

Samantha A. Elizalde
Director of Social Sciences and Interdisciplinary Studies

To: Ashley Iyabo Momoh
Director of Social Sciences and Interdisciplinary Studies - Elect

From: Samantha A. Elizalde
Director of Social Sciences and Interdisciplinary Studies

Subject: End of the Year Report

Introduction

In this report I have summarized what I have done in my position as Director of Social Sciences and Interdisciplinary Studies. I hope this can help ease your transition into this position. I will include tips and tricks, plus information on how you can fulfill the responsibilities to the best of your ability

Internal Committees

Each director is required to sit on two internal committees, but is more than welcome to join more than the required amount. Try to look into what committees' interest you and fit into your schedule soon, this way you can prioritize your time before the semester starts. If you have more questions on internal committees or are interested in chairing one, reach out to the Executive Vice President, as they oversee these. Below is a list of internal committees that I served on during my term.

Green Team

I had the opportunity to chair the Green Team committee for both semesters. This committee served to advise the university on recycling and source reduction. We were really focused on guiding the university on the path of zero waste and advocating for environmental awareness. As chair my job was to coordinate meetings, be the direct line of communication for all members, and create projects that relate to the purpose of the committee.

Lobby Corps

I served in Lobby Corps in my first year of college, so is something that I continued when I was elected into my position. Lobby Corps serves as the policy analysis and advisory committee to the Board of Directors. Meetings consist of researching, creating resolutions, and voting on bills, which get sent off to the Board of Directors. We also have various speakers come in to speak

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about student advocacy and civic engagement. During the Spring semester there is usually a day that all members go to the capitol to lobby on the bills we voted on during the semester. If you are interested in federal and local policy, this is the way to go.

City Ambassadors

I am sure you are familiar with this committee because you sit on it. This is the first year in a while that this committee has been active. It serves as a committee to allow students to get involved in the city of Sacramento and speak on more local issues that affect students. It would be beneficial if you can continue to serve on this committee because you are familiar with it.

Student Social Justice and Equity Committee

This committee's purpose is to discuss issues related to social justice and equity on campus. We used the information discussed in this committee to advise the board and provide resources to students at large. During the Fall semester we put on a forum on diversity and inclusion. Before the committee was ended, we were planning a Diversity Week. This is something that will hopefully be discussed for the next committee.

Executive Committee

This committee is for the Executive Board Members to come together and discuss more about the board and strategic priorities. Since I was Board Secretary I was able to serve as the Board representative on this committee.

University Committees

Each director is required to sit on one external committee, but is more than welcome to join more than the required amount. I would recommend the same advice as for internal committees, look into them early and try to find some that spark interest. These committees are more faculty and admin based. If you have questions on University Committees reach out to your Vice President of University Affairs, as they oversee these.

Sustainability Steering Committee

This committee was planned to meet a few times throughout the academic year, but only met once. During this committee they decided they wanted to focus more on carbon emissions and use Green Team as a sub-committee to carry out small student lead projects.

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Bookstore Advisory Council

Our committee only meets once a semester to discuss new bookstore processes and projects. As an appointed student, your job is to be the student voice when decisions are being made.

Convocation Committee

I was appointed to this committee at the end of the spring semester. This committee was created to plan an annual convocation based on Sacramento States commitment to Inclusive Excellence. The convocation is planned to be every Fall.

Accomplishments

Strategic Priorities

1.1.1 Collaborate with campus partners on an even supporting the need to vote

-During the Fall semester we had a Civic Engagement Fair and board members were able to table to get students registered to vote and informed about ASI. During the Spring semester I took the lead on the *Buzz the Ballot* campaign, where we partnered with UTAPS to transport students to the Vote Center on campus. We also partnered with RHA on a carpool event to take students to the Vote Center.

1.1.2 Support/market voter registration to Sac State students

-Throughout the academic year I participated in various voter registration tabling events put on by our Civic Engagement Coordinator.

1.2.2 Promote census education

-Participated in various Census challenges and promoted the need to participate in the Census.

1.4.1 Board participates in Lobby visits with advocacy partners

-Participated in Lobby day for CHESS with other board members and students at large.

1.5.2 Promote CSSA advocacy efforts

-One or more board members were signed up to attend plenary weekends at other CSU campuses.

1.6.2 Support the continued efforts of the “Don’t Litter Our River Campaign”

-Planned a river clean up in collaboration with Peak Adventures, RHA, and Green Team in theme with the campaign. We had about 35 people attend this clean up. We also promoted the

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campaign through social media. Making people think of using alternatives for glitter and confetti.

