

ASMSU REPORT

FALL SEMESTER 2020

57TH SESSION

ASMSU.MSU.EDU





PRESIDENT ABII-TAH CHUNGONG BIH

ASMSU PRESIDENT

Abii-Tah Chungong Bih

Fall Report 2020

president@asmsu.msu.edu



Dear Spartans,

As Fall semester gives way for the Spring semester to commence, we would like to acknowledge our efforts at the Associated Students of Michigan State University. As you read through this update, it is my hope that you feel compelled to engage deeper with our initiatives across campus as student leaders have persistently been a driving force of change at MSU. While this report sheds light on current progress within your student government, it will also serve as directional insight to where we're going.

Summer 2020

The Summer of 2020 was one of the most active summers at ASMSU. With the ravaging effects of the COVID-19 pandemic, the university's initial plans to reopen the university for the Fall semester, the national racial tensions created by police brutality, and the risks faced by international students due to changing policies, ASMSU members had no chance to take a break. We decided to undertake activities much sooner than typical.

General Assembly Bills

Even though the General Assembly does not convene officially in the summer, we decided otherwise this summer. We resumed the 57th session's activities in June and we convened monthly thereafter. **Assembly members passed multiple bills** which guided our advocacy efforts throughout the summer. Some of these bills included reforms for the MSU Police Department, advocacy for Optional Practical Training, calls for the demotion of Stephen Hsu, demands for a COVID-19 scholarship for immigrant students, and advocacy to establish accountability for MSU donors. After these bills were passed, I worked with the bill authors and the Office of the President to advocate for them. I created small working groups of four to advocate for each bill and I met a plethora of stakeholders to ensure effective implementation.

Calls For Racial Equity and Justice

After the brutal murder of Mr. George Floyd, **I collaborated with three black female student body presidents across the BIG 10 to address a joint open letter to our administrators.** In the letter, we demanded for greater racial sensitivity in policy creation, more equitable campus

reforms, and more transparent accountability systems in dealing with racial injustices. This letter gained traction from our students and saw responses for greater commitment from our administrators. The General Assembly also passed a bill capturing a list of demands and reforms for MSU's Police Department. After meeting with the board of trustees and former MSU Police Chief to discuss the demands, the police chief was cooperative. On behalf of her department, **she agreed to employ a social worker, start daily logs that will detail the backgrounds of students that they apprehend, welcome feedback from a student advisory council, and make their budget publicly available.** This was one of the most emotionally destabilizing moments for our students so in addition to my advocacy on an administrative level, **I was determined to join students at the grassroots level in protests and other organized demonstrations.** As always, it was an absolute honor to partake in movements and visions that generations before me dedicated their lives for.

Advocacy With International Students

Later in the summer, US Immigration and Customs Enforcement announced a policy that threatened the immigration status of several international students. This was especially impactful to me given that as an international student from Cameroon, my immigration status was just as threatened. I responded to this by working in close partnership with President Stanley, The International Students Association and MSU's Office of International Students and Scholars. **I hosted a virtual community forum with President Stanley for international students** in particular. The forum left international students reassured of MSU's commitment to their immigration status, as well as created the opportunity for decentralized solution brainstorming.

Relationship Strengthening

Much of my work in the summer semester entailed meeting students, faculty, staff and administrators to maintain cross-campus relationships and gear up for the upcoming year. Additionally, we collaborated with the Big 10 student governments at the **Association of Big Ten Students Conference** and one of our members was elected to be the Director of Public Relations on the ABTS executive board.

Fall Preparation

The summer was also focused on ensuring that we were prepared for the uncertainties of the Fall semester. We remained ingrained in the university's initial plans to reopen the university for the Fall semester. **I served on several of the university's subcommittees for Fall reopening.** We met consistently to develop recommendations for the president on the structure of the Fall semester. **I also reached out to the leads of all 22 subcommittees to ensure student representation on each of them.**

Outreach and Engagement With Students

In addition, as we entered into the fall semester, I focused on welcoming both international and domestic new students to campus. I presented the student welcome address during the virtual commencement ceremony. I also welcomed international students' parents during the OISS summer parent orientation, as well as presented to domestic students' parents during several parent events organized by the Provost's office. I presented at the virtual **International Student Orientation**, attended uncountable student events, and recorded and disseminated multiple videos encouraging students to prioritize their involvement at MSU. As an organization, we continued to engage with students across virtual **New Student Orientation** and **Sparticipation**, effectively closing off the summer months and transitioning into the Fall.

Fall 2020

Organizational Goal Setting

We began the Fall semester with our **ASMSU virtual retreat**, to align our practices with longstanding ASMSU values which prioritize student service. I served on the planning committee and this was a particularly unique retreat for us as it was our first virtual one. From the feedback we received, it is safe to say that the retreat was a success. Different departments regrouped to ensure timelines and goals were set for the fall semester. This rejuvenated us from the intense summer semester, motivated us for a virtual Fall semester, and permitted us to stay on task to serve our student body.

Outreach and Engagement With Students: Annual Initiatives

Even with the inhibitions of a virtual Fall semester, we successfully engaged our students with our annual and newer initiatives. The first was our annual **Mental Health Awareness Week (MHAW)** championed by ASMSU's Director of Health, Safety, and Wellness. This consisted of week long events and resources to elevate the dialogue on mental health. The second initiative was our annual **First Gen Appreciation week** led by our Vice President of Academic Affairs and her department. Through extensive partnership with various campus groups, they strived to raise awareness around the unique circumstances first generation students encounter.

New Initiatives: Town halls, Spartans Will Unite, November Elections

Newer initiatives included the **Fall semester town hall** which I organized. This was a community engagement event dedicated to outward facing advocacy and student empowerment. The topics we discussed with students included satisfactory/non-satisfactory grading, the reinstatement of the swim and dive programs, November presidential elections, and mental health in the virtual collegiate space. Another new initiative which I executed was the **Spartans Will Unite Week**. This aimed at encouraging civil discourse, spartan unity, and non-violence from students during the week of US presidential elections. I collaborated with my presidential counterparts and other members of RHA, CAPS, UAB, Spartan Support Network, and Impact 89. We shot and released a student leaders video to remind students of their common spartan

identity during the November elections. We also assembled and distributed hundreds of care packages to students across campus, compiled and disseminated mental health resources on social media, and made ourselves available for daily open office hours to students who were feeling overwhelmed. I was deeply humbled and encouraged by the student participation and enthusiasm surrounding these efforts.

Service on University-Wide Committees

Fall semesters also saw me serving on more than thirteen university-wide work groups. Following the MSU Chief of Police's medical leave, a committee was formed to lead a national search for our upcoming Police Chief. The composition of the MSU **Police Chief search committee** was announced and I was selected to serve as the only undergraduate student representative. Throughout the Fall, I was excited to help serve in this capacity engaging with students during this pivotal time of our institution's history. It has also been a pleasure to serve on the **Student Affairs and Services Self Review committee**, the **Student Leaders Council**, the **Hearing Boards Recruitment committee**, MSU's **Steering Committee**, MSU's **University Council**, the **University Council of Student Affairs**, the **Residential Learning and Living Subcommittee**, the **Out-of-state Fee Committee**, the **Community Relations Subcommittee**, and the **Off Campus Student Conduct Taskforce**. I am humbled for all these opportunities to serve and honored for continued partnership with administration as we work together to meet students' goals.

General Assembly Advocacy

My greatest pride these last two semesters has been the brilliance, bravery, and advocacy of the 57th General Assembly during the most turbulent year of this 21st century. As we enter the final semester for the 57th Session for our General Assembly, it is safe to say much has been accomplished. So far, **the assembly has passed 53 bills and resolutions**, aiming at improving the student experience through policies and funding initiatives. Some of the highlights of their work include: **denouncing the lack of funding for programs like swim and dive**, **advocating for the university to declare a climate emergency**, and **renewing our commitment to the LGBTQ+ community**. Other bills included **endorsing Provost Woodruff's webcam policy**, **advocating for changes to the university's anti-discrimination policy**, and **funding \$75 grocery gift cards for students whose jobs were affected by the COVID-19 pandemic**.

