The Associated Students (ASUOP)

The Associated Students was formed in 1899 and since that time has served as Pacific’s student government. In other words, ASUOP is your representative body to the University and the community. Associated Students is the student government of the University of the Pacific (ASUOP). It is completely operated and funded by University of the Pacific students.

At its core, ASUOP has a dual mission: 1) to serve as an official channel for the free exchange of ideas and opinions among the administration, faculty, staff, and students; and 2) to provide services and student activities across campus in order to enrich the social, cultural, and educational aspects of university life.

Government Branches

ASUOP has three branches: an Executive, a Senate, and a Judiciary. These three branches work together to ensure that the student voice is heard in University governance, supply valuable services to ASUOP members, and provide the opportunity to be involved in student life at Pacific.

All student government offices can be found at the ASUOP office located on the second floor of the McCaffrey Building. Your activities and/or issues may require you to contact one of these officials to help in your cause. Feel free to stop by or call (209) 946-2233 if you feel any of these officials could be of help.

The Cabinet

The ASUOP Cabinet is the executive branch of student government. The Cabinet members assist the ASUOP President and Vice President as assigned. This Cabinet also serves in an advisory capacity to the ASUOP Senate on programs and policy that are needed within the student body to efficiently meet needs, and they are responsible for the day-to-day management of the government’s operations. The Cabinet members are appointed by the ASUOP President, with approval of the ASUOP Senate. They are:

- Arts & Entertainment Commissioner
- Attorney General
- Campus Affairs Commissioner
- Cultural & Community Commissioner
- Productions Commissioner
- Public Relations Commissioner
- Student Involvement Commissioner
- Treasurer

People come to the ASUOP office to:

- Contact student officials such as the president, vice president, treasurer, attorney general, commissioners, senators, etc.
- Meet with a senator. Senators schedule times when they are available to students in the office.
- Pick up forms and/or submit Budget Relines and Budget Requests.
- Get information on campus events and activities
- Purchase tickets for major events and off-campus trips
- See the posted agendas for all public Senate, Cabinet, Finance Board, and other ASUOP meetings.
- In coordination with the Government become involved in political efforts that affect students.
- Meet with and organize efforts with various commissioners concerning student needs in academics, cultural affairs, programming, or political issues.
Each Cabinet member may appoint deputies or assistants to help them in the development of programs or services within their areas of responsibility. These ASUOP officers all maintain office hours and have mailboxes in the ASUOP Office, located on the second level of the McCaffrey Center directly across from the Summit Cafe. The ASUOP President chairs the Cabinet meetings. The Assistant Director of Student Leadership & Involvement and the ASUOP Senate President, are ex-officio, non-voting members.

The Senate

The ASUOP Senate is the legislative branch of student government. A representative is elected during the Spring Semester from each of the seven schools and colleges, three are elected “at-large.” The ASUOP Vice President serves as chair of the Senate and the ASUOP Senate President Pro Tempore as vice chair. The ASUOP President, the Attorney General, the ASUOP Treasurer, and the Director of Student Leadership & Involvement serve as ex-officio, non-voting members.

The Senate forms the overall policy and goals of ASUOP, approves the annual budget, enacts legislation relating to student issues, and serves as a conduit for information flow from the students to the University administration. Meetings of the Senate, usually held each Monday at 4:00 p.m., are open to all members of the student body and guests are invited to make presentations. A special “Open Forum” section of the meeting is devoted to questions from the audience.

The Judiciary

The Judiciary handles infractions and interpretation of the ASUOP Constitution, Codes, and approved Senate Legislation. It is composed of a Chief Justice and two Associate Justices. One is appointed by the President without Senate confirmation, one is appointed by the President with Senate confirmation, and one is appointed by the Senate President Pro-Tempore. The Justices elect the Chief Justice from amongst themselves.

