

Internal Committees/Work Teams

ASI Scholarship Committee

Unlike the rest of the committees that you will serve as Chair for, the ASI Scholarship Committee does not meet physically. This committee occurs for a limited amount of time during the semester, but during this time you will commit a substantial amount of time. There will be two scholarship periods, one during the Fall Semester and one during the Spring Semester. There are four ASI Scholarship categories that you will be responsible for: ASI Scholarships, United States Armed Forces Scholarships, Students with Disabilities Scholarships, and Dreamers Scholarships. Every year for the past few years the amount of scholarship applications received has increased. This year we received a total of 213 scholarships. The committee had a time frame of approximately a week and a half to review and grade the scholarship applications. The turnaround time is extremely fast, therefore be prepared to dedicate a considerable amount of time during this time period.

As Chair you will be responsible for not only ensuring that your work is completed, but also that the work for the rest of the committee is completed. Holding others accountable was the most difficult part for me because you cannot carry out the job yourself, you need every single person on the committee. Additionally, you will be responsible for communicating with the committee from the moment the scholarships are able to be accessed up until all recipients are selected and confirmed for eligibility. Make yourself as accessible as possible and stay in constant communication. Deadlines will approach faster than you expect, therefore be as organized as possible and stay conscious of all deadlines. Once all committee members turn in their graded rubrics you will be in charge of compiling all scores and submitting them to the Administrative Assistant. If there are any ties between applications the committee will have the opportunity to review the applications and break the tie. After recipients have been deemed eligible to receive a

scholarship then you are responsible for submitting legislation to recommend the award recipients to the ASI Board of Directors.

This committee is one of my favorite ones because often times you get to read inspiring stories from students and their journey on their path to achieving a higher education. As a committee member it is inspiring and very rewarding to know that you have the ability make a positive impact on a deserving student.

Recommendations

Like many of the other committees it is extremely important that you have a responsible committee that is also responsive. Since this committee occurs over such a short period of time you cannot afford to have committee members that will slack off. Every member will need to carry their weight and put forth their time to assure the work gets done. I recommend that you start the committee appointments as early as possible and stay in constant communication throughout. Being accessible to committee members will facilitate the communication between everyone. I didn't get the opportunity to do this this semester, but I recommend setting up a meeting with the entire committee to express the importance of their work and the impact they will create. I believe by doing this it will allow committee members to become more invested and creates a sense of ownership within their responsibilities.

Before the semester begins I recommend reviewing the application process. After the Spring Semester scholarship cycle ended, a committee member and I discussed ways to improve it. One of the discussions we had was related to the application. The application states that there is 500 word limit, however many applicants exceed that and it is unfair for those who follow the rules. I recommend finding a way where that could be better enforced, whether it is working with the staff or adjusting the wording on the application. Additionally, some of the questions asked on the application don't align with the rubric used to score the application, more specifically the Dreamers scholarship. I

recommend reviewing the application to its entirety and finding ways to strengthen it, while simultaneously facilitating the process for committee members to grade.

Lastly, I recommend hosting an ASI Scholarship Recognition Ceremony. In the past some Boards have hosted a recognition ceremony for all recipients with their Strategic Priority Fund. I believe this is a great way to recognize their efforts as students as well as a way to involve the Board of Directors. At the end of the day this is why we are here, to serve students. It is a rewarding experience when you are able to personally see the results of your work and the impact it has on students. I highly recommend looking into this and suggesting it to the Board of Directors.

Dollars for Clubs and Organizations (Bi-weekly meetings, Monday 2:30-5:00 p.m.)

The DOC committee meets every other Monday from 2:30 to 5:00 p.m. and hears presentations from clubs/organizations on campus that are requesting funding for activities or events. The amount of clubs heard ranges from meeting to meeting, this year we had meetings where we heard upwards of almost fifty clubs. There were a total of three students at large and two ASI Board Members, including myself (Chair), sitting on the Committee. Appoint a Vice Chair at the first meeting in case you are unable to attend a meeting throughout the school year.

As Chair of the DOC committee my obligations included directing the meetings and ensuring DOC Operating Rules were being enforced. Clubs will give a one minute presentation on their requests and then the committee has the opportunity to ask clarifying questions. Throughout deliberation the committee will go one application at a time and quickly summarize it, then the committee will recommend a dollar amount to fund the organization. Recommendations do not need to be final until the end of the meeting, so feel free to go back to applications and revise the recommended amount. Keep in mind DOC is in place to support club activities and events, not to fully fund them. Depending on the committee, you may encounter different opinions on how much to award each club, I recommend meeting in the middle as it creates a good balance.