Bill Implementation Efforts

Out of the 53 bills passed by the General Assembly so far, 32 have been effectively implemented. One of the implemented bills aimed at a **satisfactory/non-satisfactory grading policy** for the Fall semester. This was meant to mitigate the stressors caused by the COVID-19 pandemic. After this bill passed, I decided to collaborate with the Association of Big Ten Students to advocate. I invited the other Big 10 presidents to write a joint statement. After drafting and releasing the statement with my counterparts, I sent it to Provost Woodruff and

Associate Provost for Undergraduate Education, Dr. Largent. Pursuant to a meeting with them, they agreed to implement S/NS Grading. The Provost's official announcement for this policy came in a few days later. Another great initiative was to advocate for the addition of a **14-day minimum notice policy for furloughs**. This was meant to be included in the RHS Student Employee Contract. This was to protect students from uncertainty during furlough decision-making. For this, I met with Vice President Vennie Gore and Director Ray Gasser. After partnering with RHS, the policy was recently implemented officially. Additionally, after pitching the aforementioned grocery gift card idea to administrators, I was able to raise \$15,000 from Provost Woodruff to support the Project. These are just a few examples of the collaborative efforts involved with implementing bills. I recently created a [bill updates sheet](#) for everyone who is interested in reading the extent of implementation for all bills passed so far.

Full House General Assembly

This year was also special as we held a pilot for campus-wide Fall elections to fill our General Assembly seats. We saw a record-high number of students running to represent their respective colleges. We were delighted to see student engagement and turnout to vote especially since these elections were virtual. This makes our work as a student government more legitimate and fulfilling. A full and enthusiastic General Assembly is always the bedrock of our advocacy efforts and this new generation of Assembly members came in strong.

Spring 2021

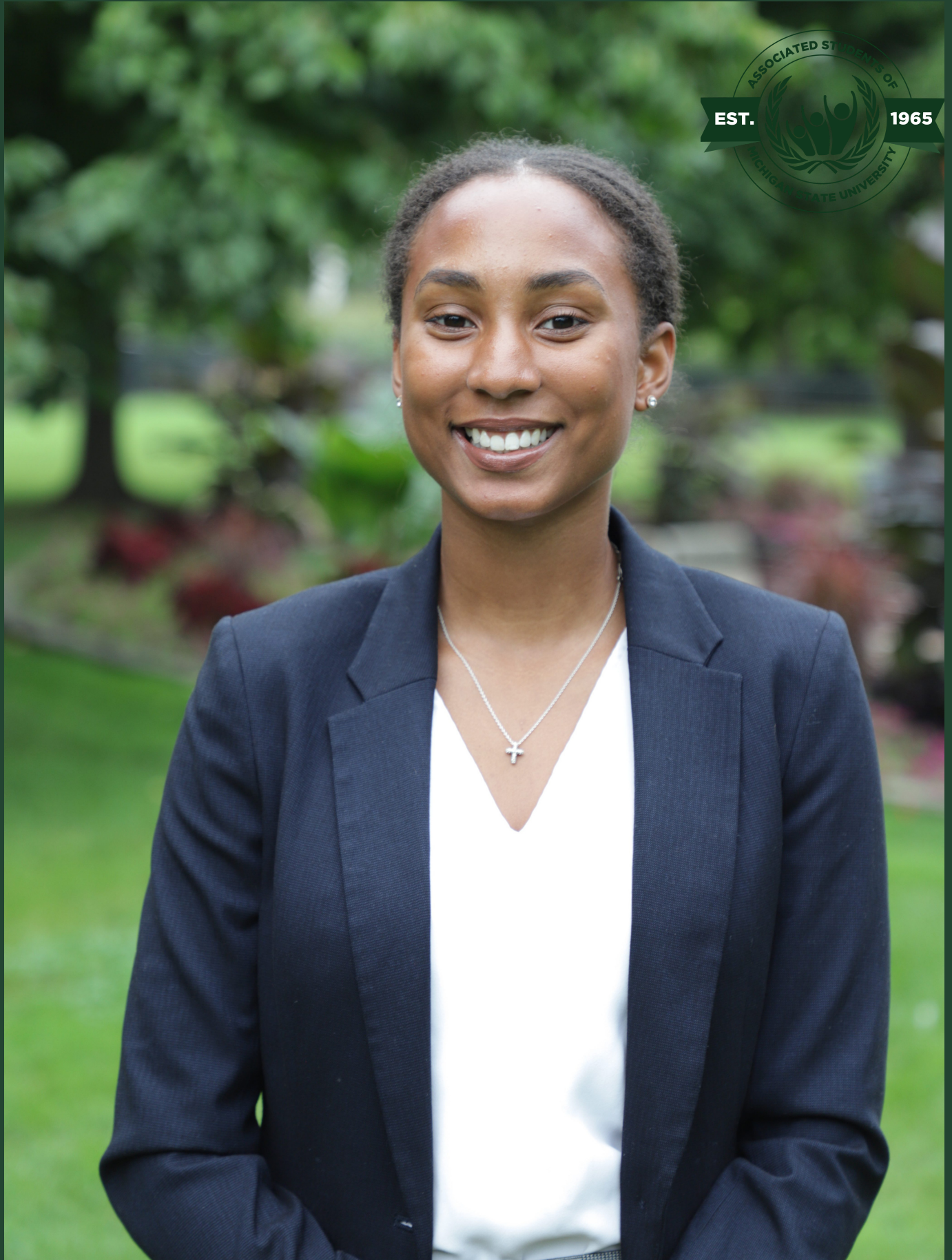
Looking Beyond The Horizon

This spring semester, we at ASMSU look with hope beyond the horizon. Though our last semester will be virtual, we believe that there is no limit to what we can accomplish. I am deeply proud of our shown commitment to pivot, restrategize, and serve our students. I am eager for all of the work that is going to be pursued this Spring. The Spring will be marked by great determination and focus from our members to accomplish the goals that we set out at the beginning of the summer and fall semesters. Our commitment to dedicate everything we have to serve our fellow Spartans is unshakable. We appreciate all our students for the continuous encouragement and handwork. We hope you will continue to put your trust in us as we battle through these unparalleled turbulent days with you.

The rest of this report will go into greater detail on the work that ASMSU did throughout the Fall semester. Thank you for engaging with us and wherever you are, **GO GREEN!**

In Green and White,
President Abii-Tah Chungong Bih





VICE PRESIDENT OF FINANCE AND OPERATIONS

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FINANCE & OPERATIONS

Fall Report 2020

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1. General Fund

General Fund Item	Balance
Rollover FY 2019	\$101,272.03
Starting General Fund Balance	\$101,272.03
Add: AAC&U Sponsorship Return Spring '20	\$3,800.00
Add: MSU Office of the Provost contribution to Bill 57-30	\$15,000.00
Add: MSU Student Affairs and Services contribution to Bill 57-30	\$35,000.00
Bill 57-30: Student Support Gift Card Program	(\$33,000.00)
Bill 57-39: Allocate funds to buy Seasonal Lights	(\$640.00)
Bill 57-40: Support buying Prevention Materials	(\$7,000.00)
Bill 57-41: Allocate funds to East Lansing Information	(\$3,000.00)
Bill 57-42: Allocate funds for OER Awareness	(\$1,000.00)
Amount Allocated to Date:	\$44,640.00 (44.1% of General Fund)
Ending Balance Fall 2020*	\$60,432.03

**Note: Funds transferred to the ASMSU General Fund by outside organizations for Bill 57-30 are not included*

2. ASMSU Service Statistics Overview (Up to 12/11/20)

- **iClickers & Graphing Calculators**
 - 1 Clickers & 13 Graphing Calculators rented to students
- **Loan Program**
 - 10 loans given out, totaling \$3,000 in interest-free loans
- **Free Printing**
 - 151 pages printed at no cost to students
- **Princeton Review**
 - 34 ASMSU discounts utilized by students, totaling \$11,084 in cost savings
- **Student Legal Services**
 - Legal advice given/help provided to 1,000+ students
- **Student Rights Advocates**
 - 42 cases opened
- **Red Cedar Log**
 - ~950 books distributed via campus and apartment racks, as well as mailing

3. Financial Health & Long Term Investments

1. Budget
 - a. Assisted the Controller where necessary in conducting regular department budget reviews with Directors to ensure efficient use of capital.
 - b. Hosted 1st Annual Finance & Operations Open House to improve ASMSU's budget and financial process transparency and promote service alterations.
2. Liquidity
 - a. ASMSU continues to operate with good liquidity staying above 37 days' worth of operating cash available.