Arts & Entertainment

ASUOP Arts & Entertainment is the premier event production group in the City of Stockton. Having been awarded “Best Event of the Year” by the Stockton Record two years in a row (Wayne Brady & Friends 2001 & CAKE: In Concert 2002), Arts & Entertainment entertains, educates, and enriches the University of the Pacific and the City of Stockton by bringing diverse events to our community.

By planning concerts, lectures, festivals, film series, and off-campus trips to various regions in California, Arts & Entertainment offers a comprehensive calendar of events and activities for the Pacific community. Comprised of a commissioner and an event planning staff, Arts & Entertainment works constantly to make student life at Pacific the best possible. Our mission is to enhance the social, cultural, and educational aspects of student life while expanding students knowledge and building leadership skills. A&E is dedicated to producing unique and original events for a diverse audience.

10 Ways to Get More Done in Less Time

- Monitor your time for a week to see how you actually spend your time. The results are always surprising.
- Create a schedule for yourself as a guide, but be willing to be flexible when necessary.
- Prepare a list each night of things you hope to accomplish the next day.
- Improve efficiency by “bunching” activities. For example, plan one afternoon a week for running errands such as shopping, banking, etc.
- If a project seems overwhelming, divide it into smaller tasks and complete one immediately.
- Use your personal time clock; know your own best working style.
- Set time limits for projects and activities.
- Concentrate on one thing at a time.
- Give yourself time off and special rewards when you’ve done important things.
- Remember: The less time you feel you have to spare, the more important it is for you to plan your time carefully.
A&E: Concerts and Festivals

A&E brings a variety of contemporary pop, rock and other musical entertainment to students at a reasonable rate. Typical activities include free lawn concerts at Homecoming; dances in the Summit, or concerts in Faye Spanos Concert Hall. Duties involve auditioning, contracting, publicizing, organizing, contract negotiation, program set-up and hosting for bands or other performers. Along with concerts, A&E produces three annual festivals including the Welcome Back BBQ, the Homecoming Festival, and the Spring Festival. Activities include working with performers, clubs and vendors, food, and logistics.

A&E: Films and Lectures

Each semester, A&E presents a variety of independent and foreign films on various topics. These films stimulate conversations and educate Pacific and the local community on differing views from different cultural and social perspectives. Lectures and speakers throughout the year address campus members on various topics. Activities include free speaker programs in Faye Spanos Concert Hall, Faculty Soap Box Series through academic classroom space, and evening lectures at a minimal cost.

A&E: Off-Campus Excursions

A&E plans and organizes a variety of cultural entertainment, recreational, and educational off-campus excursions that explore the benefits of Northern California and beyond. Trips range from theatre trips in San Francisco, wine trips in Napa Valley, ski trips in Lake Tahoe area, and social trips to L.A. for TV shows.

Digital Productions

ASUOP Digital Productions is a provider of state-of-the-art media services, artistic creation, and most importantly, an outlet for student expression. As a professional media department capable of handling both on-campus and off-campus productions, ASUOP is cultivating and developing the required skills necessary in today’s technological world.

The primary goal of ASUOP productions is to archive and market ASUOP events throughout the academic year, but includes the artistic sides of both photography and film as well. Through the creative efforts of a dedicated group, ASUOP Productions has flourished into a professional media production company, utilizing the newest technology and equipment.

Graphic Design

The Graphic Design department at ASUOP hosts unique internship opportunities. The area is responsible for poster, flyer, advertising, marketing, and special assignment production which support event programming that celebrates the campus’ diversity.

The Graphic Designers produce visual products used to promote activities, provide the students and public with information regarding the organization, and preserve the history of ASUOP through a graphical medium. These visual products are related to a variety of activities, including but not limited to, lectures, films, concerts, festivals, excursions, and special events.

K-PAC Radio

Operated and managed by students, KPAC is truly a student radio station. KPAC is tuned into you, providing the campus with music and programming of students’ choice. Listen to KPAC on Channel 2 (Tiger TV) or on the web at http://kpac.pacific.edu. If you have ideas, want to be a DJ, or desire experience in radio programming, stop by the ASUOP office and ask for more information on how to get involved.