Some clubs are unable to apply during the regular cycle and oftentimes find themselves applying for Urgent DOC. With Urgent DOC you have to make sure you are constantly checking your emails in case any of those applications are received. Typically the applications are processed within the same day so it is important to make yourself accessible in case you need to sign off. When an Urgent DOC application is received you will discuss it with the Director of Finance and Administration to award the club money, Urgent DOC applications are only eligible for up to \$200.

Recommendations

My biggest recommendation is to familiarize yourself with the DOC committee itself, including operating rules and procedures. There are multiple rules that need to be followed and it is extremely important to familiarize yourself with them first in order to effectively conduct the meetings.

Also, it is crucial to ensure you have a full and strong committee to start off the year. This committee is time intensive and you need to be sure that your committee will be in attendance on a regular basis at the meetings. Student monies are being awarded and it is important that we are as transparent as possible. Having a full committee allows that visible transparency and fairness from a student perspective.

During the past few years DOC has been given an annual budget of \$163,100. However, that money does not get fully utilized as seen by the DOC reimbursements. The average percentage of the budget used every year is 77.3%, meaning that there is still money to be awarded to promote campus life. My recommendation would be to increase outreach within clubs and organizations. One way to do that is to present about DOC funding at club meetings on a regular basis. Asking other Board Members to promote DOC funding can also be beneficial.

Lastly, don't be afraid to reach out for help to the ASI staff. They are extremely knowledgeable and will be there to guide you, especially within the first few months. I recommend reading the DOC Operating Rules to its entirety and asking the staff

questions on things you are not completely sure on. Seeking their advice and expertise will go a long way in this position.

Finance and Budget Committee (Tuesday 3:00-5:00 p.m.; Fall- biweekly, Spring- weekly)

Finance and Budget Committee will be one of your committees that will require an extensive amount of work. Unfortunately I was not part of this committee during the Fall Semester so I am not able to reflect much on that. However, I did get the opportunity to experience the Spring Semester. From my limited amount of time I found that you need to be ready to invest time and effort into this committee. All committee members including staff dedicate a tremendous amount of effort to help determine the ASI budget for the next fiscal year. As Chair of the committee you will be responsible conducting the meetings, holding committee members accountable for their workload, and ensuring the committee stays on track with the set schedule.

The committee is basically divided into two sections, determining the recommended budget for the ASI departments and the recommended allocations for External Grants, which together will make up the ASI budget for the upcoming fiscal year. During the Fall Semester ASI departments will present to the committee their department and budget. Then during the Spring Semester the committee will begin reviewing External Grant applications. Over the past few years the amount of applications submitted have significantly grown, this year we had a total of fifty applications to review. It is important that you manage your time wisely and stay on top of the applications, as Chair you need to set the example and being prepared is key. Once all applications have been reviewed and graded the committee will begin a process of recommending awards. The process for recommending awards is difficult, for programs request more than you are able to allocate. It is important that the committee discusses their priorities in terms of impacting students to facilitate the process.

Throughout this process you will work closely with the ASI Director of Finance and Administration to create a budget proposal. Once a budget proposal has been created,

you will present it to the Board of Directors. If the legislation is passed the next step in the process is sending it to the University President for review and approval. Keep in mind that the budget is not finalized until approved by the University President, so any time until then there is the possibility of having requests for the budget to be altered. Your responsibilities with the Finance and Budget committee are not finished until the University President signs off on the budget. Below is the Proposed 2019/20 ASI Budget.

Recommendations

This committee will require plenty of preparation beforehand. I recommend that you familiarize yourself with the Operating Rules and any materials used, such as the External Grant application and the rubric used for scoring. If something is not clear be sure to ask for assistance, you want to be as prepared as possible for when the semester starts. After reviewing the application and rubric see if there are any changes or edits you would recommend doing to improve the process. Having a fresh set of eyes reviewing the application and rubric is always good, as we are constantly attempting to improve.

If possible, I also recommend spending time during the summer learning about the different ASI departments to better understand the organization and their budgets. Another recommendation that would be extremely beneficial is learning about programs that typically apply for External Grants. Coming in I was unaware of many of these programs and it made it more difficult to try to learn about them as I went. Having prior knowledge about these programs could facilitate the process especially during deliberation.

