 5-9 during the summer as well as directing the daily operation of a child care center. (A detailed position description is on file in the ASUM Childcare Office, UC 14519).
- 4.33 ASUM Child Care Home Coordinator/Trainer (classified position) has the primary responsibility for overseeing a network of 10-20 child care homes. (A detailed position description is on file in the ASUM Office, UC 14519).
- 4.34 ASUM Child Care Assistant Teacher (classified position) has the primary responsibilities of providing quality child care in a child care center serving 3-6 year olds, following guidelines of all program policies outlined by center teacher, directly supervising children in the absence of the teacher and making decisions to protect their health and safety, and handling emergency situations in a calm and responsible manner. (A detailed position description is on file in the ASUM Office, UC 105).
- 4.354 ASUM Child Care Assistant Teacher Aide I (student position) has the primary responsibility of replacing the center teacher during breaks and staff meetings, ~~or during hours the teacher does not work.~~ (A detailed position description is on file in the ASUM Office, UC 10519).
- 4.365 ASUM Child Care Teacher Aide II (student position) has the primary responsibility of assisting the teacher in daily routine. (A detailed position description is on file in the ASUM Office, UC 10519).
- 4.37 ASUM Child Care Teacher Aide II (student position) has the primary responsibility of assisting the teacher in daily routine and directing activities as instructed. (A detailed position description is on file in the ASUM Office, UC105).
- 4.38 ASUM Child Care Family Resource Coordinator (student position) has the primary responsibility of maintaining family resource materials. (A detailed position description is on file in the ASUM Office, UC 105).
- 4.396 ASUM Child Care Office Assistant (student position) has the primary responsibility of assisting the director in daily, routine office procedures including typing, copying, filing, and related duties. (A detailed position description is on file in the ASUM Office, UC 10519)

4.4 CUTBANK

4.41 Cutbank Editor. The editor of Cutbank shall be responsible for:

- a) hiring and supervising the Cutbank Business Manager and choosing and supervising a staff that consists of a Poetry Editor, a Fiction Editor, an Art Editor (optional), and a minimum of six readers, three each, in the areas of poetry and fiction;
- b) working with a faculty liaison to the English Department;
- c) opening mail and handling all correspondence;
- d) soliciting work when advantageous;
- e) the inventory, purchase, and stocking of supplies;
- f) the final selection of the work that appears in Cutbank;
- g) designing the layout of the magazine - this includes selection of type, paper, size, and overall design and organization;
- h) editing and proofreading the selected work;
- i) working with the Print Shop on layout and printing;
- j) organizing any functions, benefits, UC tables, etc.

4.42 Cutbank Business Manager. The Business Manager is responsible for:

- a) managing the subscriptions, which includes organization, distribution of the magazine, and billing;
- b) supervising and co-coordinating advertising;
- c) overseeing and planning the budget and attending budgeting meetings;
- d) working on other miscellaneous projects with the editor as assigned.

4.5 PROGRAMMING

4.50 Mission of ASUM Programming: The Mission of UM Productions is to bring quality events to The University of Montana and the Missoula Community. As a student-run/student-funded organization, UM Productions strives to provide students with educational opportunity and development through personal responsibility and ownership. UM Productions attempts to reach an ever growing audience of students and community members by providing concerts and events which are focused on diversity with a strong dedication to the arts. UM Productions pledges to maintain excellence in programming and to be responsive to the needs of The University of Montana and the community. The Associated Students of The University of Montana Programming is designed to plan, coordinate and present artistic events for the students of the University of Montana. These events include performing arts, popular concerts, and special events such as films and lectures.

