I. Call to order  
   a. Meeting called to order @ 1:05 p.m.

II. Roll call

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Hayley Statema</td>
<td>President</td>
</tr>
<tr>
<td>Pedro Nunez</td>
<td>Vice President</td>
</tr>
<tr>
<td>Wendy Hughes</td>
<td>DOLA</td>
</tr>
<tr>
<td>Michael Austin</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Sapphire Chan</td>
<td>Secretary</td>
</tr>
<tr>
<td>Jeremy Canaria</td>
<td>Senior Senator</td>
</tr>
<tr>
<td>Andrew Crain</td>
<td>Senior Senator</td>
</tr>
<tr>
<td>Ben DuSchene</td>
<td>Junior Senator</td>
</tr>
<tr>
<td>Hannah Lu Marie</td>
<td>Junior Senator</td>
</tr>
<tr>
<td>Paul Pitre</td>
<td>Guest</td>
</tr>
</tbody>
</table>

III. Open issues

   a) Career Week

   • All ASWSUE officers should encourage students to sign up for Career Week.

   • Those who signed up for escorting employers and preparing room setup should check email for specific instructions.

   b) RSO

   • Andrew updated the draft for RSO package. He explained the major steps for RSO registration process, which include finding advisors and members, filling in activation form, completing club charter, attending ASWSUE meeting, and meeting with RSO counsel. Funding request from clubs will need to be voted in by RSO counsel. Constitution of clubs should clearly identify the goals of the
organization, and explain how the establishment of such organization will influence students and the community. The Rules and Administration Committee will review and evaluate clubs constitution as part of the RSO registration process.

- After the draft for the RSO package is being finalized, it will be distributed to clubs and uploaded to the website. Students will also be able to get a copy at the University Center Front Desk.

c) Event Updates

- Michael shared updates on Diversity Week.
  - On February 16 @ Room 156: Marine Corporal Clayton Pitre (needs to be confirmed) will be hosting a Q&A session with students to discuss diversity-related issues.
  - On February 17, 11a.m.- 2p.m @ Room 366: Movie “Fruitvale Station” will be shown and used for diversity discussion. Pizzas will be offered.
  - On February 18, 11a.m – 12.30p.m. @ Room 156: Jessika Chi, Program Manager for Institutional Diversity from Reed College, will host a diversity workshop to discuss current social justice movement, and issues related to micro-aggression and unconscious bias. Pizzas will be offered.

d) Wendy – DoLA trip

- The three major bills didn’t pass through the legislative session. An executive order has been placed to bring the bills back.

IV. New business

a) T-shirt

- Pedro submitted a purchase request for an order of 100 t-shirts.

- Jeremy completed the design for t-shirts. The color of t-shirts will be crimson and the print will be white.
• Amount of each size for the t-shirts will be as follow:
  o XS: 5,
  o S: 20
  o M: 30
  o L: 30
  o XL: 5
  o XXL: 5
  o XXXL: 5

b) Campus updates:

• Dean Pitre shared updates on the strategic planning of campus. He encouraged students to participate in Career Week and network with employers. He also shared updates on new building. Tours for building will be hosted in May or June.

V. Adjournment

The meeting was adjourned at 02:04 p.m. Next meeting will be on February 17, 2016 at 01:00 p.m.