Gabriela Bermudez
Vice President of Finance

Proposed 2019/20 ASI External Grant Awards

Board Approved Funding						
Requested Funding 2020-2021	2018-2019	2019-2020	2020-2021	2018-2019	2019-2020	2020-2021
Career Tracks	\$ 60,636	\$ 25,000	\$ 63,420	\$ 28,000	\$ 70,750	\$ 40,000
Active Minds/Mental Health Program	\$ 11,694	\$ 7,000	\$ 13,200	\$ 10,000	\$ 15,000	\$ 15,000
College Assistance Migrant Program (CAMP)	\$ 29,991	\$ 14,000	\$ 34,026	\$ 15,000	\$ 34,141	\$ 18,000
Leadership Initiative Student Assistants (SOL)	\$ 15,741	\$ 10,000	\$ 9,300	\$ 9,300	\$ 10,780	\$ 9,000
PAL Program	\$ 54,163	\$ 25,000	\$ 58,540	\$ 25,000	\$ 59,068	\$ 30,000
First Year Experience: FYE Space	\$ 21,702	\$ 5,000	\$ 25,680	\$ 4,000	\$ 46,144	\$ 6,000
GE Honors Program			\$ 16,700	\$ 9,000	\$ 36,000	\$ 10,000
Law Enforcement Candidate Scholars' Program	\$ 8,000	\$ 1,000	\$ 8,056	\$ 4,000	\$ 9,560	\$ 5,000
Peer and Academic Resource Center (PARC)	\$ 218,129	\$ 19,000	\$ 203,240	\$ 20,000	\$ 223,400	\$ 21,000
Project Rebound	\$ 29,605	\$ 10,000	\$ 41,000	\$ 13,000	\$ 33,280	\$ 13,000
Services to Students with Disabilities	\$ 28,951	\$ 9,000	\$ 23,400	\$ 10,000	\$ 25,200	\$ 9,000
UNIQUE Cultural Affairs	\$ 50,000	\$ 25,000	\$ 50,000	\$ 25,000	\$ 50,000	\$ 25,000
Center for African Peace & Conflict Resolution (CAPCR)	\$ 5,275	\$ 1,000	\$ 3,420	\$ 1,500	\$ 4,200	\$ 2,000
Community Engagement Center	\$ 9,000	\$ 5,000	\$ 7,500	\$ 5,000	\$ 10,100	\$ 6,000
Dreamer Resource Center	\$ 64,365	\$ 14,000	\$ 60,491	\$ 15,000	\$ 58,979	\$ 15,000
First Year Experience: PEAK	\$ 29,400	\$ 15,000	\$ 33,600	\$ 25,000	\$ 39,200	\$ 25,000
Kadema Galleries	\$ 21,833	\$ 5,000	\$ 15,547	\$ 5,000	\$ 18,770	\$ 6,000
Peer Mentor Program (FYE)	\$ 27,702	\$ 7,000	\$ 17,000	\$ 8,000	\$ 14,300	\$ 8,000
Summer Bridge Academy (EOP)	\$ 34,081	\$ 9,000	\$ 30,850	\$ 5,000	\$ 21,850	\$ 5,000
Guardian Scholars Program			\$ 55,140	\$ 8,000	\$ 57,920	\$ 8,000
First Year Advising (FYA)			\$ 9,360	\$ 5,000	\$ 6,000	\$ 5,000
Learning Communities/Student Academic Success/EOP	\$ 60,000	\$ 9,000	\$ 60,000	\$ 10,000	\$ 60,000	\$ 8,000
MLK Center	\$ 30,000	\$ 14,000	\$ 30,000	\$ 15,000	\$ 30,000	\$ 12,000
Faculty Student Mentor Program	\$ 8,804	\$ 2,500	\$ 2,500	\$ 1,500	\$ 2,500	\$ 2,000
Festival of New American Music	\$ 5,000	\$ 1,500	\$ 5,000	\$ 1,500	\$ 5,000	\$ 1,000
Guest Artist Series: Master Class Workshops w/ Prof Artists	\$ 8,000	\$ 1,500	\$ 8,000	\$ 1,000	\$ 8,000	\$ 1,000
Science Educational Equity Program	\$ 42,277	\$ 6,000	\$ 16,539	\$ 2,500	\$ 39,315	\$ 3,000
Commit to Study	\$ 16,793	\$ 3,000	\$ 10,076	\$ 1,500	\$ 10,851	\$ 1,000
Project KIMONG			\$ 10,000	\$ 1,500	\$ 10,000	\$ 1,500
Full Circle Project*	\$ 16,843	\$ 6,000	\$ 17,400	\$ 5,000	\$ 22,500	\$ 1,500
Hornet Nights			\$ 6,185	\$ 2,000	\$ 4,100	\$ 2,000
Hornets Help	\$ 5,878	\$ 3,500	\$ 6,185	\$ 3,000	\$ 4,285	\$ 1,000
Project Attain					\$ 37,460	\$ 3,000
Sacramento State Strings Project	\$ 30,949	\$ 7,000	\$ 39,200	\$ 7,000	\$ 28,560	\$ 3,000
Odyssey Mentoring Program	\$ 7,420	\$ 500	\$ 6,560	\$ -	\$ 7,060	\$ -
First Generation Institute			\$ 10,000	\$ -	\$ 17,500	\$ -
School of Nursing Teaching Assistant Program					\$ 19,200	\$ 1,000
Integrated Physics Pilot Program			\$ 2,910	\$ 810	\$ 810	\$ -
Museum Educator Program					\$ 17,000	\$ -
Partnerships to Advance the Value of Education (PAVE)					\$ 30,000	\$ -
Math Literacy Program					\$ 5,000	\$ -
TOTALS	\$ 952,232	\$ 260,500	\$ 1,010,025	\$ 302,110.00	\$ 1,196,241.61	\$ 322,000