3. Long Term Investments

- a. Initial investment of \$300,000 invested in \$75,000 installments from 2015-2016.
- b. ASMSU's Long Term Investments are managed with the help of the Michigan State University Office of Investments.
- c. As of 9/30/19, ASMSU has experienced a return of **\$2,458.04** in the 2020 FY, bringing the inception to date total up to **\$90,800 giving us a total average return of 8.07% since inception.**
- d. ASMSU continues to retain all earnings in the investment account rather than having a quarterly spending policy distribution. These funds will continue to accumulate and are available should ASMSU decide to use them for a project or initiative.
- e. ASMSU continually meets with the Office of Investments monthly to discuss options for changing the investment policy. Any changes in investment strategy will go through the finance committee.

Please reach out to vpfo@asmsu.msu.edu if you would like a copy of the complete ASMSU Liquidity and Investment Report.

4. ASMSU Safe Ride

The ASMSU Safe Ride Program facilitates safe and reliable transportation **home** for any undergraduate student at Michigan State University from anywhere within the program boundaries. These rides are free, non-judgmental, and confidential to promote a culture of health and safety at Michigan State University. Typically, the program runs from 9:00pm to 2:30am seven days a week during the academic year when classes are in session. However, in early Fall 2020, our office made the decision to suspend the program due to growing concerns and uncertainty surrounding the COVID-19 pandemic. The health, well-being, and safety of all student riders remain a top concern for the department.

During the Fall 2020 semester, the VPFO and Brandon Page, our Safe Ride Manager, have diligently worked to construct a feasibility and growth strategy for the future of the ASMSU Safe Ride Program. This includes communicating with former Safe Ride Dispatchers to assess progress, as well as reviewing dispatcher and driver training materials to improve customer service and follow up on rider issues.

Please reach out to vpfo@asmsu.msu.edu if you would like additional details pertaining to Safe Ride.

Safe Ride Moving Forward:

- Seek to adapt the goals, values, and mission of the program during times of a national health crisis
- Utilize our Safe Ride Manager to improve operational tasks such as survey distribution, scheduling, staff management, and hiring.
- Provide increased customer service and follow up on issues to collect data for improvement
- Advocate for increased involvement in the hiring process for vehicle drivers
- Seek alternative revenue sources such as advertising partners and partnerships with automotive dealers

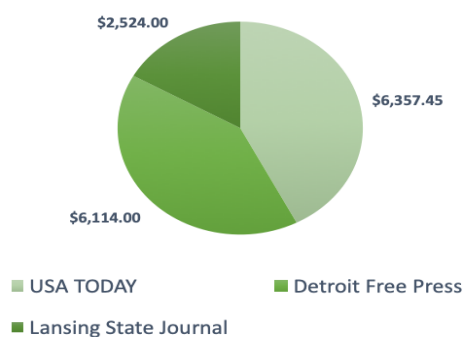
5. Readership Program

- Provides free digital access to the New York Times and Wall Street Journal newspapers, as well as access to paper copies of the USA Today, Detroit Free Press, and Lansing State Journal to all undergraduate students through bins located around campus.
- For locations, visit: <http://asmsu.msu.edu/services/readership-program>

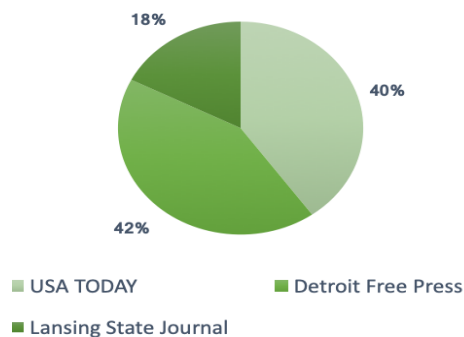
Accomplishments:

- Redesigned and updated all 10 outdoor readership bins to more accurately align with ASMSU branding
- Signed long-term contract with NYT at a low cost to bring their digital subscription on as a long-term option to undergraduate students

Readership Cost Allocation



Readership Distribution



- Distribution Data: 28,835 copies read by students (as of 11/15/19)

WSJ Partnership

- Currently negotiating a 2.5-year agreement to continue to offer WSJ until 6/30/2022

- o Realigning the contract in accordance with our fiscal year to make for easier budgeting processes
- Data provided below until 11/8/19:
 - o # of Activated Users: 7,580 (6,582 being students)
 - o # of Accesses: 134,290
 - o # of Articles Viewed: 786,481
 - o Total amount saved by students = \$128,700/month

NYT Partnership

- Negotiated a 2.5-year agreement to offer all-inclusive NYT digital access through 6/30/22
 - o The new contract is aligned with our fiscal year to make for easier budgeting processes
- Data provided below for Fall 2019 (through 11/10/19):
 - o Users: 1,403
 - o Usage Sessions: 12,650
 - o Article Views: 10,612
 - o Total amount saved by students = \$23,837/month

Readership Moving Forward Suggestions:

- Continue to find ways to market and push the digital access through partnerships both on-campus and off
- Look to partner with the State News to fill the paper distribution spot formerly held by the New York Times

6. Red Cedar Log (and Associated Contracts)

ASMSU provides an award-winning yearbook and senior photos to students

Accomplishments:

- 7,000 copies of the 2020 yearbook printed
 - o ~ 95 boxes of yearbooks distributed thus far between distribution racks and mail deliveries
- Contractual Commission remain stable:
 - o Kept \$11 per student photo taken
 - o Kept \$20 per student purchase of photo package
- 7,000 copies agreed upon for the 2021 book given the success in distribution
- For more information, please contact Avary Graf at rleic@asmsu.msu.edu

7. Test Prep

ASMSU continues to support students pursuing higher education by providing discounted test prep materials

- Discounts are available for MCAT, LSAT, GRE, GMAT, DAT, OAT prep in the following forms:
 - Online Self-Paced (30% off)
 - Online Classes (30% off)
 - In-person classes (20% off)
- Top Level Data:
 - Fall 2018 (through 11/26/19):
 - 34 students utilized the discount in total
 - 23 Online
 - 11 in person
 - Total amount saved by students through discounts = \$11,084.21

8. Engagement Office

As the face of ASMSU, the Engagement Office is the home of many core ASMSU services including the iClicker and graphing calculator rental programs, simple calculator rental program, interest free loan services, free printing, and blue books for students.

The Engagement Office is open Monday through Friday from 8:30am - 4:30pm and serves as one of the main points of contact between the student body and ASMSU. Students are encouraged to come meet with their elected leadership, obtain information on events and initiatives, utilize the free services we offer, or simply learn more about their student government.

Accomplishments:

- Overhauled our rental inventory system, making the transition to a digital form created by our Director of IT
 - Students now sign a digital contract that allows for better information and inventory management
- Purchased new storage bins for assets that were previously held in cardboard boxes

EO Moving Forward Suggestions:

- Continue to improve and build-out the digital inventory system to ensure ease of use and accuracy of information

- Explore other pilot locations to expand our reach to students via services like printing and bluebooks

9. Other Initiatives

Accomplishments:

- First Summer survey
 - 900+ responses gained insightful data to plan for virtual year and understand student sentiment toward services
- ASMSU Fall Services Survey
 - Led by Assistant VPFO Kyle Biel, this was one of the most extensive surveys to date from the VPFO Office, with 52 questions and 3,600 responses out of a random sample of 5,000 surveyed to gain insight and gauge effectiveness of our surveys.
 - Used the responses to create a “Cost/Student” metric to better assess the value added by each ASMSU service
 - Key insights for these calculations can be found in

Year	iClicker Rental	Bluebook	Readership	WSJ Digital	NYT Digital	Yearbook	Legal Services	Student Rights Advocates	Safe Ride	Test Prep	Printing/Copying
2010			\$116,221.40	\$0.00	\$0.00	\$229,200.63	\$391,924.53	\$3,796.92	\$0.00	\$0.00	
2011			\$97,984.93	\$0.00	\$0.00	\$192,414.00	\$388,418.89	\$10,701.98	\$0.00	\$0.00	
2012	\$8,127.76	\$3,985.55	\$109,910.57	\$0.00	\$0.00	\$139,740.63	\$466,022.93	\$12,606.00	\$0.00	\$0.00	
2013	\$2,401.34	\$1,404.13	\$89,883.14	\$0.00	\$0.00	\$185,910.69	\$429,457.83	\$13,213.00	\$0.00	\$0.00	
2014	\$12,391.00	\$2,527.49	\$87,655.80	\$0.00	\$0.00	\$183,560.97	\$442,916.87	\$13,213.00	\$0.00	\$0.00	
2015	\$26,852.87	\$2,132.75	\$101,931.55	\$0.00	\$0.00	\$192,294.17	\$402,956.49	\$10,827.00	\$0.00	\$0.00	
2016	\$4,897.86	\$3,066.31	\$103,461.26	\$0.00	\$0.00	\$171,901.45	\$401,104.34	\$14,368.50	\$33,039.85	\$0.00	\$2,858.09
2017	\$3,745.01	\$4,909.00	\$80,469.60	\$0.00	\$0.00	\$186,634.85	\$427,079.53	\$17,424.27	\$162,880.38	\$0.00	\$2,104.99
2018	\$4,604.81	\$5,709.00	\$99,731.70	\$25,000.00	\$0.00	\$185,775.43	\$448,365.82	\$17,247.68	\$211,680.48	\$0.00	\$2,021.12
2019	\$3,499.20	\$0.00	\$111,448.05	\$0.00	\$20,249.19	\$185,270.31	\$422,027.79	\$16,521.08	\$407,600.07	\$0.00	\$2,800.00
2020	\$708.00	\$0.00	\$1,250.00	\$21,682.65	\$20,248.80	\$142,447.97	\$294,609.23	\$7,920.75	N/A	\$0.00	\$493.23