Tiger’s Grocery

Owned, operated, and managed by ASUOP, Tiger’s Grocery is a one-stop convenient store to grab your
late night snacks, or a quick bite, including TV dinners and sandwiches. With over 175 different kinds of candy and gum, and 150 varieties of ice-cold drinks, Tiger’s Grocery is the most visited place on campus. Clerking and management jobs are available regularly each semester.

ETC. Gift Store

ETC Gift Store is located on the lower level of the McGaffrey Center in the back of the TV Lobby. Owned, operated, and managed by ASUOP, ETC Gift Store offers all kinds of convenient services and unique items for students. Dry cleaning service, laundry, and small gift items are available to make your Pacific life easier. Don’t miss out. Clerking and management jobs are available regularly each semester.

ASUOP Programs

The Associated Students of the University of the Pacific (ASUOP) appoints student representatives to various university committees and task forces. Examples of such committees are the Promotions and Tenure Committee, the Institutional Priorities Committee, and the University Facilities Committee, just to name a few.

Campus Safety Walk

Each semester, ASUOP conducts a campus safety walk to identify areas around campus that are of concern to student safety. The campus safety walk recognizes areas that may need additional lighting, emergency phones, or places where students feel unsafe.

ASUOP Student Discount Program

The ASUOP student discount program is a service to all registered Pacific students who have paid the ASUOP fee (all undergraduate students automatically pay this fee). All you need to do is present your student ID card with the current semester ASUOP sticker on it (stickers are available to students at the ASUOP Office, 2nd level McGaffrey Center) to participating businesses and you will receive the listed discounts.

Campus Recycling Program

The Campus Recycling Program currently consists of two parts, an inter-office program for paper, and an outdoor program with bins for paper, bottles, cans, and glass. The program is directed by the ASUOP Recycling Coordinator, a position partially funded by the City of Stockton Solid Waste Division. The Recycling Program is constantly being revised to meet the growing needs of the Pacific Community.

Student Phone Directory

The Student Phone Directory is a service provided to the Pacific Community to encourage communication between students, faculty and staff. Each year the directory is created with a listing of all university departments, as well as student phone numbers in the residence communities and faculty office numbers. This directory is provided free of charge to all students and university departments. The directory cover is designed by Pacific students each year and often features photos of our students.

ASUOP Elections Committee

The ASUOP Elections Committee is charged with running the annual ASUOP election each spring. The elections committee recruits people to run for office, supervises the elections and tallies all the votes. The elections committee is one of the most important committees in ASUOP, without this committee, elections would not happen. A new elections committee is appointed each year and is chaired by the Elections Coordinator.

ASUOP Councils

The councils serve as a vital part to the functioning of clubs on our campus. All clubs should strive to have one representative selected to represent them at their respective council. There are many different councils to which the various clubs are
assigned in an effort to coordinate programming and communication. The various councils’ mailboxes are located on the first floor of the McCaffrey Center in The Leadership & Involvement Office.

The seven schools and colleges of the University each have a student council whose primary function is to serve as a communication link for student interests, among their students, clubs, interest groups, and ASUOP. The Councils also coordinate activities within their individual colleges, and budget ASUOP funds allocated to them.

### School Councils:
- College of the Pacific Student Association (COPA)
- Conservatory Student Senate
- Eberhardt School of Business Student Association
- School of Education Student Association (SESA)
- Association of Engineering Students
- School of International Studies (Oasis)
- ASP-Thomas J. Long School of Pharmacy and Health Sciences

### ASUOP Councils:
- Sports Club Council
- United Cultural Council (UCC)
- Interfaith Council

### Student Councils:
- Residence Hall Association (RHA)
- Community Councils
- Interfraternal Council (IFC)
- National Panhellenic Council (NPC)
- Multicultural Greek Council (MGC)

### The Office of Student Leadership & Involvement

The Office of Student Leadership & Involvement is designed and staffed to help student chartered clubs, student groups, and ASUOP programming groups achieve their objectives. Club officers and advisors to student activity groups are especially invited to make use of the Office of Student Leadership & Involvement and to consult with the staff on any student activity matter. The Office of Student Leadership & Involvement is located on the lower level of the McCaffrey Center, directly across from the University Bookstore.