2.1.1 Increase number of student participation in Green Team

-Increased the number of participants by 25%.

3.1.1 Research feasibility of “Donate the Change” for the ASI Food Pantry

3.2.1 Collaborate with local and/or state leaders to host a Basic Needs Forum

-Due to COVID-19 we transitioned this to a virtual project where we had various local/state officials send in video responses on the topic of basic needs, food insecurity, homelessness, and mental health. These responses were share on the ASI Website.

3.3.3 Asses the feasibility of an “Epicure Extras” type program for the Dining Commons

-Met with our EVP, Denisse and the head of campus serveries, Steven Davis. We started off with transporting the grab-n-go items from eateries on campus to the ASI Food Pantry. We did have a plan with the food from the Dining Commons, but were put on pause due to COVID-19.

3.4 Provide Menstrual Products in University Union-trial basis

-A two week trial was done and was decided to seek options for providing products to the ASI Food Pantry.

4.2.1 Educate Board regarding SMART planner usage

- Presentation on Smart Planner and KEYS to Degrees Toolbox was given to the directors during a board meeting by the Student Success Ambassadors.

Joint Council

I was able to reestablish the SSIS Joint Council through SOAL. However, it was difficult to get clubs involved in the council. We were able to have one successful meeting, but due to COVID-19 we were unable to continue with the council. I would get in-touch with SOAL on reestablishing the council as the new SSIS Director and reach out to SSIS clubs about the council ASAP.

Please refer to the operating rules below for the Joint Council below.

G. JOINT AND ADVISORY COUNCILS 1. The purpose of Joint Councils is to serve as umbrella organizations for the students and clubs within their respective colleges. They provide a forum for networking and collaboration among the students for the purpose of organizing joint events, finding ways of enhancing student life, and advocating for the needs of the students within the college and university level. In addition, they also serve to strengthen students

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academically within the college by encouraging them to apply for scholarships and work collaboratively with the faculty, staff, or administration of their college.

2. Directors shall submit a written action plan to the ASCSUS Executive Vice President on the creation of a Joint Council within one month of entering office. If a Joint Council action plan anticipates the need for additional funding to conduct Joint Council business, the Joint Council may seek to charter themselves with Student Organizations & Leadership in order to qualify for Associated Students Inc. Dollars for Organizations and Clubs (DOC) Funding. If the creation of the Joint Council does not seem plausible, the Director must submit a detailed explanation on why they will not be creating the Joint Council to the Executive Vice President, the Executive Vice President shall determine if the reasons presented by the Director are valid. If so, then the Director and Executive Vice President shall come up with an alternative to reaching the constituents of the Director's College, if equivalent to the work of a Joint Council. The Joint Councils may act as vessels for: the creation of legislation, the sharing of ideas and grievances, college issue advocacy, special projects, event planning, or other appropriate means of representation. The guidelines for Joint Councils shall be as follows:

- a. The Joint Councils shall consist of at least four (4) student representatives. At least one of the representatives must be a student of the college who is not representing a club/organization.
- b. The Joint Councils shall be responsible for at least one (1) meeting per month during the fall/spring semester, unless otherwise stated by these Operating Rules and/or the Joint Councils (JC) constitution.
- c. A brief annotation of the Joint Council's minutes shall be included in the Director's Monthly Board report.
- d. All Joint Council Meetings shall be publicly announced and open, and shall post agendas. The chair shall be responsible for the agenda, unless otherwise stated by these Operating Rules and/or JC constitution.
- e. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.
- f. A quorum shall consist of 50 percent plus 1 of the voting members.
- g. The Director or Designee shall act as the chair of the Joint Council, unless otherwise stated by these Operating Rules and/or the JC constitution. In case the director is not able to be the chair per the Operating Rules or the JC constitution, the Director shall be a non-voting member.
- h. The Director shall be required to attend all meetings of the Joint Council.
- i. The Board structure may include: Chair, Vice-Chair, ASCSUS Recorder, and members at large (all voting members), unless otherwise stated by these Operating

Rules and/or the JC constitution. In case the JC chooses its own recorder, all minutes shall be forwarded to the ASCSUS Recorder.