Years Recorded	8	8	10	2	2	10	10	10	5	5
Total Cost to Date	\$67,227.85	\$23,734.23	\$999,948.00	\$46,682.65	\$40,497.99	\$1,995,151.10	\$4,514,884.25	\$137,840.18	\$815,200.78	\$10,277.43
Average Cost Per Year	\$8,314.98	\$2,966.78	\$99,969.80	\$23,341.33	\$10,124.60	\$185,270.31	\$422,027.50	\$12,991.94	\$163,040.16	\$1,956.84

Percent used in 2020 Survey (3600 responses)	14.00%	N/A	26.70%	26.50%	26.50%	N/A	3.03%	3.03%	N/A	N/A	13.88%
Estimated Use in Student Population	530.14	N/A	10110.49	10034.76	10034.76	N/A	1146.50	1146.50	N/A	N/A	5255.94
Estimated Cost Per user over past 4 years	\$1.34	N/A	\$0.12	\$2.16	\$2.02	N/A	\$256.96	\$6.91	N/A	N/A	\$0.09

- During the Months of September and October Safe ride staff put on several engagement projects culminating in the development of tailored services offering based on college needs
 - these service offerings may be viewed on the ASMSU website under the service guide tab (<https://asmsu.msu.edu/home/services/services-guide/>)

It has been a very productive semester for the Office of Finance and Operations. As always, if you have any questions, please contact me at vpfo@asmsu.msu.edu or the AVP for Finance and Operations, Kyle Biel, at asstvpfo@asmsu.msu.edu.

Sing



VICE PRESIDENT OF ACADEMIC AFFAIRS

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ACADEMIC AFFAIRS

Vice President for Academic Affairs, Brianna Aiello

Fall Report 2019

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Fall Semester 2020 has proven to be a challenging and turbulent period given the pandemic; and thus, it has served as a reminder for ASMSU of the importance of Academic Governance. Students should and need to be a part of this bureaucratic structure. With the announcement of the new Provost amongst other administrative roles, the Academic Affairs department has been active in many conversations regarding these changes as well as many pertaining to the campus climate and the consequences of the coronavirus. We have continued to build relationships with administrators, worked to become more transparent to the undergraduate student body, engaged in understanding the overall impact of the coronavirus on student success, and participated in discussions of potential new-policy changes. In my report, I will outline the initiatives that I have been involved with and some of my goals for next semester. As always, the Academic Affairs department is tasked with ensuring student involvement in Academic Governance and ensuring that students are receiving an inclusive and holistic education. I hope that my efforts reflect this department's mission and purpose.

Academic Governance

Within our university's system of Academic Governance, I have served on the Steering Committee, University Committee on Undergraduate Education, University Council, the Women's Advisory Council to the Vice President for Student Affairs, the Strategic Planning Steering Committee, and the Women's Advisory Committee to the Provost. Participating in these committees has given me great insight as to some of the long-term issues our university is grappling with as they pertain to student success, and what improvements we are trying to make to provide a better academic experience for students.

As mentioned above, a key part of my role is appointing students, both General Assembly members and at-large students, to serve on the various Academic Governance committees; which guarantees that the voice of students is heard regarding any major issues that have the potential to impact our academic experiences.

Committee participation is as follows:

Steering Committee: 3/2 seats filled (ASMSU has 2 seats, but 3 students serve on the committee)

University Council: 22/30 seats filled

University Committee on Academic Governance: 1/3 seats filled

University Committee on Faculty Tenure: 1/2 seats filled

University Committee on Undergraduate Education: 4/4 seats filled

University Committee on Curriculum: 4/5 seats filled

University Committee on Student Affairs: 6/6 seats filled

University Committee on Honors Programs: 3/3 seats filled

University Committee on the Library: 0/2 seats filled

University Committee on Military Education: 1/2 seats filled

University Committee on International Studies and Programs: 2/2 seats filled

The All University Traffic and Transportation Committee: 4/4 seats filled

President's Advisory Committee on Disability Issues: 1/1 seats filled

Athletic Council: 1/1 seats filled

Out-of-State Fees Committee: 1/1 seats filled

The Women's Advisory Committee to the Provost: 1/1 seats filled

The Women's Advisory Council to the Vice President for Student Affairs: 2/1 seats filled

Open Educational Resources Advisory Board: 2/2 seats filled

One of my biggest priorities for spring semester is ensuring that all the seats on University Council are filled, as well as the rest of the remaining Academic Governance committees that have open seats. Additionally, I hope to increase awareness of Academic Governance to the undergraduate student body. I intend to do so by creating more avenues for students to learn of this bureaucratic body, such as creating a webpage on ASMSU's website outlining each committee that undergraduate students serve on and what initiatives they have been involved in or advocated for. With that, I also hope to work with marketing further to put out this information on our social media accounts to expand this outreach. It is very important to me that all students understand the work we do on these committees as our conversations can lead to lasting effects on the student body. I will be sure to work closely with my staff and the General Assembly to ensure that everyone is made aware of what is happening within the Academic Governance system.

First Generation Appreciation Week

The Academic Affairs department hosted the second annual First Generation Appreciation Week. The goal of the week was to recognize and celebrate First Generation College Students and provide them with knowledge of resources that are at their disposal. As we were virtual this semester, we had to reimagine what we wanted this week to look like. Thus, instead, we hosted a week's worth of social media content. We gathered First Generation students' stories to create a 'First Gens of MSU' photoblog, compiled campus resources, released a newsletter, and established a webpage on the ASMSU website with all of the information above. Additionally, we designed t-shirts for this week and decided to give out 50 free shirts. On our form, over 300 MSU First Generation students requested a shirt. Given this number, we decided that more shirts should be ordered next year as the engagement for the week seems to have risen.

Academic Calendar Subcommittee

For the past two years, I have been actively researching the possibility of a Fall Break. It was confirmed that we would have a pilot Fall Break during the Fall 2020 Semester; however, due to the pandemic, that was not feasible. Thus, this committee is still active in planning for when this pilot will occur and planning for future Fall Break dates moving forward. Additionally, this committee was also charged with the planning of both Fall and Spring Semester on the mode of education -- whether it be in-person, online, or hybrid. It conducted many surveys and gathered input from a wide range of individuals within the Spartan Community.

Communications Subcommittee

I served on this committee, during the Summer and Fall semesters, which formatted all outgoing communications to the Spartan Community during the pandemic. It's main goal was to understand the best ways of outreach to students and how to relay messaging related to being virtual for the academic year and on encouraging students to follow CDC guidelines.

Instruction Subcommittee

In addition to the Communication Subcommittee, I also served on both the Fall and Spring Instruction Subcommittees, as well as partaking in the Spring 2021 Reopen Sprint. All of which were aimed at planning for possible alternative modes of instruction for both semesters, ensuring virtual learning guaranteed student success, understanding the inequities in this virtual learning environment, and establishing community while existing in this virtual world.

Satisfactory/Non-Satisfactory

Since the beginning of the Summer, President Abii-Tah Bih and I have advocated for a Satisfactory/Non-Satisfactory grading policy to be re-implemented. Our efforts seemed to be just efforts, so we changed course in our advocacy. Thus, we advocated for a No Record COVID (NRC) grading policy, which was adapted by the university following its passage through the University Committee on Undergraduate Education. However, this elicited outrage from the student body and we were able to garner enough student support to bring to administration. Following such wide-spread support, MSU decided to be a leader on this issue and reinstate the S/NS grading policy.

