



**MSU<sup>SM</sup>  
DENVER**

**Student Government  
The Student Advocacy Council**

## **General Meeting Minutes – Thursday, September 04, 2025**

**Tivoli Senate Chambers (329) & via Microsoft Teams – 5:00 PM – 7:00 PM**

Join the meeting @ [bit.ly/TSACmeeting](https://bit.ly/TSACmeeting)

<b>Meeting Leads:</b>	Patrick Cervera & Sky Seay Childress
<b>Minutes:</b>	Stephen Cucchiara

\*Please note the agenda is subject to change by vote of the council.

### **I. Housekeeping – 5:00p – 5:05p**

#### A. Attendance

##### a. Present

- i. Sky Childress
- ii. Patrick Cervera
- iii. William Coats
- iv. Emma Fox
- v. Stefy Calero
- vi. Urvi Pal
- vii. Matthew Rathbun
- viii. Rowan East
- ix. Fae Berry
- x. Cy Holt
- xi. Susana Villagomez
- xii. Maria Garcia
- xiii. Stephen Cucchiara

##### b. Online

- i. Cynthia Baron

##### c. Not Present

- i. Armando Rijo

#### B. Reading of the mission statement: To support the evolving needs of the MSU Denver students, by advocating in their best interests to enhance the university experience and opportunities.

#### C. Approval of agenda & previous meeting [minutes](#)

- a. Notice: Announcements & Updates and New Business agenda items' order has been switched from the usual, and staff advisors' updates have been moved to the start of Announcements & Updates. Times have also been added to each section. Consider all of that when approving the agenda.
- b. Motion to approve the agenda (Councilor Coats)
  - i. Seconded (Councilor East)

- ii. Discussion
  - 1. Motion to add a discussion on recurring meetings with the Dean of Students & President to the agenda & then approve the agenda (Councilor Childress)
    - a. PASS
  - c. Approval of previous meeting minutes
    - i. Motion to approve the previous meeting minutes (Councilor Childress)
      - 1. Seconded (Councilor Coats)
        - a. PASS
- II. Public Comment – 5:05p – 5:20p**
  - A. No public comment initiated
- III. Announcements & Updates – 5:20p – 5:40p**
  - A. Staff advisors
    - a. Advisor Cucchiara Updates
      - i. Coming to the end of week 3 and start leaning into the initiatives and student advocacy work you want to start doing; you all have tabled at convocation, you all have an event next week but what else are you doing for students. Think it's really important to consider this.
    - b. Advisor Baron Updates
      - i. Anyone else interested in the opportunity shared in the chat for the HACU conference. Do not remember the deadline—trying to prepared for this and help coordinate this so if anyone is interested in this, please send me a side chat
      - ii. Agree with Stephen's points in thinking about your goals, how you are aligning them, but do focus on this.
  - B. Standing committees
    - a. Budget
      - i. Councilor Pal-
        - 1. Conflict of Interest policy—want all the standing committee chairs and patrick and myself to sign a conflict of interest statement; requesting to sign this form today after the meeting
        - 2. We have to improvise and refine our official budget, as some of the procedures are not following our process and some things have changed. We are looking to adjust our procedures and guidelines.
    - b. Sustainability
      - i. [9-04-25 Sustainability Update.pdf](#)
    - c. Public Relations
      - i. Councilor Calero
        - 1. Coffee round up next Wednesday September 10<sup>th</sup> from 11:30am-1:30pm; finalized a flier to get hung up and posted. Coffee and Tea options, little bit of cookies that will be all available for the event in the TSAC office; would like council members to share availability and goal; please visit the poll and sign up for this and select your availability for this
      - ii. Councilor Villagomez
        - 1. Updated the PR form—it's on SharePoint now; let us know if you need help from the PR committee. Willing to help us there.

- d. Accountability
  - i. Councilor Rathbun
    - 1. concerns shared in the last meeting about a councilor able to be available in the last meeting. This has been resolved;
    - 2. Working with standing committee chairs to work on bylaws and procedures
    - 3. Seeking out ethics consultation—see it odd that accountability is helping create rules that committees and areas are looking to enforce.
    - 4. Still working out schedules to see if we can have a full accountability meeting next week—awaiting responses.

