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**The Associated Students of the University of Montana
Resolution Generally Revising Personnel Policy
September 8, 2021
SB11-21/22**

Authored by: Jack Rinck, ASUM Business Manager;

Whereas, The Associated Students of the University of Montana (ASUM) employ many paid student positions and classified staff;

Whereas, ASUM Personnel Policy (Personnel Policy) governs the administrative roles and duties of the various positions within ASUM;

Whereas, Personnel Policy defines the job duties of the ASUM Office Manager (Office Manager) in Section 4.15 and the ASUM Secretary (Secretary) in Section 4.22;

Whereas, The Secretary, per stipulation of Personnel Policy, is required to take minutes during meetings of the Board on Budget and Finance (B&F);

Whereas, The Secretary did not take minutes at B&F meetings during the 2020-21 academic year and the Board remained functional;

Whereas, In other ASUM Committees the Vice Chair records meeting minutes;

Whereas, The Office Manager provides oversight and advising of member organization activity;

Whereas, The Office Manager consistently communicates with the University of Montana Office of Risk Management regarding the liability and safety of member organization sanctioned events;

Whereas, The current Office Manager created the current ASUM Risk Management form;

Whereas, The Office Manager serves as an informational resource for member organizations regarding compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act);

Whereas, The Office Manager serves as an informational resource for member organizations when they have questions regarding Clery Act compliance and the duties of being a Campus Security Authority (CSA);

Whereas, The President, Treasurer, and Advisor of each member organization must take a required Clery Act training in order to qualify as a CSA;

Whereas, The Office Manager is the primary authority in ASUM that maintains and enforces Clery Act compliance among member organizations;

46 Whereas, The oversight of risk management and Clery Act compliance is not currently
47 enumerated in Personnel Policy;

48
49 Whereas, The Social Media Manager and Web Developer are not a current positions within
50 ASUM;

51
52 Whereas, The Marketing and Outreach Director encompasses the duties of the aforementioned
53 Social Media Manager and Web Developer;

54
55 Whereas, The number of member organizations changes on an annual basis;

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57 Therefore, Let It Be Resolved, That Section 4.22 of Personnel Policy be amended to read:

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59 *4.22 ASUM Senate Secretary. The ASUM Senate Secretary is a student position*
60 *responsible for the following: preparing all ASUM Senate documents including, but not*
61 *limited to, minutes, agendas, and resolution; providing copies and emailing Senate*
62 *documents to Senate members and University representatives; posting Senate documents*
63 *to the ASUM website; preparing meeting rooms; taking minutes during weekly Senate*
64 *meetings; taking minutes during weekly Relations and Affairs Committee meetings;*
65 *taking minutes during Board on Budget and Finance meetings; making arrangements,*
66 *prepare materials for, and participating in annual Senate events, such as the late-summer*
67 *retreat, spring budgeting and elections; updating the governing documents to reflect*
68 *amendments made by the Senate and adjusting amendments to the governing documents*
69 *pursuant to the standardized formatting; archiving Senate materials.;*

70
71 Therefore, Let It Be Further Resolved, That Section 4.15 of Personnel Policy be amended to
72 read:

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74 *4.15 ASUM Office Manager. The ASUM Office Manager is a full-time classified position,*
75 *appropriately adjusted during the summer months, responsible for the following: process*
76 *financial transactions, fiscal monitoring, expenditure approval, data entry and travel*
77 *arrangements for approximately 200 student groups; provide fiscal training, guidance*
78 *and oversight to student groups with regard to their ASUM accounts; provide guidance*
79 *and oversight to student groups, in tandem with the Business Manager, regarding the*
80 *liability and risk management of their activities; oversee and monitor Clery Act*
81 *compliance and the Campus Security Authority (CSA) training required for student*
82 *group Presidents, Treasurers, and Advisors; direct and supervise the front desk*
83 *reception and Senate Secretary student employees; supervise, in conjunction with the*
84 *Marketing and Outreach Committee and ASUM Executives, the Marketing and Outreach*
85 *Director Social Media Manager and Web Developer student employees; assisting the*
86 *Secretary in adjusting amendments to the governing documents pursuant to the*
87 *standardized formatting template; manage the day-to-day operation of the ASUM office*
88 *suite, equipment and supplies; process staff and student employee payroll.;*

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90 Therefore, Let It Be Further Resolved, That this resolution be sent to: Alexandra Berna, ASUM
91 Secretary; and Gwen Coon, ASUM Office Manager.

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Passed by Committee: September 12, 2021

Passed by ASUM Senate: September 22, ~~2021~~, 2021



Elizabeth Bowles,
Chair of the Relations & Affairs Committee



Canyon S. Lock,
Chair of the Senate