The Office of Student Leadership & Involvement, a department within the Student Life division, is concerned with the total development of students. Its primary purpose is to enhance the quality of campus life through co-curricular activities.

The Leadership & Involvement Office staff believes that people learn by doing. Through involvement in co-curricular activities students have the opportunity to practice what they learn in the formal academic setting as well as develop effective communication and leadership skills. Venturing out beyond the classroom allows students to grow both personally and professionally, thus making their total educational experience complete.

The Office of Student Leadership & Involvement offers the opportunity for such experiences to be gained through involvement in various co-curricular programs including participation in institutional governance, clubs or organizations or special committees, recreational or cultural endeavors and the planning and production of programs of entertainment and enlightenment.

“To Change One’s Life: Start immediately. Do it flamboyantly. No exceptions.”
—William James
Leadership Development Series

The Leadership Passport is a Learn & Lead program based upon the concept of “servant-leadership” and the Social Change Model. It is understood that leadership is a process of engagement with one’s self and others. Students are expected to effect leadership, as a way of life, a process rather than a position of authority. Developing self-awareness is the first essential step on the journey toward becoming an effective leader. The journey continues by building a foundation based on ethical principles of social justice and a commitment to service and the common good.

The Student Leadership Development Series is open to all Pacific students. You should plan to register early in order to receive your Passport prior to your first workshop. You may register either at the Office of Student Leadership & Involvement in advance or at your first workshop. Each year, the Office of Student Leadership & Involvement sponsors, in conjunction with ASUOP, a leadership conference for the benefit of Pacific students. Traditionally held each semester on the last Saturday in September and the first Saturday in February, the conference features a keynote speaker, workshops on general (and specific) leadership skills, and the chance to network with other student leaders.

Leadership Development Committee

The committee sets the fees, arranges for speakers, organizes the program, promotes the event, and sees to on-site operations. This year’s leadership conferences are scheduled for September 28th and February 8th. If you would like to help out with the committee, give our office a call. Produced annually by the Office of Student Leadership & Involvement, these publications offer advice on topics such as: How to Run an Effective Meeting, Delegation, Robert’s Rules of Order, Fundraising, Team Building, Recruitment and Retention, etc. Feel free to stop by the office to pick up some information.
The Guide

Each October, the Office publishes a directory of all registered student organizations and councils on the Pacific campus. The Directory’s list title, purpose, and contact information and serves as a marketing tool to inform students of the various opportunities available to them. The second Thursday of each school year is the deadline for including your group in the new directory. The name, purpose and contact information for each registered organization is listed in the directory. This serves as a useful tool to inform students of the various opportunities available to them.

The Source

Published yearly each September, the Office produces a Student Officer Handbook, listing services and consulting organizations to support student groups in their success. This book is distributed to all Officers who attend the yearly club orientation workshops. Chapters include Funding, Advertising, Consulting Department, and Leadership Tips.

The Advisor

Interested in advising a student group? The Office of Student Leadership & Involvement produces a one-page brochure that details the pertinent information you need to know for advising a student group. This includes the benefits that co-curricular activities have on academic achievement, how effective advisement of student organizations strengthens the development of a student organization and its members, as well as listing basic roles and responsibilities for the advisor.

Advisor Workshops

In an effort to facilitate the development of student organizations and their advisors, opportunities will be provided for advisors to attend developmental programs aimed at enhancing the skills necessary to effectively lead and advise organizations.

The Office of Student Leadership & Involvement coordinates 6 seminars throughout the year (3 per semester). Each seminar will provide time to clarify specific questions each advisor may have as well as serve as an opportunity for advisors to connect and learn best practice strategies from each other. Topics will include such things as, an in-depth discussion of advisor expectations, the appropriate roles of an advisor, and skills for advisors to teach.