The Strategic Planning Steering Committee

For the past year, I have served on the Strategic Steering Committee which was created by President Stanley and charged to set a vision for Michigan State University for the coming decade and establish the cross-institutional priorities to support it. This committee has recently joined forces with the Diversity, Equity, and Inclusion Steering Committee and the RVSM Strategic Planning Committee. The three committees have been holding listening sessions to gather community input on what values the institution should aspire to hold.

Medical Absence Policy

I have been working alongside the President of the Council for Graduate Students, Meagan Abel, to implement a Medical Absence Policy. This initiative came about because of the pandemic in which we noticed the consequences of not having a uniform policy for medical-related absences. We have been actively researching what we'd like to see in the policy and pulling inspiration from other Universities' policy.

Student Caucus

The Student Caucus has had recurring monthly meetings throughout the semester, although it has had relatively low turnout. This body is headed by the Academic Affairs department and is made up of representatives from each Academic Governance committee, so that we can provide updates as to what's happening in each of the committees. Additionally, this working group provides us a platform to organize our voices and establish united advocacy points. Assistant VPAA, Quintin Bell, intends to work to further participation through marketing strategies and better communication.

ASMSU Academic Committee

The Academic Committee has had strong participation this year, has written well-thought out and researched bills, and has gotten to interact with a wide range of administrators from different aspects of the university as they approach us with their ideas on how to improve student success and seek our feedback. Overall, I am very happy with how engaged members of the committee are and cannot wait to see what other legislative items will pass through this committee!

Other Initiatives

I am the co-chair of the Women's Advisory Council to the Vice President for Student Affairs and I serve on the Women's Advisory Committee to the Provost, and have gained unique insight about the steps the university is taking to ensure that women-identifying students have a safe academic and extracurricular experience. With these committees, I am also given two different outlets to give feedback on what issues impact women-identifying students the most and the ways in which the university can do more to improve the climate. Furthermore, I am actively working alongside individuals that serve on these committees to advocate for the re-establishment of a physical Womxn's Resource Center.



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Fall Report 2020

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This semester had a major election in the middle of a pandemic and was one of the most difficult seen by our office. We were able to adjust to a virtual workplace, and had one of our strongest Governmental Affairs Department teams we have had in recent years. Due to the pandemic, our office focused on producing quality work and keeping up to date with any and all COVID-19 news and government resources that we could then communicate to students. Our team felt strong about the work we completed and our ability to work closely together in an online environment.

Voter Engagement/2020 Election

MSU Vote

Though we often partner with MSU Vote, this year was easily the most successful. As the organization hosts participants from every facet of campus, we were better able to ensure that the work was delegated. For instance, faculty members conducted voter registration efforts for 1st year students living at home, and were able to reach far more students than we would have been able to. Our work with MSU Vote this semester set up a strong foundation for future collaboration and an even wider reach in the future.

Voter registration

Due to students having been removed from the dorms, we were unable to complete our dorm door knocking effort. Instead, we focused our efforts on off-campus housing. We printed door hangers with information on registering to vote, voting absentee, and finding out when and where to vote. Our office then hung these on nearly every off-campus house that we could find. One area that could be improved in the future is in ensuring we can enter apartment buildings to hang these decals. A minor error in communication with the marketing department resulted in more fliers than needed, but with a few small fixes these can be used again for the next election.

Instagram takeover

For the first time, our office conducted an instagram takeover in October to go into depth on voter registration, voting absentee, and other voting related questions. We reached an audience of nearly 700 people, and received positive feedback. This is certainly something that can be continued in the future.

Post election

ASMSU partnered with UAB, CAPS, RHA, and Impact to create post election resources to assist with anyone who is struggling with mental health issues as a result. Care packages were available for pick up at Owen Hall. Much credit must be given to Abii-Tah for her work on this, as well as our partnership with MSU Vote.

Local

Landlord survey

Our community liaison, Matt Apostle, recreated and added to our yearly landlord survey. We received more responses than in any previous year (nearly 2,500) and were able to procure quality data. We were also able to partner with the sustainability department in including questions regarding the accessibility and availability of recycling.

Housing Fair

Our community liaison, Matt, also presented a panel at the Housing Fair that provided insight to students seeking housing. He sought out participants and was able to provide vital feedback and advice to students during this uncertain time. Matt was also able to begin steps toward a potential partnership with College Pads, a resource that could aid students in finding off campus housing.

Police Oversight Committee

This year the committee met during the semester, and I was able to convince the committee of the need to publicize the ability to file reports to students. This was due largely to the low volume of complaints seen by the committee. I have also started the efforts to include CORES/COPS membership on this committee, which my predecessor will hopefully be able to complete next semester.

State

Legislative Town Hall

Our state liaison, Nia Skinner-Miller, has spent much of this semester planning and researching for a new twist on our “Meet Your Legislators” night. This event, which will occur next semester, will act as a panel with a variety of officials from the local to the state level. It will act as more of a virtual Q and A panel, and will help students develop advocacy and legislative communication skills.

Looking toward Spring 2021

New VPGA

With my resignation, a new VPGA will be selected in the early Spring semester. A thorough transition will take place, ensuring a smooth continuation. This was done in an effort to ensure that the leadership team (OOTP) will be able to pass on some experience as each member will graduate come spring. A non-senior leader will ideally be able to help the organization move forward more smoothly for the coming year.

Elect her

Elect her has recently fallen under the purview of the Governmental Affairs office. This is in partnership with the DEI office. This year, efforts will be made to ensure that Elect her is more inclusive of intersectional identities.

Legislative Town Hall

Our office looks forward to hosting this town hall in the Spring semester



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Internal Administration

- Recruitment efforts during virtual Sparticulation, with a focus on how to keep organizational culture strong during a virtual world.
- This fall our department focused on maintaining and adapting organizational culture in a virtual setting, and understanding our recruitment process.
 - Furthered our ASMSU Mentorship Program: Organized by Georgia Frost. This program focuses on connecting members between the different branches of the organization throughout the year and ensuring institutional knowledge is passed down. Online meetings ensured that organizational culture remains strong during a virtual setting.
- Maintained meeting materials (minutes, agendas, and bills) with the General Assembly and Class Councils through Google Classroom. As these meetings and resources had to endure a fully virtual setting there was an emphasis on making sure the students involved were able to continue advocating for their fellow students.
- Helped in the planning and development of the organization wide retreat to connect the staff, General Assembly, Class Councils, and Student Allocations Board. Event was successfully in maintaining and teaching ASMSU values, organization culture, goal planning for the semester, and creating new partnerships between different branches of the organization.
- Emerging Leader Project: Focus on the recruitment, intake, and the retention of the ASMSU Membership. By interviewing current members about why they joined the organization, and how they feel that the organization benefited them. Completing this project during COVID encouraged us to understand our membership turnover and why students get involved or needed to leave. This data will benefit our hiring and future election sessions.

General Assembly

- While holding meetings in the Summer Semester to the end of Fall Semester exams, the representatives of the 57th General Assembly passed over 50 bills. While focusing on the economic impacts of the COVID 19 crisis, the representatives also advocated for various campus changes. This advocacy includes but not limited to: Increasing allergen safety in the cafeterias, Creation of an Ad-hoc committee on Sexual Assault and Relationship Violence, expansion of Open Educational Resources, and creating a closer partnership with the College of Graduate Students.
- On boarded new representatives that were elected during the special Fall election. Including orientation sessions for the new reps to become acclimated into the organization and its functions.
- Updates to the ASMSU Manual with a focus on the irregularities with our standard election practices. This included our runner up bills, clarifications to students who have been hired as staff and are in the process of running an election, and the process in place to review our Office of the President. These code updates are necessary and crucial to our organization so that future assemblies will have an accurate record of our activities.
- Continued the process on connecting staff members with GA reps in order for more meaningful bills to be produced.

Class Councils

Furthered developed the themes of each council in effort of providing guidance and purpose for each council. While the class councils had acted as space for creating collaborative events, and connecting students to each other. In our virtual spaces, we have used our class councils to focus on connecting students and addressing their needs for each year. **Freshman Class Council:** Theme – Leadership Development. The Freshman received presentations from different ASMSU Departments for further information in order to exposure of the organization's activities and functions. This semester they focused on planning small virtual trivia events for other freshmen to attend. **Sophomore Class Council:** Theme – Spartnerships and Identity. The Sophomore focused on how to connect with the identity based groups and how to keep students connected to campus during this distanced time. **Junior Class Council:** Theme – Post Graduation Exploration. By continuing to promote already existing career service events by planning online events with the career services network. These online events will occur in the spring with tips and tricks for students working virtually. **Senior Class Council:** Theme – The Spartan Legacy. Worked with MSU Alumni to fundraise for the MSU Food Bank, and supported fundraising for the furloughed student gift card program. Further, the Seniors began planning for their Spring Outstanding Senior awards, as well as selecting student commencement speakers for the Fall 2020 Graduation ceremony.



