

To: ASI Board of Directors
From: Gabriella Santiago
Director of Graduate Studies

Subject: April Board Report

General Information:

Office Hours:

Wednesday 12:00pm – 2:00pm

Thursday 12:00pm – 2:00pm

ZOOM link: <https://asi.csus.edu/asi-board-directors>

Contact Information:

Phone: (916) 278-6784

Email: asigraddirector@csus.edu

Instagram: @sacstateasigrad

Message to the Hornet Family

Hello Hornets,

First and foremost, I hope everyone is staying mentally, physically and emotionally healthy during this challenging time. If you are unsure of the current orders or expectations in response to COVID-19 (Coronavirus) in your area, please refer to <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. Additionally, if you are need of services during this difficult time, please refer to the resources list attached to this board report.

Second, it's important to remind the entire hornet family that your student government is still working each day to represent you all in university matters. We are trying to find ways to support students during these challenging times including: holding office hours, finding resources to provide students, promoting Census education and participation, preparing information for the upcoming board, meeting with administration and faculty to discuss issues students are currently facing, and representing students during important University Affairs meetings.

Lastly, I want to congratulate the incoming ASI Board and say that I will be sending positive thoughts your way for the upcoming academic year. It is going to be challenging to find ways to support students from a distance and keep all your constituents up-to-date and heard in matters on campus. I am confident, you will be able to do so and would like to offer my continued support! I would also like to say how excited I am for the individuals continuing on the board for the upcoming year. This position is a challenging one by design, there is no simple way to accomplish your goals and effect change, but the people that I have served with on this board have made this term a memorable and productive one. Thank you so much for the time we've had to work together.

If you have questions, concerns, or comments, please reach out to us and express your concern. You deserve to be heard and represented.

Respectfully yours,
Gabriella Santiago
Director of Graduate Studies



News:

Upcoming Events:

Even though on-campus events have been cancelled, there are still very important things happening in which we can virtually participate!

- *Graduating Student-Parent Celebration – csus.families Insta page*
 - o *Friday, May 15th @ 3pm*
- *Transfer Peer Coaches: “Do you love music?”*
 - o *Friday, May 15th from 4-5pm*
 - o *Zoom: <https://csus.zoom.us/j/96321864993>*
- *DRC – Zoom Study Sessions*
 - o *May 4th – 8th, & May 11th – 14th, from 5 – 9pm*
 - o *Zoom: 990-2069-2368*
- *Transfer Peer Coaches: Discuss physical and mental fitness strategies!*
 - o *Thursday, May 14th from 4 – 5pm*
 - o *Zoom: <https://csus.zoom.us/j/91942464373>*

Committee Updates:

- *Faculty Senate Committee (University Committee)*
 - o *No additional updates at this time*
- *Campus Educational Equity Committee (University Committee)*
 - o *Upcoming Meeting – 05/07/2020*
- *Student Academic Senate (Internal Committee)*
 - o *No Scheduled meetings at this time*
- *Student Social Justice & Equity Committee (Internal Committee)*
 - o *All meetings have been suspended for the remainder of the semester*
- *Diversity Council (University Committee)*
 - o *Upcoming Meeting – 05/13/2020*
- *Grade Appeals Committee*
 - o *My panel has completed their work for the semester*

Strategic Priority Updates:

1.3 Enhance Political Education – How to be an educated voter

- *Completed*

1.6.2 Check feasibility of a carpool application for CSUS students to promote carpool while maintaining security

- *Completed*

2.1.1 Increase number of student participation in Green Team

- *Completed*

2.2.1 Collaborate with campus partners to promote ASI events and programs

- *Completed*

2.2.2 Advocate to have ASI info on my Sac State Channel

- *Completed*

2.2.3 Spotlight one ASI department each month

- *This project is being updated in response to COVID-19*

3.3.2 Support and partner on Mental Health Initiatives

- 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
- 4.2.2 Promote & Attend Diversity & Inclusion Events/Programs
 - Completed
 - We will also be advocating to add a representative from the Division of Inclusive Excellence to the board to promote Diversity & Inclusion through all our efforts.

Resources:

As your ASI Board of Directors continues to receive information about resources, I will update this document in response. If you need information about resources not listed, PLEASE REACH OUT. Your board is here to provide services and support.