4.51 The operation of ASUM Programming relies upon a Director, Performing Arts/Special Events Coordinator, a Popular Concerts Coordinator, Advertising Coordinator, Graphic Design Coordinator and two Special Events Coordinators. These positions are selected each year during Spring Semester by the Programming Director. The new UM Productions Director will be selected by a five-person ASUM/UM Productions Interview Committee, consisting of the ASUM President, the outgoing UM Productions Director - or, if the current director re-applies, a designee who is picked by the UM Productions advisor - the UM Productions advisor, and two outgoing UM Productions coordinators who are not applying for positions in UM Productions for the next year - or, if two are not available, outgoing Senators appointed by the ASUM President. Following the aforementioned committee's decision on a new director, the ASUM President will forward the candidate's name for ASUM Senate approval.

4.512 ASUM Programming Director. The ASUM Programming Director oversees the entire Programming operation. The Director serves as a resource for the Coordinators and directs marketing efforts for the various scheduled events. The Director monitors events, maintains the Programming budget, and gives explicit permission to the Coordinators concerning the commitment of ASUM Programming to any event which will require ASUM funds. No contract or agreement may be made without the approval of the Director. The Director prepares the Programming budget for the ASUM budgeting session annually.

4.523 Performing Arts/Special Events Coordinator. The Performing Arts Coordinator handles the scheduling of ASUM performing arts series, special events and various concerts throughout the year. The Coordinator stays current on agents and artists through professional publications and contracts. The negotiations are handled by the Performing Arts Coordinator and must be approved by the Director. Selection of artists lies with the Coordinator, with the advice of the Director and the Programming Advisor. All contracts are negotiated with prior approval of the Director. After a performance, the Coordinator must evaluate and report on the event.

- 4.534 Popular Concerts Coordinator. The Popular Concerts Coordinator is responsible for all aspects of the presentation of popular concerts at the University of Montana Campus. The Coordinator pursues the artists and stays up-to-date on acts, agents and promoters in the profession. The Coordinator negotiates all contracts; however, any agreement on artist fees and production costs must be approved by the Director. Ticket sales are handled by the Box Office Manager, and the Coordinator will organize and oversee the promotion of ticket sales. The Popular Concerts Coordinator works with the Advertising Coordinator to promote the concert. The Coordinator is also responsible for the production of any concert event.
- 4.54 Special Events Coordinators. The Special Events Coordinators' positions are designed to coordinate various events beyond the scope of Performing Arts and Popular Concerts. The events included are lectures, films, cabaret entertainment, and other presentations that may be of interest to students. The Coordinators research, negotiate, and promote in the same capacity as the Performing Arts and Popular Concerts Coordinators.
- 4.55 Advertising Coordinator. The Advertising Coordinator's position is designed to encompass the responsibilities of advertising and marketing of each event programmed through the ASUM Program Productions office. This includes: Performing Arts, Lectures, Films, Cabaret by Candlelight Series, Art Fairs, Major Concerts and UC activities. Upon the booking of an event, it is the responsibility of the advertising coordinator and the area coordinator to develop a detailed marketing plan for the event. Because the office objective reflects multiple activities and goals, the Advertising Coordinator may be assigned additional or different responsibilities by the Director in order to facilitate the operations of the ASUM Program Productions office.
- 4.56 Webmaster/Advertising Assistant. The individual in this position is responsible for designing and maintaining the Web page for UM Productions as well as assisting with other advertising for UM Productions.
- 4.6 STUDENT RADIO (funding other than ASUM Activity Fee)
- 4.60 Mission of Student Radio Station: To bring to The University of Montana and the Missoula community a quality listening alternative radio station provided by students of The University of Montana. This station shall provide a diverse format and shall expose the community to new and refreshing programming.
- 4.61 General Manager: The General Manager is responsible for overseeing the fiscal stability, daily operations, and the overall direction of the student radio station. The General Manager will also be responsible for recommending persons for positions listed in Personnel Policy to Radio Board for approval. The General Manager is charged with overseeing the performance of all departments, employees, staff, facilities and volunteers. The General Manager will present the annual budget of the station to the Radio Board and is responsible for the legal records. The General Manager will also make the appropriate preparations for the radio station to go on the air in a reasonable time. This includes working with the appropriate people to secure a location and training people to properly work with the equipment.
- 4.62 Program Director: This position is responsible for developing the programming for the station. This includes selecting quality programs, ~~buying the programs,~~ airing the programs at the proper times, and assuring that the sound is of high quality. The Program Director will work closely with the General Manager for the proper scheduling of programs and in maintaining the legal records and program logs. The Program Director will also assist the General Manager in the preparations for the station to be on the air, including preparing a station format and organizing the programming.
- 4.63.1 Music Director: The Music Director's main responsibility is the compilation and maintenance of the KBGA music library. This includes, but is not limited to, researching and compiling recordings from different types of music and, most importantly, keeping the station up to date on new and diverse music.
- 4.63.2 Assistant Music Director: The functions of the Assistant Music Director's position will be closely tied to those of the Music Director. Overall, these duties will entail working alongside the Music Director to coordinate the operations of the music department and its related staff.
- 4.64 News Staff: The news staff must have knowledge of news writing, reporting and/or communication skills. Must demonstrate good news judgment and be willing to work in a team environment. Knowledge of or a willingness to learn audio production is a plus. Duties may include, but are not limited to, going on location for live reports of news events, travelling for news interviews, taking care of equipment, editing sound bytes, and producing newscasts.
- 4.65. Business Manager: The Business Manager is responsible for handling a majority of the business conducted at the station. The Business Manager and Accounting Clerk will work closely together on underwriting, fundraising, grants, and other sources of revenue, as well as expenses. The Business Manager is also responsible for working together with the General Manager, Program Director and Accounting Clerk in preparing the annual budget.