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Fall Report 2019

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Fall 2020 Allocations

Start-Up Organizations (Max. \$300)

- La Comunidad Latino Americana - \$300
- Pre-street Medicine - \$300
- Brain Exercise Initiative - \$300
- Spartan Aerospace Medicine - \$300
- Michigan State Comedy Cellar - \$300

Total Start-Up Allocation: \$1500

General RSO Funding (Max. \$4500)

- DLTE Chapter of MSU - \$697.86
- Society for Hispanic Professional Engineers - \$3564.60
- MSU Undergraduate Moot Court Association - \$1875
- Pad the Mitten - \$4500
- Society of Automotive Engineers Formula One Racing Team - \$4500
- MSU Rocketry Team - \$4500
- TransAction - \$2500
- Alternative Investments Group - \$1871.01
- Best Buddies - \$170.80

Total General RSO Allocation: \$24,179.27

Activity Department Funding

- Jewish Student Union John Mulaney Event - \$30,000
- Muslim Student Association Speaker Event (Early 2021) - \$2000

Total Activity Department Allocation: \$32,000

Total Allocated Fall 2020: \$57,679

Student Allocations Board Recruitment

This semester presented many challenges in recruiting members for the ASMSU Student Allocations Board. Our office employed many strategies in reaching out in ways that we hadn't previously for SAB recruitment. One of these that was the most productive and helpful was in collaboration with the Undergraduate Elections Commission after the conclusion of the Fall

Elections process in October. Any candidates who did not receive the vote requirements were contacted by our office to consider an application to the Student Allocations Board.

Another project that was undertaken for SAB recruitment was reaching out using other various avenues on campus. Student Affairs and Services was especially helpful by sending out emails to academic advisors, so they could pass along information to any students that may be interested.

Student groups were especially helpful in our further recruitment efforts. The Councils of Racial and Ethnic Students and the Councils of Progressive Students were very helpful by sharing messages on their social media and sharing information within their organizations in terms of member recruitment. All of these avenues proved to be very fruitful in combination with each other, and these efforts lead to the establishment of the Student Allocations Board for the 7th Session.

Studnet Allocations Board Member Orientation & Training

Training for the Student Allocations Board has to be adjusted to fit a virtual setting. Training consisted of two separate sessions, of which new board members were required to attend only one, that went through the normal training components. That includes a history of AMSSU and SAB, general rules for funding at ASMSU, Robert's Rules of Order, among other things.

Perhaps one of the best parts of the online training was the ease of being able to provide the training to any new applicants to the Board, without having to schedule another training session. This was done by recording one of the sessions via Zoom and during the presentation making known a "code word". Subsequently, any new applicants to the board after the first waves, have been sent that video, and their training is considered complete when they emailed us back the "code word" in the training. I am hoping that this adaptation would prove useful even when the University returns to an in-person environment.

2020 - 2021 Student Allocations Board Budget

In the Spring of 2020, the Student Allocations Board and ASMSU General Assembly passed changes to the SAB Code of Operations to allow create "earmarked funds" for each of the Activity Departments. These changes required a restructuring of the internal Student Allocations Board Budget to allow for the proper management of the "earmarked funds". This project was led and completed by the Student Allocation Board Financial Manager, Victoria Zehner.

Allocations Agreement [COVID-19 Adjustment]

With all Student Allocations Board meetings being moved to the virtual space, the signing of Allocations Agreements presented another challenge to the SAD staff this year. After consulting our advisors with many possible solutions, we came to the conclusion to use some of our Operations budgets to purchase a subscription to the online platform 'DocuSign'. This allows

us to send customized allocations agreement to RSOs, and when all responsible parties have signed on, allow for the automatic distribution of the completed agreement to all parties.

In the coming semester, the Student Allocations Office will be learning more about the software and seeing if its use can be applied effectively elsewhere in ASMSU.

RSO Insider

The RSO Consultants continued the production and distribution of the RSO Insider, a weekly newsletter that is sent out to all Registered Student Organization at Michigan State to make sure they are up to date with things happening at ASMSU and Michigan State. This newsletter was released in conjunction with the Office of Student Life at MSU, with advisement from Brian Hercliff-Proffer.

ASMSU RSO Social Media Shout-outs

In collaboration with the ASMSU Marketing Department, we started to post RSO highlights on the ASMSU social media accounts. This is to share with our broad audience how RSOs are staying engaged and active during the period of time where the University has moved to online instruction.

RSO “Involve @ State” Workshop

Our RSO Consultants coordinated their first of the RSO Workshops for the academic year. This one was done in collaboration with Brian Hercliff-Proffer from the Department of Student Life at MSU. Brian laid out the functionalities, and usefulness of MSU’s new student-engagement system “Involve @ State”. The workshop was recorded and published on the ASMSU Website and Youtube page, so it can provide a continual resource to Registered Student Organizations

ABTS Communications Director

This past semester, I also had the pleasure to serve as the Director of Communications for the Association of Big Ten Students. In this role, I have worked on expanding efficiency and support around the coalition representing more than 500,000 students. One of my passion projects has been “Between Class”, a podcast series that I founded with Vahini Shori, a junior at Rutgers University and Conference Coordinator for ABTS. Each month we gather student leaders to have candid conversations about the issues they are facing on their campus, in line with a monthly theme. The podcast is available on most streaming platforms and currently features 4 total episodes, with more being planned for early 2021.

Diversity, Equity, and Inclusion Steering Committee

Continuing my work from Spring 2020, I am still serving on President Stanley’s Diversity, Equity, and Inclusion Steering Committee for the University. This semester I was assigned to continue work on the University-wide DEI Inventory, which was sent out to the

responsible Major Administrative Units (MAUs) for completion in October. Additionally, I have been assisting in drafting a report on Student Success and Composition at MSU, and part of that includes making recommendations to help push MSU towards leadership in providing an inclusive and supportive environment for its students. The final draft of that report is expected to be done either at the end of 2020 or at the very beginning of 2021.

Dylan Catalano

Vice President for Student Allocations



CHIEF DIVERSITY EQUITY AND INCLUSION OFFICER

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DIVERSITY, EQUITY, AND INCLUSION DEPARTMENT

Chief Diversity, Equity, and Inclusion Officer, Shiksha Sneha

Fall Report 2020

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This year was a very difficult year for Michigan State students. The pandemic and the online learning environment especially affected marginalized students. Navigating classes, isolation, financial obstacles, work and family responsibilities has always been more difficult for minoritized students, but the pandemic further exacerbated many of the underlying systemic barriers. We, at ASMSU's Diversity department, recognize these barriers and worked this semester to advocate for the students who were struggling the most. We also took time to examine ASMSU internally and MSU externally through a diversity, equity, and inclusion lens to ensure we remain a student-focused and equitable space.

External

The Diversity department was part of multiple committees and projects this semester. A large chunk of our work also requires collaborating with CORES and COPS groups.

1. CORES and COPS Coalition

- a. A coalition of APASO, BSA, CRU, NAISO, Alliance, ACS, CSD, ISA, JSU, MSA, SVA, and WoCo representatives that meets bi-weekly.
- b. Constitution was confirmed by the Coalition on January 2020 and is indicative of how the Coalition will operate
- c. Eboard members confirmed on 12/11/2020
 - i. Chair - Ricardo Paz
 - ii. Secretary - Jaime Davidson
 - iii. Treasurer- Kyle Biel
 - iv. Executive Programmer - Christine So
 - v. PR Director- Jay Gooden
- d. Diversity and Leadership Conference

- i. The Coalition is planning a student-led conference for March 2020. More information about this will be released on our Instagram @msucorescopes
- e. OCAT director Search
 - i. CORES and COPS will play a huge role in the OCAT director search. Currently 6 CORES/COPS students are part of the search committee
- f. This year, CORES and COPS met with President Stanley monthly to advocate for the 10 point plan that was presented last year. The plan includes:
 - 1. Revitalization of the Office of Cultural and Academic Transitions, its programming, and the Intercultural Aide program
 - 2. Mandatory General education course for all students on race, ethnicity, and gender
 - 3. Cultural, racial, and religious sensitivity training for all MSU staff, students, faculty, contractors, and police officers.
 - 4. Black and minority faculty and staff demographics should reflect the current national demographics
 - 5. Sanctuary school and protection of undocumented students
 - 6. Reflection rooms in all neighborhoods
 - 7. Free-standing multicultural building
 - 8. Increase the number of gender inclusive housing and bathrooms by 75%
 - 9. Flat rate tuition price should be dropped to the price of 12 credits
 - 10. Student Affairs should create a designated fund for COPS groups.