External Committees

Instructionally Related Activities (Weekly meetings in the spring, Tuesday 9:00-10:00 a.m.)

Instructionally Related Activities (IRA) Committee is an advisory committee to the University President. Similarly to the Finance and Budget Committee, this committee receives applications requesting grant money. This year we received around twenty seven applications. The committee consisted of three students at large, two ASI Board Members, Faculty, and Staff. The process was also very similar to that of Finance and Budget in terms of reviewing applications and grading them. Committee members were assigned champions and at every meeting a committee member presented their applications in depth. Some applications tend to be lengthy and it is important to keep up

with the readings, it is extremely hard to play catch up. All members are responsible for grading each application and at the end scores will be compiled. During the deliberation process members discuss on how much each program should be awarded until a consensus is reached.

Recommendations

For this committee I highly recommend keeping up with the readings. Mid-semester there are multiple things happening at once and it may seem easy putting it aside, but playing catch up will make it very difficult especially towards the end. I also recommend keeping detailed notes of your comments as well as discussions had. These will prove extremely beneficial during the deliberation process. Unfortunately, I was unable to join other committees but I recommend joining as many committees as you see fit with your schedule. Especially committees that deal with University finances as you are able to see the back work that occurs. Student Fee Advisory Committee and University Budget Advisory Committee are committees that could be of interest with this position.

Executive Position Business

Positional Work

VICE PRESIDENT OF FINANCE (VPF), DUTIES AND RESPONSIBILITIES

1. The VPF shall function as the Board's Chief Financial Officer (CFO).
2. The VPF in conjunction with the President shall appoint (pending Board approval) and oversee all financial councils. (See Internal Bureaus 400.1)
3. The VPF shall review all legislation of financial impact prior to Board review (including Working Board Meetings).
4. The VPF shall oversee the development and implementation of the annual ASCSUS budget.
5. The VPF shall report to the Board of Directors in his/her board report an update of the financial situation of the ASCSUS including:
 - a. Quarterly updates on the financial situation of ASCSUS internal programs.

6. The VPF shall oversee the National Travel Funds in partnership with the ASI Director of Finance and Administration, pursuant to section 400.4.
7. The VPF shall complete other duties as assigned by the ASCSUS President, the Board of Directors or these Operating Rules.

Funds

Strategic Priority Fund

Every year the Board of Director's has an allocated fund of \$7,500 to utilize to fulfill their strategic priorities. As VP Finance you are responsible for overseeing this fund along with the ASI staff. Prior to submitting legislation that requires the use of this fund, Board Members must discuss with you first their plans. It is your responsibility to know the total remaining balance and updating the Board on a continuous basis at Board Meetings. As a Board Member yourself, you are also able to utilize this fund to work on completing strategic priorities. I recommend encouraging Board Members to turn in receipts as soon as possible to have an updated balance on a regular basis.

Director's Kick-Off Fund

At the beginning of the year Directors will be awarded \$250 to host a kick-off event for their Joint Council. Make sure Directors are aware of their funds so they are able to utilize it effectively. Similarly to the Strategic Priority Funds, encourage Directors to turn in receipts in a timely manner.

National Travel Fund and Championship Fund

Clubs and organizations also have the ability to apply for the National Travel Fund and Championship Fund in addition to DOC Funding. The National Travel Fund is established for clubs who will be attending conferences nationally. This fund can only be utilized for traveling expenses for national conferences. The Championship Fund is for clubs who will be competing in a national championship. The maximum amount clubs can receive for these awards are \$1,000. Clubs will submit an application then you and

the Director of Finance and Administration will discuss on how much to award the club. Many clubs are unaware of these funds and one of my recommendations is to inform as many clubs and students as possible.