University Information:

- <https://www.csus.edu/alert/coronavirus.html>

Household checklist per CDC

- https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Findex.html

Information about Employment regulation during this time:

- <https://www.labor.ca.gov/coronavirus2019/>

Some companies hiring during stay-at-home order:

- <https://abc7news.com/jobs-hiring-during-coronavirus-covid-19-amazon-from-home/6031874/>
- <https://www.indeed.com/q-Hiring-Immediately-l-Sacramento,-CA-jobs.html>

Video updates for Sacramento State:

- https://www.youtube.com/channel/UCOVZEpsS2_l2HRSvmzo5dYw

Mental Health and Counseling Services info:

- <https://www.csus.edu/student-affairs/emergency-student-information/health-counseling-updates.html>

Eviction information – Please read if your concerned about your current living situation:

- https://www.csus.edu/student-affairs/crisis-assistance-resource-education-support/_internal/_documents/ordinance-regarding-evictions.pdf

Food resources:

- https://www.csus.edu/student-affairs/crisis-assistance-resource-education-support/_internal/_documents/food-resource-covid19.pdf
- <https://asi.csus.edu/asi-food-pantry>

Events/Committees/Meetings Calendar:

Proof of classroom/club presentations, meetings with deans/department chairs, ASI events, etc.

12/02/2019	10:00am – 11:00am	Pride Week Committee Meeting	Met with the Pride Week Committee to plan for events during Pride Week, 04/13 – 04/17
12/02/2019	11:00am – 12:00pm	Diversity Council: Subcommittee Meeting	Met with Subcommittee to discuss next steps in creating an educational plan for combating White Nationalism campaign
12/02/2019	5:30pm – 5:45pm	TSA Club Presentation	Presented with Donna (Director of Business) to Transfer student Association
12/03/2019	10:30am – 11:30am	Meeting with SHCS	Met with Student Health and Counseling Services to discuss Spring semester collaboration
12/03/2019	4:00pm – 6:00pm	Taste of Asia Event	Attended Taste of Asia Event
12/05/2019	10:00am – 12:00pm	Marketing Committee Meeting	Attended Marketing Committee Meeting
12/05/2019	3:00pm – 5:00pm	Faculty Senate Meeting	Attended Faculty Senate Meeting
12/09/2019	10:30am – 11:30am	Campus Diversity Week Meeting	Attended first meeting with, ASI Board members, Jose (SO&L), Edgardo (MCC), & Tori (ASI, Peak Adventures) to collaborate on ideas
12/11/19	10:00am – 12:00pm	Diversity Council Meeting	Attended Diversity Council Meeting
12/11/2019	12:30pm – 1:30pm	Campus Diversity Week Meeting	Attended Meeting regarding Diversity Panel with Tori (ASI, Peak Adventures)
12/17/2019	9:00am – 10:00am	Meeting w/ Danielle Munoz	Attended meeting regarding Campus Diversity Week with Danielle Munoz (Interim Director CDI)
12/17/2019	11:00am – 12:00pm	Mental Health & Pride Collaboration Meeting	Attended meeting with SHCS and Pride Center Coordinator to collaborate on event ideas
01/14/2020	10:00am – 12:00pm	KSSU Training	Attended a KSSU training to begin podcast with KSSU
01/16/2020	11:30am – 4:30pm	ASI Mid-Year Board Retreat	Attended Mid-Year Board Retreat
01/24/2020	10:00am – 11:00am	Meeting w/ Dr. Johnson	Met with Dr. Johnson to discuss collaborating on Campus Diversity Week and with the Office