2. Committees

- a. Multicultural Building Feasibility Study Committee
 - i. Taryn Emerson attended biweekly meetings with the architect firm designing the Multicultural Building on behalf of the Diversity Department
 - ii. As of right now, the date to present to the Board of Trustees is April 2021. There have been smaller focus groups as well as a town hall to inquire into student, faculty, and staff needs regarding a multicultural building.
 - iii. There are representatives from IPF, Student Affairs and Services, I3 Office, REHS, ASMSU, and Students for a Multicultural Building in this committee.
- b. Racial Equity Task force led by

- i. Sub-committee: Campus Climate led by Jonglim Han
 - 1. I, along with other students, faculty, and staff, came up with a list of issues on campus regarding racial climate as well as a list of recommendations that we presented to President Stanley.
 - 2. This is an ongoing project that the MSU administration will be working on.
 - ii. Other sub-committees: Policing, Increasing the number of URM of faculty and staff
 - c. Vice President and Chief Diversity Officer Search Committee
 - i. I served on this committee from June 2020 till December 2020. We went through multiple candidates and interview processes to select four finalists to present to the larger MSU community.
 - ii. We facilitated interviews of the four finalists with multiple constituencies on campus one of which included the CORES/COPS group.
 - iii. Based on community and committee feedback, President Stanley selected Dr. Jabbar Bennett to serve as MSU's first VPCDO. ASMSU is pleased to be working with him in the upcoming semester.
 - d. MLK Planning Committee and AAPI heritage month committee
 - i. The Diversity department has been attending meetings regarding programming of these two events for next semester.
3. Projects
- a. RSO DEI training
 - i. Kobi Sunday developed a DEI certification process for Registered Student Organizations (RSOs). This is a continual of the work done by former intern Piper Holly. This process will allow RSOs to receive training on various DEI issues that can impact their members. We will be conducting focus groups for these trainings next semester.
 - b. DEI newsletter
 - i. Taryn Emerson is working on a DEI newsletter set to release next semester that will cover various topics on equity and inclusion and will be a one-stop shop for all the DEI programming happening at MSU.
4. GA Bills
- a. These are the bills the Diversity department has provided assistance on:

- i. Bill 57-05 ([link](#)): A bill to hold MSU donors accountable, to remove Larry Gaynor's name from the Gaynor Entrepreneurship Lab, and enact more APIDA programming at the Broad Business College
- ii. Bill 57-06([link](#)): A bill to advocate for MSU to reform MSUPD and re-evaluate the budget as well as stop use of all chemical compounds as a means of suppression
- iii. Bill 57-05([link](#)): A bill for MSU to establish a scholarship fund for students who are not eligible for federal aid due to their citizenship status. President Stanley has agreed to such a fund and Student Affairs and Services is currently working on it.
- iv. Bill 57-08 ([link](#)): A bill to advocate removing Stephen Hsu as Vice President of Research and Innovation to conduct further bias investigations into his decisions
- v. Bill 57-27 ([link](#)): A bill to advocate for changes to MSU's antiquated Anti-Discrimination policy

5. Events

a. Women's History Month

- i. The Diversity department has started planning events for Women's History Month. We will be hosting ElectHer which encourages women students to run for office. We are also hoping to do a guest speaker event

Internal

We cannot truly advocate for DEI on campus if we are not ensuring that those same standards are being met within ASMSU as well. To fulfill this, we conducted DEI trainings for staff as well as started evaluating all departments on their DEI initiatives and attitudes to formulate a 2 to 3 year strategic plan.

1. Trainings and surveys

a. Asynchronous summer training

- i. ASMSU Staff were able to name their visible and invisible identities and how it relates to the world around them

b. Directors Implicit bias training

- i. ASMSU staff were able to understand microaggressions and how implicit biases can affect our decision making. There were also steps that people can take to actively combat biases in the workplace and during hiring.
- ii. Post-training survey

- 1. 100% of the respondents learned something new

2. Narrative feedback on what they learned:

- a. "I realized how uncomfortable and upset I would be if someone did not stand up for me, so I need to do it for others"
- b. "I learned about the 3 ways to approach a situation (direct/diffuse/delegate)"

c. All staff Privilege training

- i. Activity to help ASMSU staff recognizes the privileges they hold at MSU and at ASMSU.
- ii. 100% of the respondents learned something new
- iii. Narrative feedback on what they learned:
 - 1. "I learned that privilege isn't something you always realize you have. I always attribute privilege to your race or economic standing, but I realize that it encompasses so much more"
 - 2. "I had never thought about privilege in terms of things like "did you have books growing up in your home"
 - 3. "The privilege I have of getting paid for this job"

d. Red Cedar Log (RCL) training

- i. Training for RCL staff with discussion and ways for people to diversify their articles and stories.
- ii. Post-training survey
 - 1. 100% of the respondents learned something new
 - 2. Narrative feedback on what they learned:
 - a. "I learned that RCL specifically can be more inclusive about whose stories we can share. We need to expand who our sources are, and make sure not to group everyone in one category."
 - b. "Implicit Bias are often overlooked compared to more overt discriminatory actions, but these implicit bias allow systems of oppression to continue and understanding them can help dismantle these systems"
 - c. "I learned that I have implicit biases and I need to be conscious of my biases when going about my work here at RCL and life in general."

2. DEI strategic Plan

a. Some narrative feedback:

- i. “I think we need to market better to students of color when doing the hiring process. Getting more students of color involved in more ways of ASMSU”
- ii. “This year I want to focus on how accommodating we are being of employees or potential employees that might have a medical issue preventing them from being able to come in the office, or those who don't have the best wifi/technology access from their homes but are trying to work remotely”
- iii. ”However, I feel that within my department we need to have an active focus on bringing in diverse student perspectives and not just hoping that they will show up”
- iv. “Our website and social media can be more accessible to people with visual impairments”

b. Changes made after listening to these feedback

i. Hiring and Interviewing changed made in collaboration with HR Director Melissa Ortiz and Chief of Staff Andrea Bair

1. Include a sample cover letter and resume to help students who might not be familiar with the etiquette surrounding job application
2. All applicants are required to have a paragraph on their cover letter regarding how equity and inclusion is important in their job
3. All interviews include a DEI based question
4. All interviews will include scenario questions so people who might not have much experience can showcase their thinking process and other skills
5. A more formal decision making process which will include the interviewers to clearly state why they selected a particular candidate

ii. Digital accessibility

1. Health, Safety, and Wellness Director Mary Stout is working with the Marketing department to ensure our websites and Instagram posts have features that screen readers are able to understand.

iii. DEI goals

1. Starting next semester, all ASMSU staff are required to have a DEI goal (personal or professional) that they want to complete by the end of the semester. This ensures that they are actively thinking about DEI issues and are spending time learning something new.

a. Examples of some DEI goals by staff:

- i. “I come from a poor agricultural community that was really impacted by the PFAS crisis and obviously - Flint still doesn't have clean water. I'm hoping to gain a better understanding of where the conversation is regarding Flint and how my position, as well as ASMSU in general can do more to protect our own watersheds as well as provide support/solutions to the city of Flint. I will be reading ‘What the Eyes Don’t See’ by Dr. Mona”
- ii. “I am particularly interested in expanding my knowledge of how the oppression of Black Americans has simply changed forms, and what we can do today about the racism and problematic nature of the American prison system.”
- iii. “Having a better understanding of the naturally ingrained aspects of ableism in society. Many who are able bodied do not consider the struggles of those who are not because our world physically, socially, financially, and professionally are built around us and not inclusive of those who are disabled”
- iv. “I want to learn more about the resources our LGBTQIA students are offered and see if I can help expand them”

We are immensely proud of all the work we have done this semester and we are looking forward to serving Michigan State students and advocating for minoritized communities next semester as well. Let us know if you have any questions.