Tips for Strategic Priorities

- 1. If you are given the opportunity to plan the strategic priorities, actively share your ideas!**
 - a. Do not be afraid to share your ideas! It is valuable to have many diverse and creative ideas shared during the planning process.
- 2. Advocate for what is important to you and students around you!**
 - a. One of the most awe-inspiring moments is when you realize that you have the ability and power to make meaningful change. Use it for good and lead with your heart.
- 3. Once the Strategic Priorities have been established, choose 6-8 priorities that you feel really passionate about.**
 - a. Each Director volunteers to work on several priorities over the academic year.
 - b. You can choose to volunteer as the lead Director on any priority or just be a member. I encourage you to take the lead on 1 to 3 of them.
- 4. Work as a team!**
 - a. No one has to handle a strategic priority alone. It is about working collaboratively as a team to complete the goals for the year.
- 5. Start early.**

The following were Strategic Priorities I was involved in for the board year 2019-2020:

- ✓ **2.2.2** Advocate to have ASI info on My Sac State Channel Met with IRT (completed)
- ✓ **2.2.3** Spotlight one ASI department each month /Encourage discussion at the marketing committee (only one not completed)
- ✓ **2.2.4** Advocate for ASI to utilize the screens around campus to advertise ASI events and departments (University Union, WELL, Lassen Hall) (completed)
- ✓ **2.4.1** Purchase board specific Hornet gear for advocacy efforts (completed)
- ✓ **4.1.1** Promote Career/academic focused campus programs (completed)
- ✓ **4.1.2** Assess the feasibility of an online platform compiling career/academic initiatives across campus partners (completed)
- ✓ **4.1.3** Investigate current strategies being used by departments to support career/academic success (Completed)
- ✓ **4.2.2** Promote & Attend Diversity & Inclusion Events/Programs (Completed)

Noteworthy Events

As the ASI Vice President of Finance, you will be the person that students look to for Dollar for Organizations and Clubs (DOC) funding. Therefore, it is crucial that you hold DOC workshops in order to inform students on the entire DOC process. This means that you must familiarize yourself with DOC enough that you are comfortable with presenting. Daisy Yeppez from ASI Business Office will be able to help you with your workshops as well. Just make sure that you coordinate with her so she knows in advance. There is a Student Organizations and Leadership (SO&L) workshop every summer to prepare student organization leaderships for their term in office. You will be asked to present a DOC workshop which means you'll need to be prepared before the semester begins. It is a bit difficult as you will have yet to run your first DOC meeting. However, I have a presentation prepared that will be able to assist you and you are free to edit sections if you wish. This presentation will go over the entire process from starting the application, presenting at the DOC meetings and going over reimbursement (which Daisy usually handles).

Recommendations

1. Keep on top of your emails. You should respond within 24 hours, 48 hours at the absolute maximum.
2. Communicate often and well with the Board. You are a team and working together will make things much easier!
3. Be ready for the work. It is a lot, but it is great! You should expect to work 10-15 hours a week at least. I highly recommend you get your email and outlook on your laptop as well as cell phone. I was often replying to emails, checking meeting times, and handling more business while walking from class to class
4. Be organized and respectful with accountability.
5. Be prepared to attend last minute events Expect to attend events last minute when you thought you'd have an hour break to work on homework or finally go home early. Take care of yourself and your grades, but remember you were elected to fill a huge responsibility, and students are counting on you to do just that.

Conclusion

Even though I was only in this position for two months I gained valuable experience that I will be able to take with me. One of my biggest recommendations as you take office is to make this position your own. There are so many opportunities to carry out your plans and ideas, so fully utilize your support system and this platform you have to make an impact. Do not be afraid to speak out and try new things, even if you fail. This is a learning experience for everyone and you will learn from every failure along the way.

Also, remember you were elected to carry out the job and with that you have many responsibilities. Prepare yourself as much as possible, especially before the school year commences. Do your best to learn about the organization you are serving and what it does for students. Establishing strong ties to the organization will allow you to be more invested and it will make you more passionate about the work you are doing. Try to learn the ins and outs of the position right from the get go, doing so will facilitate your job for the remainder of the year.

Unfortunately, with the short period of time I was in office I was not as involved with events as I wish I would have. I recommend being as involved as possible and enjoy every moment. Like anything else, you get out what you put in. If you invest yourself into it you will see many rewards. Do not forget you are a student and that is why you are able to serve, so do not neglect your studies.

Most importantly, have fun and enjoy every single moment. You will find yourself extremely busy, but take the time to pause every once in a while and realize how fortunate you are to be where you are at. This is a tremendous experience that many will not get the opportunity to experience. Time will fly so live in the moment and enjoy as much as possible. Best of luck!