- 4.66 **News Director:** The News Director is in charge of the reporters and producing the newscasts for the station. This requires knowledge of news writing and keeping up to date on campus and community issues.
- 4.67 **Assistant Engineer:** The Assistant Engineer will be responsible for repairing and the daily maintenance of equipment in the station. This position is not to be confused with the engineer, who is a professional broadcast engineer who is contracted to maintain and repair equipment that is beyond the Assistant Engineer's abilities.
- 4.68 **Underwriting Development Staff:** The underwriting development staff is charged with the responsibility of working toward the underwriting goals set for the year. Underwriting is a substantial portion of revenue for the station, and as such the underwriting development staff must work together and professionally to ensure lasting relationships with businesses and the private community. Duties may include, but are not limited to, communicating directly and clearly to businesses about underwriting with the Student Radio Organization, writing contracts, and completing business transactions.
- 4.69 **Promotions Director:** The Promotions Director will organize and oversee KEGA events such as parties, fund-raisers, and live broadcast concert events. The Promotions Director will also work with media sources, the public, and local businesses in order to get KEGA better recognized. The Director will produce KEGA advertisements that KEGA pays to place in newspapers and other media outlets. The Director must be a student taking at least 7 credits.
- 4.7 **STUDENT POLITICAL ACTION (SPA)**
- 4.70 **Mission of Student Political Action.** SPA shall be the proper representation of the students' interest to the community outside the University of Montana Campus including, but not limited to, the Montana Legislature, the United States Congress, the various county commissions and city councils of the State of Montana, and the executives of these legislative bodies.
- 4.71 **Student Political Action Director.** The SPA Director shall be hired by the ASUM Senate upon the recommendation of the ASUM President according to the ASUM Constitution, Bylaws, and Personnel Policy. The Director shall:
- a) be responsible for grassroots activities, environmental issues and other issues directly related to students' daily lives;
 - b) report to the ASUM Senate on issues;
 - c) be an ex-officio member of the Student Political Action Committee;
 - d) be responsible for representing the ASUM at the Missoula City Council;
 - e) oversee the actions of the ASUM lobbyist during the legislative session.
- 4.72 **ASUM Legislative Lobbyist.** The lobbyist, herein referred to as the contractor, shall perform the duties of a lobbyist for the ASUM during the biennial session of the Legislature of the State of Montana. At all times during the duration of this agreement, the contractor shall be responsible to the ASUM President and the Student Political Action Director. At least once during each two-week period, the lobbyist shall provide a journal of all activities and suggestions for future improvements. This report shall consist of commentary and shall include an appendix containing all submitted written testimony from the reporting period. Copies of all pending bills of interest under this contract shall be attached to said report. The contractor shall act to further the interests communicated to him/her by the ASUM President or the SPA Director. Duties shall include testifying orally and in writing before legislative committees on bills of student interest as is consistent with the ASUM position. The contractor shall participate in coordinated activities with the campus, such as student lobbying day. The Contractor shall use techniques consistent with traditional lobbying practices including, but not limited to, the following: maintain professional appearance, maintain knowledge of present status of all pertinent bills, take notes of all pertinent committee meetings, record voting tallies on pertinent legislation, and conduct research on pending legislation affecting the students' interests.