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Emerging Leader Intern



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ASMSU STAFF

Chief of staff, Andrea Bair

Fall Report 2020

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Fall Welcome:

- While fall welcome was rather untraditional this year, our marketing department and myself teamed up to set up a virtual booth for Sparticipation and Spartan Remix. In this online format we chatted with dozens of interested students one on one and gathered support for our Class Councils and Fall General Assembly elections.

Staff On-boarding and Training:

- ASMSU did not have a formal onboarding process and usually hosted an in person orientation to welcome employees. This year we had the challenge of having to welcome staff virtually, but also trying to overcome the gaps in knowledge of the organization that many new employees experience. I created an online training module for all staff members to complete that had sections on ASMSU mission and values, diversity, equity and inclusion, organizational structure, and staff procedures. Each section had a quick quiz to ensure the information was clearly conveyed. This year we have seen a greater understanding of the different departments and branches of the organization amongst the younger members of ASMSU staff and will be a process we likely continue in the coming years. This staff training has been used throughout the year as we onboard new employees.

COVID-19 Remote Work Transition:

- At the end of the summer semester it was thought that we would be able to return to work in the office just in a limited capacity. Because of this I created a training on proper COVID-19 procedure within the office, our reporting methods, and how staff procedures have changed. In office work was limited but what was done in the office was safe and no cases stemmed from our workspace.
- As the pandemic continued, we used communication methods like Slack and Google Meets to work remotely. Myself and our HR department used a Google Form to track hours worked and projects completed.

Committees Served:

- In the summer and beginning of fall I served on the COVID-19 Subcommittee on Events which worked to outline how university activities and on campus events would operate. Most of these recommendations became unneeded as the semester was moved to online.

- I served as well on University Council

Fall UEC:

- Because of the pandemic, lots of General Assembly seats were left unfilled at the end of last spring. Because of this, a special fall election was held for the first time at ASMSU. I worked to transition our election process completely remote, including finding a way for petitioning to be done without students being in contact with each other.
- Our Marketing team put together a strategy of social media posts, giveaways, and graphics to both encourage people to run and vote in the elections. Myself and the Director of Marketing, Spencer Horan managed the project and our Public Relations Manager, Brandon Crawford managed a calendar of social media posts over the two month election period.
- We elected eight new GA representatives and also had elected freshman serving which is very uncommon because of how our elections are normally held. We had 600+ votes cast by students.
- We learned a lot about how our elections could improve with these fall elections and I worked on many bills that revised our code to change how our elections are done. I look forward to implementing these changes as UEC Chair in the Spring

Mental Health Awareness Week:

- Our Mental Health Awareness Week planning was led by our Director of Health Safety and Wellness, Mary Stout as well as her intern for the semester, Alyssa Frost. She assembled a team of interested students, ASMSU staff, and General Assembly members to plan a slate of events to span the week. I worked to help plan as well as bridge the gap between Mary and our other departments like Marketing and IT that helped make this week possible.
 - Paws for MHAW: A socially distanced, outdoor tabling event was held where we gave out dog treats to those who were walking dogs on campus and spread the word about Mental Health Awareness Week. Shirts, coloring books, cookies, water bottles, and Red Cedar Log Yearbooks were also passed out. We were pleasantly surprised by the turnout and connected with more students about ASMSU and MHAW.
 - Lets Talk! Mental Health & Virtual College Stress: A zoom discussion event for students to talk about how COVID-19 has impacted their mental health as a student. Included guided discussion based on an article shared with attendees.
 - LGBTea with the LGBT Resource Center: A collaboration that allowed a discussion of mental health amongst LGBT students.
 - Taking Care of Yourself as an International Student with OISS: A collaboration that allowed students to talk about their mental health as international students attending classes from all over the world.

- Marketing and Health Safety and Wellness also worked to create many virtual materials to lift student spirits including a cookbook of easy, cheap, quick meals for students struggling to eat well when stressed. The recipes were contributed by ASMSU staff and included ways to spice up boxed mac and cheese to easy cookies to make. They also made a School from Home self-care guide that had movie, tv show, podcast, and book recommendations from our staff and two Spotify playlists curated of some upbeat or some chill songs our staff enjoy.

Emerging Leaders Program:

- This year we welcomed 5 Emerging Leader Interns, mostly freshman, to work for one of our many departments for a semester. More than ever before this program has been essential in gaining and mentoring the future leadership of the organization. These five Emerging Leaders worked in our Sustainability department, Health, Safety, and Wellness department, Vice President of Internal Affairs, Diversity and Vice President of Academic Affairs departments. Some projects included planning events like Mental Health Awareness and First Generation Appreciation Weeks, making recommendations on how to improve our hiring process to be more inclusive, and understanding our membership experience and retention. They will switch departments next semester.
- To try to connect within these Emerging Leaders, I have been meeting with them one-on-one once a month and mentoring their academic and professional growth in their freshman year. I also coordinated a resume and cover letter workshop so that these interns can successfully apply for roles in our Spring Hiring season.

Advocacy:

- Sustainability Ad-Hoc Committee
 - The Sustainability Ad-Hoc Committee, Chaired by our Director of Sustainability Initiatives Emily Miller, has been meeting bi-weekly since the beginning of the school year and working hard to produce advocacy points for ASMSU related to sustainability. Pulling together experts from within and outside ASMSU, the meetings are centered around bill writing and have produced 3 this semester. One includes expanding our advocacy efforts of off-campus recycling to surrounding apartment complexes, advocating for a student to be added to the University Investment Sub-Committee, and declaring a climate emergency that will guide our work for the years to come. I serve on this committee as well.
- SARV Ad-Hoc Committee
 - This committee was formed this year to address the growing concern of the process students face when reporting cases of SARV. While they have not passed any bills this semester, they have gathered membership from many RSOs and groups on campus and they elected a Vice Chair to assist Mary Stout in running

the committee. They have a few bills in the works that they hope to pass in the start of spring semester. I serve on this committee as well.

- General Advocacy
 - RHS HR Bill
 - This semester I helped write a bill with two General Assembly members that would advocate for a 14 days notice before being furloughed to be added to the RHS Student Employment contract signed by students when hired. This was an advocacy point I strongly believed in after hundreds of students were furloughed with 12-13 days notice when it is considered common courtesy for employees to be given 14 days. ASMSU is now working towards achieving this advocacy point.

Hiring Changes:

- Diversity, equity, and inclusion is very important to ASMSU employees however our hiring process had room for improvement. Here are some changes that we have started and plan to implement in our spring hiring season
 - In our job postings we included a brief description of what we are looking for in resumes and cover letters. We found that not all students have equal experience in writing resumes and cover letters and we wanted to be transparent about what we are hoping they will include
 - We ask that applicants write a brief DEI statement in their cover letter to detail why DEI is important to them and any experiences they have in DEI. This ensures that before we enter the interview process we are ensuring that our applicants have values and experiences that we look for in potential hires.
 - We are incorporating DEI questions into the interview as well. On top of that, we have incorporated scenario questions, so that people who may have less work experience but would still do well at the job have an opportunity to show their potential in the interview.
- Our HR Department, lead by Melissa Ortiz and our Diversity department worked to re-do all of the interview questions for each position we are hiring for next semester. Our questions were in need of an update and I am excited to see how these new questions improve our interviewing experience.

General Assembly and Staff Relationship:

- As Chief of Staff, I wanted to be more involved in the General Assembly that previous Chief of Staffs as a way to show that Staff and General Assembly cooperation starts with leadership. But as a way to incorporate General Assembly knowledge into the staff I took a few steps that I hope to expand on next semester:
 - The staff onboarding training included a lengthy discussion about the work of the General Assembly and how it guides our work as staff members. I included the

differences between bills and resolutions, how the college representatives are selected, and the different CORES/COPS and Major Governing Groups that represented as well. I have received feedback from staff members that this really helped them feel more comfortable with the General Assembly and understand their work more than previous years.

- All staff members were also required to attend one hour of committee meetings and one hour of larger general meetings per semester. This is a continuation of a policy created by my predecessor, Johanna Pendly, but one that I felt strongly about.

ABTS Liaison:

- As Chief of Staff, I serve as the liaison for ASMSU to the Associated Big Ten Students which entails bi-weekly meetings with the other 13 liaisons. I have worked closely with these liaisons on issues related to diversity and inclusion on campuses, cost of college and student athlete exploitation. I am most proud of the cooperation between us on information sharing in regards to COVID-19, and us being able to help other schools on their policies on returning to campuses in the Fall. This was particularly important as we were the first of Big Ten schools to go completely remote in Fall 2020.