Resources and Services

The following are resources and services offered by the Office of Student Leadership & Involvement.

Leadership Training / Consultation
- Program Advisement
- Student Club & Organization Services
- Re-Chartering Clubs
- Mailboxes – Clubs and Organizations
- Scheduling (Activities and Facilities)
- Student Organizational Directory
- Officer Handbook

Co-Curricular Activities Advising:
- ASUOP – Student Government
- Commissioners & Senate
- Executive Board & Finance Board
- Council & Club Funding
- Arts & Entertainment Board
- Elections Committee
- ASUOP Committees

Leadership & Involvement Office
ASUOP Office
- Tiger’s Grocery & ETC. Gift Store
- University Bookstore & Summit Cafe
- ATM Machines, TV Lounge
- Videos/DVD Rentals
- Bus Passes, Stamps, Pool Tables
- Campus Lost & Found

Programming/Event Space:
- Pacific Theater
- Spruce Conference Room
- Pine Conference Room
- Static Attic Coffee House
- Courtyard, Stage & Lawns
- Grace Conference Hall
- Raymond Great
- The Common Room
Student Activities Fair

The Student Activities Fair is annually held on the third Thursday of each Fall semester. This event offers a festive atmosphere where student clubs can market their organizations to well over 2000 students. Activities include campus BBQ, table and chairs for each participating student club, and novelty games throughout the day. Registration is available at the Office of Student Leadership & Involvement in the McCaffrey Center. Centralized scheduling services are provided for all student clubs and organizations that are registered with the University.

Scheduling Services

Wherever space is needed on campus, whether it is a classroom, a theater, any lawn, or space in the union the Office of Student Leadership & Involvement provides the forms, process, and advice in event planning and registration.

McCaffrey Center & Plaza

The McCaffrey Center is commonly known as the "living room" of the University. The Center provides services, programs, and conveniences to meet the daily needs of the entire Pacific community. As part of the University's educational process, the Center serves as a laboratory of citizenship, social responsibility, and leadership. The Center hosts cultural, social, educational, and recreational programs, making leisure and study cooperative factors in formal education. The Center has a variety of facilities, programs and services available that will help make your event a success. Each year the Center provides a comfortable, attractive setting for thousands of events such as concerts, meetings, conferences, workshops, banquets, and seminars.

The McCaffrey Center houses the offices of the Associated Students (ASUOP) the Office of Student Leadership & Involvement, ASUOP Programming, The ONE Card ID Office, Greek Affairs, Tiger's Grocery, Summit Cafe, Etc Gift Store, and the University Bookstore. The ASUOP Business Office also assists student organizations with an array of financial and account related services. For a full description on how to work with the ASUOP Business Office, please turn to the next section on Money Management, page 16. The management of your organization's funds is a very important aspect of your club affairs. This section deals with information regarding campus and ASUOP policies and resources to assist your club in money management.

McCaffrey Lounge

The McCaffrey Lounge is located on the lower level of the McCaffrey Center next door to the Pacific Theatre and across from the ATM Machines. The McCaffrey Lounge provides a place for students and staff to relax and enjoy the big screen television or play a few games of Pool or Ping-Pong. Students, Faculty, and Staff can also purchase stamps, bus passes and rent movie videos. The Campus Lost & Found is also located in the McCaffrey Lounge.

Standard hours of operation are:
Monday through Friday 9:00a.m. – 11:00p.m.
Saturday and Sunday 12:00p.m. – 11:00p.m.

Club Mailboxes

Located in the McCaffrey Center Lounge, mailboxes are provided for students to communicate to all registered student clubs and organizations on campus as well as to receive federal US mail.

The mailing address is:
Club Name / McCaffrey Center
University of the Pacific
McCaffrey Center
3601 Pacific Avenue
Stockton, California 95211

“In the moment that you carry this conviction… in that moment your dream will become a reality.”