- 4.8 MONTANA KAIMIN (Funding other than ASUM Activity Fee)
- 4.81 Kaimin Editor. The duties of the editor include, and are not limited to, the hiring of all news room employees; determining the hours of said employees; setting publication policies regarding content; directing staff; editing stories for content, style and accuracy; developing long term projects; ensuring quality of the paper; conducting regular staff meetings; conducting editorial board meetings; attending Publications Board meetings; and setting editorial writing policy.
- 4.82 Kaimin Business Manager. The duties of the Business Manager include, but are not limited to, the hiring of the business office staff; determining, with the Editor, hourly schedules, setting and forcing policies regarding scheduled hours and responsibilities of the office staff; attending Publications Board meetings; setting advertising rates; establishing advertising rate deadlines; contacting and communicating with national and local advertisers; preparing information and needed funding requests submitted to ASUM; determining daily newspaper size depending on the daily advertising percentage; depending on the contract year, initiate bidding on the printing contract, pursuing and ensuring proper contractual procedures in the printing of the paper; establishing distribution points both on campus and off; assuring proper advertisement placement before news room production beings.
- 4.83 Kaimin Editorial Staff. The duties for the Editors include, but are not limited to, supervising reporters, photographers and editorial contributors; reviewing and changing stories and other copy for style, content, clarity, context, grammar and conflicts with Kaimin policy; asserting complete control over the content of the stories being edited; developing story ideas and coordinating large projects; attending regular meetings. The Kaimin Editorial Staff includes:
News Editor
Arts Editor
Outdoors Editor
Sports Editor
Design Editor
Copy Editor
Photo Editor
- 4.84 News/Features Staff. The duties of News/Feature staff members include, and are not limited to, reporting, writing, designing, photographing or collecting information for any of the journalism pages in the Kaimin, especially news, arts, features and sports copy; editing copy and creating graphics for the paper; developing story ideas and coordinating projects; finishing work by the deadline; attending regularly scheduled meetings. The Kaimin News/Features Staff includes:
Arts Reporter
Administration Reporter
Environmental Reporter
ASUM Reporter
General Reporter
Cops Reporter
Sports Reporter
Photographer
Game Day Photographer
- 4.85 Kaimin Editorial Page Contributors. The duties of the Editorial Page Contributors include, but are not limited to, writing, drawing or producing opinion pieces for the editorial page; bearing total responsibility for the content of their opinions. The Kaimin Editorial Page Contributors include:
Cartoonist
- 4.86 Kaimin Business Office Staff. The duties of the Business Office Staff include, but are not limited to, assisting in payroll computation; answering phone calls; selling and accounting for classified advertising and display advertising walk-ins; ensuring circulation to subscribers; assisting in the computation of daily advertising percentages; pulling advertising daily from proof sheets; pulling tear sheets daily from each paper to accompany advertisers billing, filing; distributing mail; overseeing advertising representatives when Business Manager is unavailable; attending meetings scheduled by the Business Manager. The Kaimin Business Office Staff includes:
Computer Consultant
Webmaster
Office Assistant
Advertising Representative Off-Campus
Advertising Representative On-Campus