			<i>of Inclusive Excellence to start student focus groups</i>
<i>01/24/2020</i>	<i>3:15pm – 4:45pm</i>	<i>“I Am ASI” Meeting</i>	<i>Attended first meeting with Donna (Bus Director) about logistics of “I Am ASI” Podcast</i>
<i>01/27/2020</i>	<i>10:00am – 11:00am</i>	<i>Pride Week Committee Meeting</i>	<i>Attended Pride Week Committee Meeting</i>
<i>01/27/2020</i>	<i>3:00pm – 4:00pm</i>	<i>SSJ&E Council Meeting</i>	<i>Chaired SSJ&E council Meeting</i>
<i>01/28/2020</i>	<i>2:00pm – 3:00pm</i>	<i>“I Am ASI” Podcast Show – KSSU</i>	<i>Held first Podcast, I Am ASI. Discussing ASI programs and conducting interview with Sasha from Peak Adventures</i>
<i>01/30/2020</i>	<i>9:00am – 10:00am</i>	<i>Campus Diversity Week Meeting</i>	<i>Held Campus Diversity Week meeting to discuss action items for coming weeks</i>
<i>02/03/2020</i>	<i>11:00am – 12:00pm</i>	<i>Meeting w/ Dean</i>	<i>Met with Dr. Chevelle Newsome to discuss Graduate Appreciation Week</i>
<i>02/04/2020</i>	<i>2:00pm – 3:00pm</i>	<i>“I Am ASI” Podcast</i>	<i>Held podcast, I Am ASI. Discussing upcoming ASI Elections and how to run for office.</i>
<i>02/17/2020</i>	<i>11:00am – 12:00pm</i>	<i>Out of the Darkness Committee Meeting</i>	<i>Discussed ASI collaboration with SHCS on the upcoming walk.</i>
<i>02/17/2020</i>	<i>3:00pm – 4:00pm</i>	<i>SSJ&E Council Meeting</i>	<i>Held a “Special” SSJE meeting to review feedback forms and discuss some of the focus group specifics</i>
<i>02/18/2020</i>	<i>2:00pm – 3:00pm</i>	<i>“I Am ASI” Podcast</i>	<i>Check out the podcast on the KSSU website under podcasts, “I Am ASI”</i>
<i>02/18/2020</i>	<i>3:00pm – 4:00pm</i>	<i>Meeting w/ Dr. Johnson</i>	<i>Meeting to raise questions the committee had regarding focus group content</i>
<i>02/20/2020</i>	<i>9:00am – 10:00am</i>	<i>Meeting w/ Sandra & OIE</i>	<i>Discussing the future relationship between The Division of Inclusive Excellence and the ASI office</i>
<i>02/20/2020</i>	<i>10:00am – 11:00am</i>	<i>CEEC Meeting</i>	<i>Met with committee as a whole to discuss subcommittee initiatives</i>
<i>02/20/2020</i>	<i>3:00pm – 5:00pm</i>	<i>Faculty-Senate Committee Meeting</i>	<i>No specific updates</i>
<i>02/23/2020</i>	<i>12:00pm – 5:00pm</i>	<i>Moving Beyond Bias Training</i>	<i>Completed the Pilot “Moving Beyond Bias” Training, per Diversity Council request</i>

02/24/2020	3:00pm – 4:00pm	SSJ&E Council Meeting	Met to discuss specifics of the Focus Group, the resolution, and SHCS initiatives
02/25/2020	2:00pm – 3:00pm	“I Am ASI” Podcast	Check out the podcast on the KSSU website under podcasts, “I Am ASI”
02/27/2020	3:00pm – 5:00pm	Faculty-Senate Committee Meeting	Discussed the issues surrounding Academic Senate resolution & AB 1460
02/28/2020	9:00am – 10:30am	Beyond Bias Debrief	Met with Dr. Johnson to review & provide feedback regarding the Moving Beyond Bias Training.
03/02/2020	9:00am – 10:00am	Grade Appeal Committee	Met with two faculty members to review Graduate Grade Appeals
03/02/2020	11:30am – 4:30pm	Census Tabling	Volunteered to table at Napa Hall for Census education
03/03/2020	2:00pm – 3:00pm	“I Am ASI” Podcast	Check out the podcast on the KSSU website under podcasts, “I Am ASI”
03/05/2020	3:00pm – 5:00pm	Faculty-Senate Meeting	Brief meeting related to
0305/2020	6:30pm – 7:30pm	Club Presentation	Attended a SCS meeting to gather feedback about their graduate program and issues they may be facing within their major
03/06/2020	12:00pm – 4:30pm	API Fest Volunteering	Volunteered for the API Fest event
03/09/2020	9:00am – 10:00am	Grade Appeals Committee	Attended grade appeals committee
03/09/2020	1:30pm – 2:00pm	Meeting w/ Diana Tate Vermeire	Met to discuss possible involvement with ASI and the Board of Directors
03/09/2020	3:00pm – 4:00pm	SSJ&E Council Meeting	Met with Dr. Johnson to discuss the student focus group presentations
03/10/2020	2:00pm – 3:00pm	“I Am ASI” Podcast	Check out the podcast on the KSSU website under podcasts, “I Am ASI”
<p><i>This gap in events was during the transition to remote working related to the COVID-19 situation. All events following this message were completed remotely in line with the stay-at-home order.</i></p>			
03/19/2020	12:00pm – 2:00pm	Office Hours	<p>-Worked on the legislation to add a non-voting board member from the Division of Inclusive Excellence.</p> <p>-Reached out to the SHCS team about the “Out of the Darkness” Walk.</p>