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Director, Social Sciences and Interdisciplinary Studies (SSISJC) a. The Director of Social Sciences and Interdisciplinary Studies may re-charter the Social Sciences and Interdisciplinary Studies Joint Council (SSISJC) within the first month of office.

b. The Director may serve as SSISJC Chair.

c. The Director shall meet with the Dean and Associate Deans of Social Sciences and Interdisciplinary Studies within the first month of office.

d. The Director shall make contact with newly elected club officers and interested student representatives/leaders to serve as SSISJC officers and members.

Noteworthy Events

ASI Meetings

6/19 Board Orientation

7/30 Special Board Meeting

8/9 Special Board Meeting

8/9-8/11 ASI Board of Director Retreat

8/28 Meeting with the Dean of SSIS

9/6 Candidate A Interview: Director of Policy and Records Management

9/19 Meet and Greet with the Deans and President's Cabinet

9/23 Meeting with Dean & Associate Dean of SSIS

9/23 Follet: Solution's for Today's Campus/Brunch/Q&A

10/2 Special Board/Executive Committee

10/9 Strategic Priority 3.3.3 Meeting

10/21 Meeting with the Dean of SSIS

10/22 Meeting with Dean & Department Chairs

10/23 Strategic Priority 3.4.1 Meeting

10/28 Strategic Priority Meeting with VPF

11/12 Menstrual Product Trial Begins

11/5 One on One with ASI Executive Director

11/15 SSIS Joint Council Meeting

11/16 River Clean Up

11/22 Menstrual Product Trial Ends

11/25 Meeting with Dean of SSIS

1/16 ASI Board Mid-Year Retreat

1/17 Hornet Shuttle Meeting with UTAPS

2/3 GOTV RHA Meeting

2/11 Meeting with Sac State Sustainability

2/12 Vote Center Collaboration Meeting with RHA

3/4 Green Team Initiative Meeting with Steven Davis and Josh Maddox

3/11 Meeting with Dean and Associate Dean of SSIS

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3/18 Special Working Board
4/8 One on One with ASI President
4/8 One on One with ASI Executive Vice President
2/22 One on One with ASI Executive Director

ASI OGA Events

10/17 Community and Civic Engagement Resource Fair
11/18 Res Hall Tabling
11/19 Res Hall Tabling
11/20 Res Hall Tabling
1/27 Voter Registration Tabling
1/28 Voter Registration Tabling
1/29 Voter Registration Tabling
1/30 Voter Registration Tabling
2/13 Count Your Loved Ones
3/7-3/9 CHESS Advocacy Weekend

ASI Events

5/31 ASI Board of Directors Swearing In Ceremony
9/4 Phlagle Blast
9/11 ASI Day on the Quad
9/12 ASI Block Party
10/31 ASI Salsa Competition
11/16 "Don't Litter Our River" River Clean Up
2/12 ASI Fill a Van
2/29 Buzz the Ballot with RHA
2/2 Buzz the Ballot Tabling

University/Constituent Events

7/30 Safe Zone Training
8/22 President's Fall Address
8/22 Dreamer Ally Training
8/27 Equal Pay Event
9/6 Dreamer Resource Center Open House
9/12 Nuts & Bolts
10/14 Scot Nakagawa Open Forum + Q&A
10/24 UNIQUE Event
11/18 SSIS Fall Fest Kickoff
1/16 President's Spring Address
2/9 JC Penny Suit Up Event

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Projects Started / Pending Projects

I think the project that I left off with that you would be able to continue is the SSIS Joint Council. Below is the contact information to the SOAL Advisor that would be able to guide you in the steps for reestablishing the council for the next academic year.

Nicki Croly: croly@csus.edu

Legislation

When it comes to legislation I think it is always important to have students best interest in mind. Whether it's writing legislation for allocating money from the strategic priority fund or writing a resolution.

Recommendations

Please take these into consideration, these are some recommendations based on my time on the board:

1. This is a learning process.
2. Everyone makes mistakes, its all about how you respond to your mistakes and fix them.
3. Make sure to balance your workload and prioitize your time. (don't overfill your plate).
4. Don't be afraid to ask questions.
5. Keep lines of communication clear throughout the entire board.
6. Hold eachother accountable.
7. Speak up when you feel something is not right.
8. Make sure to make time for yourself, it can be stressful at times.
9. Whatever you put into this position is what you get out of it.
10. In the end, you are elected to serve the students (always remember this).

Conclusion

Congratulations! This is such an amazing opportunity. I look forward to working with you. Please, do not hesitate to reach out to me if you have any questions or just want to chat.