- 4.87 Kaimin Business Office Staff. The duties of the Business Office Staff include, but are not limited to, assisting in payroll computation; answering phone calls; selling and accounting for classified advertising and display advertising walk-in; ensuring circulation to subscribers; assisting in the computation of daily advertising percentages; pulling advertising daily from proof sheets; pulling tear sheets daily from each paper to accompany advertisers billing; filing; distributing mail; overseeing advertising representatives when Business Manager is unavailable; attending meetings scheduled by the Business Manager.
- 4.88 Kaimin Production Staff. The duties of the Production Staff include, but are not limited to, the daily creation and design of advertisements; providing computer skill and expertise; daily budgeting of space and layout of display advertisements; working with both the advertising representatives and the advertisers to ensure customer expectations; to provide proofs to customers well ahead of publications; the creation, printing and layout of the daily classified advertisements; correcting the classified advertisements when necessary; attending staff meetings called by the Business Manager. The Kaimin Production Staff includes:
Production-Classified
Production-Display
- Item 4.9 ASSOCIATED STUDENTS OF THE UNIVERSITY OF MONTANA OFFICE OF TRANSPORTATION (ASUMOT) (funding other than ASUM Activity Fee)
- 4.91 Mission of ASUMOT. The Associated Students of the University of Montana Office of Transportation is designed to increase access to The University of Montana campus for students, faculty, staff, administration, visitors and community members. This process is to be accomplished through a combination of programs agreed upon by the Transportation Task Force Board of Directors. This Office shall be committed to maximizing commuter convenience, ensuring commuter safety, providing for reliability of service, balancing the economics of commuting, increase community air quality, easing tension between commuters, improving neighborhood relations, and placing students first in all decisions.
- 4.92 ASUMOT Director. The ASUMOT Director shall act in the best interest of the students first when addressing any transportation issue on The University of Montana campuses. The Director is to manage all aspects of the ASUMOT office and coordinate policies with the University's Task Force Committee. The Director shall supervise all ASUMOT interns. She/he is responsible for holding and posting office hours on the main campus as well as on the College of Technology campus. The Director is also required to follow ASUMOT Bylaws as set forth by the Transportation Task Force Board of Directors and approved by ASUM, Faculty Senate, Staff Senate, and a representative of the Administration.
- 4.93 ASUMOT Interns. Interns shall work for ASUMOT primarily for credit. Each intern shall be directly supervised by the ASUMOT Director.
- Item 5.0 RECRUITMENT
- 5.1 Recruiting for monthly compensated positions shall be conducted with the following minimum requirements: Review the position requirements, job description, work schedule, recruitment procedure, interview and selection procedure for any necessary adjustments prior to advertising the position.
- 5.2 Post vacancy notices in ASUM and advertise in the Montana Kaimin. A Student Employment Requisition Form must be sent to Financial Aid the appropriate offices after obtaining ASUM approval. Notices shall may include a cut-off date.
- 5.3 Applicants are not to be endorsed or sponsored by any staff or management.
- Item 6.0 QUALIFICATIONS
- 6.1 Minimum qualifications:
- UM student (taking 7 or more credits);
 - ability to work hours required.
- 6.2 Preferred qualifications:
- knowledge of department and area of responsibility;
 - previous experience;
 - demonstrated qualifications or knowledge.