			-Responded to student communication and board communication about upcoming steps.
03/25/2020	12:00pm – 2:00pm	Office Hours	-Touched base with Diana Tate Vermeire about Division of Inclusive Excellence presentation with for working board meeting. -Completed setting up CITRIX receiver to work efficiently from home
03/26/2020	12:00pm – 2:00pm	Office Hours	-Responded to student & program communication -Reviewed committee updates in response to COVID-19 -Updated Social media to reflect information provided to the board. -Worked on Scholarship application rubrics -Worked on board report
03/30/2020-04/05/2020	SPRING BREAK	SPRING BREAK	SPRING BREAK
04/08/2020	12:00pm – 1:00pm	One-on-One w/ ASI, Executive Vice President	This check-in was to ensure that everything is being completed in a timely manner and to discuss the best ways to adapt to the current situation to complete on-going projects or start new ones
04/08/2020	12:00pm – 2:00pm	Office Hours	-Worked on Legislation and finalized for Formal Board meeting -Responded to student & board member emails -Reviewed transition reports for both committee and position -Reviewed strategic priority list and updated for check-in
04/09/2020	8:30am – 9:30am	Diversity Council – Subcommittee meeting	Reviewed finalization of logo and potential dissemination strategies for campaign
04/09/2020	12:00pm – 2:00pm	Office Hours	-Checked-in with newly added non-voting member of the board

			<p>-Reviewed initiatives for SSJ&E for transition report</p> <p>-Finalized and emailed ASI Scholarship applications</p> <p>-Reviewed the C/NC proposal and email some constituents for feedback</p> <p>-Reviewed details for podcast</p>
04/09/2020	5:30pm – 7:30 pm	Out of the Darkness Walk	Participated in out of the darkness walk
04/10/2020	11:15 – 12:00pm	“I Am ASI” Podcast Meeting	Reviewed the techniques moving forward to conduct podcast
04/10/2020	12:00pm – 12:30pm	Strategic Priority Fund Discussion	Discussed the allocation of remaining strategic priority funds and potential legislation
04/15/2020	9:00am – 10:00am	Grade Appeal Committee Meeting	Completed discussion of updated decisions and final reviews
04/15/2020	12:00pm – 2:00pm	Office Hours	<p>-Prepped information for One-on-One w/ ASI, President meeting</p> <p>Including: Strategic Priority updates, current resources on campus, virtual graduation ideas</p>
04/15/2020	1:15pm – 1:45pm	One-on-One w/ ASI, President	Discussed on-going projects and finalized ideas for remaining strategic priority fund legislation
04/16/2020	12:00pm – 2:00pm	Office Hours	<p>-Worked on legislation for fund allocation</p> <p>-Reviewed Operating Rules for vacancy process</p>
04/22/2020	12:00pm – 2:00pm	Office Hours	-Finalized both pieces of legislation for fund allocation including feedback after review with board members
04/23/2020	12:00pm – 2:00pm	Office Hours	<p>-Met with Board member to completed operating rule revision for feedback.</p> <p>-Responded to student and board member email</p> <p>-Finalized talking points for meeting with incoming Director of Graduate Studies</p>

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Director of Graduate Studies

04/23/2020	1:00pm – 1:30pm	One-on-One w/ Sandra	-Met with Sandra to discuss any final project or strategic priority plans. Discuss well-being and needed support during final weeks
04/24/2020	10:00am – 12:00pm	“I Am ASI” Podcast Meeting	Discussed final details to record and edit show
04/27/2020	3:00pm – 4:30pm	ASI Student Awards	Attended ASI Student Awards via Zoom
04/29/2020	12:00pm – 2:00pm	Office Hours	-Finalized operating rule legislation -Responded to student and board email -Continued to prepare transition report for committee and position
04/30/2020	12:00pm – 2:00pm	Office Hours	-Reviewed events and operating rules with notes for transition report -Reviewed committee meetings for transition report

If you have any questions or concerns, please do not hesitate to contact me by phone (831) 235-4041 or by email at asigraddirector@csus.edu.