—Robert Collier
The Pacific Theatre

The Pacific Theatre boasts an impressive Digital Surround Sound system and a stunning 20 ft. screen. The Theatre seats 181 in an intimate and comfortable setting, giving the impression that a person is in their own private screening room. Other features include a projection booth located inside the facility and a computerized system for technical operations. The Theatre is used for film screenings as well as classroom and academic use during the day.

In the Theatre the Associated Students (ASUOP) screens an exciting line-up of films blending Independent and Foreign Films along with a few Hollywood Blockbusters. Films will screen regularly on Thursday, Friday, and Saturday nights at 8:00 PM with a few special screenings for special occasions.

Tiger’s Grocery

Tiger’s Grocery is located on the lower level of the McCaffrey Center beside the bookstore. Owned, operated, and managed by ASUOP, Tiger’s Grocery is a one-stop convenient store to grab your late night snacks, or a quick bite, including TV dinners and sandwiches. With over 175 different kinds of candy and gum, and 150 varieties of ice-cold drinks, Tiger’s Grocery is the most visited place on campus. Clerking and management jobs are available regularly each semester.

ETC Gift Store

ETC Gift Store is located on the lower level of the McCaffrey Center in the back of the TV Lobby. Owned, operated, and managed by ASUOP, ETC Gift Store offers all kinds of convenient services and unique items for students. Dry cleaning service, laundry, and small gift items are available to make your Pacific life easier. Don’t miss out. Clerking and management jobs are available regularly each semester.

People come to the McCaffrey Center to:

- Attend club meetings that may be held in one of the many meeting rooms.
- Attend public events in one of many facilities such as the Spruce Room, Pine Room, Pacific Theatre, McCaffrey Center Stage, or the Summit Cafe.
- Make posters and banners in the Center Brezeway to advertise their events to the local community. (All markers are free of use. There is small fee for banner paper. See McCaffrey Lounge Clerk for assistance.)
- Enjoy some pure entertainment and fun in the Games Room! Billiards, table tennis, a big screen TV, and music are available in the lounge seven days a week. Free check out of magazines and board games are also available.
- Purchase discount tickets for ASUOP Events, local seasonal activities, movies, and more from ASUOP Ticket Office.
- Enjoy some good food. The Summit Cafe offers everything from Far East and South of the Border foods to a quality hamburger or deli-style sandwich. Enjoy gourmet coffees, desserts, soups, and ice cream. Relax with soft drinks and sandwiches. Vending machines are also available for fast and convenient snacks.
- Schedule a meeting room for your group to study. In addition to its various lounges, most McCaffrey Center meeting rooms are available (when not otherwise scheduled) for study on an immediate basis. The meeting rooms are provided on a first come, first served basis with the presentation of a valid Pacific Student ID.
- Access services such as University Bookstore or the Postal Center. ATM’s are accessible 24 hours a day from Bank of Stockton and Central State Credit Union.
- Purchase discount bus passes.
The University of the Pacific Bookstore is located in the center of the campus on the lower level of the McCaffrey Center.

**Normal business hours are:**
Monday - Thursday, 8:00 to 6:00
Friday, 8:00 to 5:00.

The bookstore is open on weekends for special events, and the hours are extended during the first week of each semester. In addition to required textbooks for classes, the bookstore also carries school supplies, computer peripherals (like cables and diskettes), magazines, candy, backpacks, gift items, trade and reference books, and a wide selection of Pacific logo clothing.

**Staff**

The Leadership & Involvement Office Staff is here to serve you. The staff is listed below. Feel free to stop by or give us a call today.

**Dr. Gregory R. Lehr** – Director
**Jason Velo** – Assistant Director
**Wanda Wright-Busby** – Office Manager
**Mark Ceder** – Scheduling & Club Services Coordinator
**Dave Belman** – ASUOP Events & Facilities Coordinator
**Margi Hickinbotham** – ASUOP Accountant
**Pam Woodruff** – ASUOP Operations