- Item 7.0 SELECTION PROCEDURE
- 7.1 The timetable, for applicable positions shall be established by the selection committee unless already specified in the ASUM Bylaws.
- 7.2 In the event the selection committee decides that not enough qualified applicants have applied, the selection process will be re-initiated or extended.
- 7.3 The selection committee shall be appointed by the ASUM President for director positions and by the director for coordinator positions. A minimum of three (3) people shall serve on a selection committee, unless otherwise specified by the ASUM Bylaws.
- 7.4 The selection committee will review all applications submitted and eliminate all applicants not minimally qualified. Interviews shall be arranged for all candidates meeting minimal qualifications. Selection may be made after this time if there is an obvious successful candidate. If further interviews are necessary, the number of final candidates should be reduced. Second interviews shall be conducted and a selection made at this time.
- 7.5 Nominations shall be ratified by the Senate when provided by the ASUM Constitution and Bylaws. Any exception to this policy must be approved by the Senate.

- Item 8.0 DISCHARGE
- 8.1 Under most situations where a student employee's performance is unsatisfactory, the following procedures must be followed before resorting to termination:
- 8.1.1 Discuss the problem area(s) with the individual. Offer specific suggestions to improve work performance.
- 8.1.2 Give the student a written statement describing the problem and setting reasonable goals to be met within a reasonable, specific time period. A copy of the statement should be sent to Financial Aid. (Any such letters are kept strictly confidential in Financial Aid.)
- 8.1.3 If job performance does not improve within the time frame stated in the written statement, the employee may be dismissed for cause. In the event of a dismissal, documentation must be provided regarding a written statement to the student with a copy to Financial Aid. (It will be kept confidential and will not be made a part of any file we may have on the student within our office.)
- 8.2 Causes of dismissal include, but are not limited to:
- 8.2.1 Repeated failure to comply with the agreed work schedule.
- 8.2.2 Unwillingness to adequately accomplish assigned tasks.
- 8.2.3 Lack of cooperation which disturbs other workers or the progress of work.
- 8.3 There are some causes for which a student employee may be dismissed immediately without following all of the above citing reasons and evidence to support the allegation. These causes include, but are not limited to:
- 8.3.1 Repeated insubordination, except when to follow orders would be impossible, illegal, or hazardous to the safety and health of the employee or others.
- 8.3.2 Endangering the health and safety of others.
- 8.3.3 Dishonesty.
- 8.3.4 Using or allowing another to use any state-owned vehicle or other property for unofficial purposes.
- 8.3.5 Commission of any felony or misdemeanor while working.
- 8.3.6 Unauthorized absence from work.
- 8.3.7 Any similar cause to those listed above.
- 8.4 A memo should be sent at once to Financial Aid stating the termination date and cause of dismissal.

- Item 9.0 ENACTMENT
- 9.1 This Personnel Policy shall become effective upon a two-thirds (2/3) majority vote of the Senate. This policy cancels all previous policies.

*passed
4/03/02*

Resolution Creating an Off-Campus Housing Coordinator

Whereas, there is a lot of difficulty for UM students surrounding off-campus housing;

Whereas, there is also a real need for proactive community relations within the University area and other neighborhoods in Missoula;

Whereas, renters insurance is a serious issue that many students are not educated on and could potentially cause permanent financial damage to a student;

Whereas, this position would help alleviate some of the workload of ASUM Legal Services by helping to educate students about tenant/landlord laws;

Whereas, Vice President Hollmann will assist ASUM in funding half of this position, which will be half-time;

Therefore be it resolved, that ASUM supports the creation of an off-campus housing coordinator to be supervised by the ASUM President and directed by a board consisting of 10 voting members:

3 senators (one of which will chair)

3 students at large

Vice-President for Student Affairs or designee

Director of Residence Life

University Representative to the University Neighborhood Council and an

ASUM Legal Services Representative

This position is contingent on a majority vote by students in favor of an increase in the ASUM Activity Fee as well as approval by the Board of Regents.