- e. Chairs
  - i. Councilor Childress
    - 1. Briefly mentioned in a presidents cabinet report about a program focused on workshops for their employees; we do not have the option to participate in those types of leadership options but there are other available alternatives

### C. Advisory committees

- a. Faculty/Senate- Councilor Berry
  - i. Faculty senate Policy committee- With the workday changeover, the graduation process will change into an auto enrollment process that you would have to opt out of; encourage students that have a certain amount of credits they could graduate
  - ii. Faculty senate at large- secure library initiative beginning on October 1<sup>st</sup>—library would be open normally—outside badge access would be allowable outside of normal operating hours
- b. University Shared Governance council- Councilor Garcia
  - i. No current update at this time, as we have not set a time
- c. Student Travel- Councilor Pal
  - i. No updates
- d. University Policy- Councilor Childress
  - i. 1<sup>st</sup> Meeting is coming this Tuesday. Do not have the policies yet. Will have more updates after I get connected with them
- e. Tivoli Reimagined steering committee- Councilors Holt and Cervera
  - i. Finalization of our next upcoming meeting but otherwise no new updates
  - ii. Monday, September 15<sup>th</sup> from 3-5pm—discussing survey results, architects will be present for this.
- f. University Planning and budget advisory committee- Councilor Rathbun
  - i. Just got in contact with them—do not have next steps yet
- g. Student Affairs board- Councilor Calero
  - i. No Updates
- h. Space Analysis- Councilor Coats
  - i. No Updates
- i. Campus Safety Center Committee- Councilor Rathbun
  - i. No updates
- j. Interagency Planning- Councilors Rathbun and Berry
  - i. First meeting is on September 20<sup>th</sup>
- k. Period equity project- Councilors Villagomez and Calero

- i. Form has not been sent out yet; Would like as many council members as possible; days added Monday, September 21<sup>st</sup> and Tuesday, September 22<sup>nd</sup> from 8am-10am still will fill out the poll
- I. University grade review- Councilors Cervera and Holt
  - i. Received first case of the semester, reviewing details; nothing finalized yet;
- m. Code of Conduct Review (unassigned)
  - i. Councilor Childress—been in contact with the code of conduct via Dean of Students office; They are reviewing their code of conduct; at some point soon they will request a representative for someone from TSAC to serve on this committee

D. Open floor

- a. Councilor Childress
  - i. Question about conflict of interest form and where to meet to sign them
  - ii. For guidelines and procedures, consider it in budget meetings
  - iii. For auto graduation; think about the implications for students who are not ready to graduate and if they are ready to graduate and do not realize it, there is a chance to lose financial aid
  - iv. For accountability, would you be looking for an ethics consult?
  - v. Reached out to provost office—committee we assigned emma to does not exist
  - vi. Met with the director of OEO—very interested in hearing concerns from councilors about the office
- b. Councilor Berry
  - i. How often does policy advisory committee meet
- c. Councilor Villagomez
  - i. Had a few student orgs reach out—want to put up Greek flags around campus. Would be a great opportunity to step up and would like to have a representative from TSAC; if there is any interest, please reach out to Susie.
  - ii. Got connected with Transplant games of America—organization that encourages anyone to donate organs—Student Organ Donor Advocacy—they are hoping to open up another chapter at MSU Denver
- d. Advisor Cucchiara
  - i. All councilors should have received a check-in meeting request from either Armando or myself; up to you in terms of how often you want to meet with advisors; please respond
  - ii. VP of Student Affairs Will Simpkins attends meetings: November 13<sup>th</sup>, December 11<sup>th</sup>, March 12<sup>th</sup>, and April 9<sup>th</sup>

**IV. Old Business – 5:40p – 5:45p**

A. Brandon Martinez Research Group Funding (S. Childress)

- a. Advisor Cucchiara Update
  - i. Armando has been in touch with Brandon Martinez; reimbursement has been processed; small discrepancy with reimbursement—they are getting reimbursed for conference reg fees, awaiting if Brandon can get hotel invoices because those receipts were not provided; discrepancy shared is that they asked for \$62 for 4

metropasses, what they turned in were 4 receipts for 4 metro passes for \$62 each, can only reimburse what they placed on the request form.

## **V. New Business – 5:45p – 6:58p**

### **A. Discussion on TSAC office printer (S. Childress)**

- b. Explanation of current copier lease and termination clause
      - i. Current printer prints in black and white—challenge in PR and for general usage
      - ii. Spent \$20 of ink and maintenance on the current printer
      - iii. Reached out to MSU DEnver contracts person related to Xerox as well as sales rep for Xerox—contract does not have a termination clause- we are locked in for the next three years;
      - iv. There is an option where a department wants to purchase a black and white printer, they could take over TSACs lease of the printer
    - c. Quote from Xerox for the purchase (not rent) of a color printer
      - i. Instead of renting, we purchase one for TSAC—\$968.04
      - ii. Can only print letter and legal sized paper
      - iii. Would be beneficial for us to have this given the amount of printing we would do
      - iv. If we stop using the current photo, we would not have usage fees but would still be responsible for paying for the rental for the next two years
      - v. We would purchase this printer—no fees, etc. We would be responsible for the ink and paper
    - d. Motion to allowing Amy Silva, MSU Denver's Xerox contract manager, to advertise TSAC's black/white printer lease to other departments as available if they would take over our lease. (Councilor Childress)
      - 1. Motion retracted