Authorized by: Christopher W. Peterson, President, ASUM

(as amended)
Passed
4/3/02

Resolution Encouraging President Dennison to Sign the Talloires Declaration on Behalf of The University of Montana

Whereas, the Talloires Declaration is an international declaration that encourages a ten-point plan of action for universities regarding environmental sustainability through education and practice;

Whereas, the Declaration was founded in 1990 by 22 presidents, rectors, and vice-chancellors from all over the world in Talloires, France;

Whereas, the Talloires Declaration has now been adopted by over 280 institutions worldwide and continues to grow, focusing on the central philosophy of higher education's role in being the originator of positive change for the future;

Whereas, The University of Montana would be the first institution in the Pacific Northwest to sign this highly influential declaration, thus leading other institutions in the region to follow UM's example;

Whereas, signing this declaration brings prestige to The University of Montana and puts UM in the forefront of proactive change in environmental policy.

Therefore be it resolved, that the Associated Students of The University of Montana encourage President George Dennison to sign the Talloires Declaration and implement a steering committee to follow through with the ten-point action plan of this declaration.

Authored by: Christopher W. Peterson, President, Associated Students of The University of Montana

Passed
4/3/02

Resolution calling for a referendum to increase the ASUM Activity Fee

Whereas, the ASUM Activity Fee has not been increased in 12 years and our student organizations are demanding more and more due to inflationary limitations;

Whereas, the ASUM Activity Fee is arguably one of the most effective and directly beneficial fees that University of Montana students pay, from Legal Services to Childcare and entertainment students see the benefits;

Whereas, this increased fee will go towards an increased pay plan for ASUM student employees (contingent on ASUM approval), increase pay for ASUM Classified Staff, the creation of an Off-Campus Housing Coordinator (contingent on ASUM approval), and increased monies for ASUM student groups during the ASUM general budgeting process;

Whereas, with this fee increase mandatory student fees at UM-Missoula mountain campus will increase by a relatively low 1.46% and for COT-Missoula by 1% overall;

Whereas, ASUM is at a crossroads and an increase is necessary to maintain the quality of services that we provide to our students;

Therefore be it Resolved, that the Associated Students of The University of Montana call for a referendum during this ASUM general election in regards to an ASUM Activity Fee increase;

Further be it Resolved, that the Associated Students of The University of Montana endorse the approval of this fee and the wording on the ballot will read as follows:

A \$4 increase in the student activity fee would:

- Increase the wages of ASUM student employees so as to not limit the exclude qualified students who cannot afford working at low wages.
- Fund an off-campus housing coordinator to assist students with off-campus housing issues including tenant/landlord disputes, renters insurance, neighborhood relations, ~~implementing ideas for new student living situations such as cooperatives and assist~~^{and} students in finding adequate housing.
- Increase funding for student organizations.

The fee currently stands at \$26 per semester. Voting in favor of this referendum means that you support an increase of \$4 per semester of the ASUM Activity Fee.

[] Yes, I am in favor of a \$4 per semester increase of the ASUM Activity Fee

[] No, I am not in favor of a \$4 per semester increase of the ASUM Activity Fee

Authored by: Christopher W. Peterson, President, Associated Students of The University of Montana

Passed
4/3/02

Exhibit H
SB54-01/02

Resolution regarding Student Seating in the Dahlberg Arena

Whereas, full-time students pay \$60 annually in an Athletic Fee to support the Athletic Department

Whereas, approximately three hundred seats have been appropriated for student seating behind the north side basketball hoop.

Whereas, the student section during spring semester had more than adequate attendance during the majority of the varsity basketball games.

Whereas, student energy and enthusiasm brings a whole new level of excitement to the game and attracts other spectators to the sport and fills the remaining empty seats.

Whereas, the Athletic Department moved the students from the prime location behind the press box to accommodate the season-ticket holders.

original language
Therefore let it be resolved, The Associated Students of The University of Montana urge the Administration and the Athletic Department to ^{reinstall} ~~reevaluate~~ the student seating assignment in Dahlberg Arena ^{to the} ~~with the intention of reassigning the student section to the~~ original area.

Co-Authored by Christy Schilke and Heather O'Loughlin

Passed
4-2-02

whereas, although corporate sponsors did pay for seats in the original student section, the seats stayed relatively empty throughout the season.