### **B. Training document discussion (M. Rathbun)**

- a. Would like to present this resolution for feedback as a training document for TSAC in learning how to write resolutions
- b. We have not really done this
- c. It is not an accountability guideline that we have to provide training but it would be good to have this. General idea is to do more spot trainings

MOTION: Motion for the creation of an ad hoc committee for training and transition. (Councilor Rathbun)

#### **1. Second: Councilor Cervera**

- a. Discussion
  - i. Councilor Childress—do we have a mission statement?
  - ii. Councilor Rathbun- Create training documents and supportive structures for TSAC councilors with supporting councilors with their daily duties with the further goal of establishing transitions, trainings, and procedures within TSAC
  - iii. Councilor Fox- To create a more efficient TSAC
  - iv. Councilor Childress—how do we have a mission statement accomplish these two processes—take some time to work together on the mission before voting on it.

#### **1. MOTION PASSES VIA UNANIMOUS CONSENT**

MOTION- Make a motion for an open nominations process for chair/cochair of this position (Councilor Rathbun)

1. Seconded- Councilor Coats
- b. Discussion
  - i. Councilor Fox- would like to make sure senior members of TSAC join this
- c. MOTION PASSES BY UNANIMOUS CONSENT

Councilor Rathbun: Nominates Councilor Fox and themselves

1. Councilor fox declines

Councilor Childress: Nominate Councilor Coats

1. Councilor Coats- Accepts

Discussion:

1. Councilor Coats—asks for a chair and a vice chair
2. Councilor Childress—asks for the why-
  - a. Councilor Coats- want to help create these training documents, but do not feel as strongly as Councilor Rathbun

MOTION: Confirming Councilor's Rathbun and Coats (Councilor Childress)

1. SECONDED: Councilor Fox
2. MOTION PASSES BY UNANIMOUS CONSENT

MOTION: All Council members can join this committee (Councilor Childress)

1. SECONDED: Councilor Coats
2. MOTION PASSES BY UNANIMOUS CONSENT

C. Discussion: Budget Committee meeting time & logistics (Councilor Pal)

- a. Discussions about budget meetings not happening
- b. Comfortable for meetings every Tuesday or Thursday 3:30pm-5pm; also option on Wednesday on 5-7:30pm virtually

D. Discussion: TSAC meeting agenda appearance & flow of meetings (Councilor Childress)

- a. Question for the council—creating the agenda template for the agenda roles--
  - i. Making sure the document is readable
  - ii. Sectioned out different folks and their standing committees and advisory committees
  - iii. Is there any opposition to this?
  - iv. Councilor Holt asks them to change their name on how it shows.
- b. Flow of meetings
  - i. Pose to the council—does this structure seem to work for us with announcements at the start and old and new business to the end
    1. Councilor Berry- announcements could affect new business; also like having announcements first which we do not have to extend time for meeting

E. Discussion: Recurring meetings with the Dean of Students & President (S. Childress)

- a. Dean of students have reached out to the cochairs to having regular meeting, as well as the president meeting with the cochairs
  - i. Councilor Fox- understand where you are coming from—took it upon the council to elect your all as co-chairs. It is good for our own TSAC development—good for empowering
  - ii. Councilor Rathbun- If we want to go to opening up, what was the purpose of meeting with only you all.
  - iii. Councilor Cervera- discussed with the advisors. It is just a check-in between us as representatives as TSAC, most direct means to discuss things with Taylor—do not want to discourage anyone from meeting if anyone wants to take on these meetings—imperative to have a more direct way to get things organized with administration, take on that role whether it be as responsibilities, or current duties as councilor or chair; we can provide updates in our report section of the meeting
  - iv. Councilor Berry- as a possibility of the chairs taking on this task of meeting with administrators, facilitating the meeting, etc. Allowing co-chairs to bring to a meeting
  - v. Councilor Coats – love Fae’s idea—chairs should spearhead the meeting, but it should not be exclusive for the cochairs. Councilors could coordinate with the cochairs with how they can approach the meeting and/or attend.
  - vi. Councilor Childress- offer two options. If you want to meet with us, come to our meeting, or have an open meeting where anyone can come.

MOTION: Councilor Berry—extending meeting time by 5 minutes to 7:05pm

- b. SECONDED: Councilor Coats
- c. Discussion- N/A
- d. MOTION PASSES 11-1

MOTION: Councilor Childress—Two options for a monthly meeting with Dean of Students office, where all councilors can attend and cochairs facilitate the time, or come to our monthly meetings and coordinate with the co-chairs so we can adjust our agenda

- e. SECONDED: Councilor Fox
- f. Discussion-
  - i. Councilor Cervera- maybe give Dean Tackett's office the options of scheduling something
  - ii. Councilor Holt- confirming this is going to be an e-mail offering the two options
    - 1. Councilor Holt- Yes
    - 2. Councilor Fox- Yes
    - 3. Councilor Berry- Yes
    - 4. Councilor Garcia- Yes
    - 5. Councilor Rathbun- Yes
    - 6. Councilor Cervera- Abstain
    - 7. Councilor East- Yes
    - 8. Councilor Childress- Yes
    - 9. Councilor Calero- Yes
    - 10. Councilor Villagomez- Not in attendance
    - 11. Councilor Pal- Yes

- 12. Councilor Coats - Yes
- iii. MOTION PASSES 10-0-2
- g. Following the discussion—Councilor Rathbun retracts their vote

**VI. Closing – 7:00p**

- A. Standing motion to adjourn at 7:00p or such later time that the council decides
  - a. Motion to adjourn- Councilor Coats
  - b. Seconded—Councilor Berry
  - c. MOTION PASSES

Meeting Adjourn at 7:05pm

## SG:TSAC Members & Roles

<b>Cy Dean Holt</b>   <a href="mailto:cholt8@msudenver.edu">cholt8@msudenver.edu</a> Councilor & SACAB Representative	<b>Emma Fox</b>   <a href="mailto:efox8@msudenver.edu">efox8@msudenver.edu</a> Councilor
<b>Fae Berry</b>   <a href="mailto:nberry5@msudenver.edu">nberry5@msudenver.edu</a> Councilor	<b>Maria Garcia</b>   <a href="mailto:mgarc284@msudenver.edu">mgarc284@msudenver.edu</a> Councilor & Student Trustee
<b>Matthew Rathbun</b>   <a href="mailto:mrathbu1@msudenver.edu">mrathbu1@msudenver.edu</a> Councilor	<b>Patrick Cervera</b>   <a href="mailto:pcerver1@msudenver.edu">pcerver1@msudenver.edu</a> Councilor
<b>Rowan East</b>   <a href="mailto:reast1@msudenver.edu">reast1@msudenver.edu</a> Councilor & SACAB Representative	<b>Sky Seay Childress</b>   <a href="mailto:schildr3@msudenver.edu">schildr3@msudenver.edu</a> Councilor
<b>Stefy Calero</b>   <a href="mailto:scaleroa@msudenver.edu">scaleroa@msudenver.edu</a> Councilor	<b>Susana Villagomez</b>   <a href="mailto:ssantia7@msudenver.edu">ssantia7@msudenver.edu</a> Councilor
<b>Urvi Pal</b>   <a href="mailto:upal@msudenver.edu">upal@msudenver.edu</a> Councilor	<b>William Coats</b>   <a href="mailto:wcoats1@msudenver.edu">wcoats1@msudenver.edu</a> Councilor
<b>Armando Rijo</b>   <a href="mailto:arijo@msudenver.edu">arijo@msudenver.edu</a> Staff Co-Advisor	<b>Stephen Cucchiara</b>   <a href="mailto:stcucchiar@msudenver.edu">stcucchiar@msudenver.edu</a> Staff Co-Advisor
<b>Dr. Cynthia Baron</b>   <a href="mailto:baron@msudenver.edu">baron@msudenver.edu</a> Staff Co-Advisor	

## SG:TSAC Committees & Representativeships

Standing Committees (Internal Committees)	Advisory Committees (Representativeships)
<b>Budget Committee</b>   Chair: Urvi Pal Vice-Chair: Patrick Cervera Membership: Standing committee Chairs	<b>Faculty &amp; Staff Senate</b>   Fae Berry <b>Univ. Shared Gov. Council</b>   Maria Garcia <b>Student Travel</b>   Urvi Pal <b>Univ. Policy Advisory</b>   Sky Seay Childress
<b>Sustainability Committee</b>   Chair: Sky Seay Childress Membership: Councilors in attendance	<b>Tivoli Reimagined Steering</b>   Patrick Cervera & Cy Dean Holt <b>Univ. Planning &amp; Budget Advisory</b>   Matt Rathbun
<b>Public Relations Committee</b>   Chair: Susana Villagomez Vice-Chairs: Stefy Calero & Urvi Pal Membership: Councilors in attendance	<b>Student Affairs Board</b>   Stefy Calero & Emma Fox <b>Space Analysis</b>   William Coats <b>Campus Safety Center Steering</b>   Matt Rathbun
<b>Accountability Committee</b>   Chair: Matt Rathbun Membership: Cy Dean Holt & Emma Fox	<b>Interagency Planning</b>   Matt Rathbun & Fae Berry <b>Period Equity Project</b>   Susana Villagomez & Stefy Calero
<b>Chairs Committee (Chairship of SG:TSAC)</b>   Co-Chairs: Patrick Cervera & Sky Childress (Representatives to MSUD President's Cabinet)	<b>Univ. Grade Review</b>   Patrick Cervera & Cy Dean Holt <b>Code of Conduct Review</b>   *unassigned