

ASMSU Report

Fall Semester 2019

56th session



asmsu.msu.edu

PRESIDENT MARIO KAKOS

Fall Report 2019

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Spartans,

As our Fall semester comes to a close and Spring semester beginning - 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 you feel compelled to more deeply engage with our initiatives across campus. Student leaders have always 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.

The summer was focused on ensuring we were prepared for the potential changes within the MSU administration. This work began with meeting faculty, staff and administrators gearing up for the upcoming year. As the announcement of the 21st President, Dr. Samuel L. Stanley Jr, the **Presidential Transition Advisory Committee** was also convened. This was to make sure there was a smooth transition process as he began to acclimate himself into the Spartan Community. Throughout the summer, the newly revamped **New Student Orientation (NSO)** took place. This was where we engaged with new undergraduate students on who we are, and how they can be involved.

The **Blue-Ribbon IT Committee** was tasked to develop implementation recommendations to continue the IT integration process in support of MSU's mission to further the collective Spartan experience. Additionally, we attended the **Association of Big Ten Students (ABTS)** summer conference at the University of Iowa. We collaborated with the Big 10 student governments and one of our members was elected to be the treasurer on the ABTS executive board. As we entered into the fall semester, the student address carried over last year during commencement and we continued to engage with students across U-Fest, Spartan Spectacular and Sparticulation closing off the summer months effectively transitioning into the fall.

The Black Students' Alliance and ASMSU have been working in close partnership to address the bias incidents that have occurred on campus. We hosted a community forum for students, faculty and staff to engage in how these events happened and what we can do to prevent them in the future.

Annual Initiatives took place, the first being **Mental Health Awareness Week (MHAW)**. This kicked off at the MSU vs Illinois football game releasing the stigma on the field. Working alongside the Student Athletic Advisory Committee in efforts to elevate the dialogue on mental health. The second initiative titled **First Gen Appreciation week**. Through extensive partnership with various campus groups - we strived to raise awareness around the unique circumstances first generation students encounter. As a first-generation student myself, this initiative is deeply meaningful to me. Finally, we had the **It's on Us** week of action - a week dedicated toward sexual assault prevention. We are encouraged by the student participation and enthusiasm surrounding these efforts. Student Safety remains top of mind for ASMSU.

The student body is further supported with the increased visibility of the **Code of Teaching Responsibility**. This resource is now more prominently displayed on the D2L homepage empowering students to get the help they need when enrolled in courses.

This period of time at MSU has been one of immense change and challenge. Following the Provost resigning, a committee has been formed to kickstart a national search for our upcoming provost. The composition of the **provost search committee** was announced, and I was selected to serve as the only undergraduate student. I am excited to help serve in this capacity engaging with students during this pivotal time of our institution's history. MSU has recently announced two planning initiatives, the **Strategic Planning Steering Committee** and the **Diversity, Equity and Inclusion Committee**. We are excited for continued partnership with administration as we work together to meet these goals.

As MSU administrative positions continue to change, we at ASMSU look hopefully toward the horizon. Through thoughtful engagement and collaboration across campus - there is no limit to what we can accomplish. I am deeply proud of the work we have done this past semester and eager for all of the work that is going to be pursued. Whether it's the upcoming ASMSU tax renewal, 2020 Census or Primary election - there is much to look forward to.

Go Green!

ASMSU: OFFICE OF FINANCE & OPERATIONS



Fall Report 2019

Vice President for Finance and Operations – Tayte Rider
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Assistant Vice President for Finance and Operations – Gabriella Winters
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Emerging Leader Intern for Finance and Operations – Julia Steenland
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1. General Fund

General Fund Item	Balance
Rollover FY 2016	\$81,409.75
Add: Bill 56-16 Re-Allocate Bike Share Funds	\$30,000.00
Starting General Fund Balance	\$111,409.75
Bill 56-04 It's On Us Sponsorship	(\$10,000.00)
Bill 55-05 GA Livestream	(\$5,000.00)
Bill 56-11 Marketing Outreach Network	(\$1,200.00)
Bill 56-18 ASMSU WILD Allocation	(\$6,780.30)
Bill 55-25 Staff Desktop Upgrade	(\$3,000.00)
Bill 54-26 New IT Staff Positions	(\$2,400.00)
Amount Allocated to Date:	\$28,380.30 (25.5% of General Fund)
Ending Balance Fall 2019*	\$83,029.45

**Note: Ending balance excludes bills in the last cycle of GA meetings*

2. ASMSU Service Statistics Overview (Up to 11/21/19)



Safe Ride

- Provided 6,191 rides to 8,155 passengers in Fall 2019; averaging an all-time high 80 rides/day



iClickers

- 1,065 iClickers rented to students



Graphing Calculators

- 265 graphing calculators rented to students



Loan Program

- 111 loans given out, totaling \$31,250 in interest-free loans



Free Printing

- 10,902 pages printed at no cost to students



Blue Books

- 6,500 blue books given out at no cost



Princeton Review

- 34 ASMSU discounts utilized by students, totaling \$11,084 in cost savings



Student Legal Services

- Legal advice given/help provided to 1,022 students



Student Rights Advocates

- 19 cases opened



Red Cedar Log

3. Financial Health & Long Term Investments

1. Budget
 - a. Assisted the Controller where necessary in conducting a mid-way budget review with Directors to ensure efficient use of capital.
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

Now in the 3rd year of operation, the Office of Finance and Operations for ASMSU has strived to continually improve the operations of Safe Ride. Brandon Page, our Safe Ride Manager, has been instrumental in helping our Office improve this program and has helped manage the logistics of Safe Ride including, but not limited to survey distribution, scheduling, staff management, and hiring.

Mission and Operations:

- 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.
- The program runs from 9:00pm to 2:30am seven days a week during the academic year when classes are in session. The service follows the academic calendar and service periods can be adjusted by the VPFO.
- Currently, we operate with 3 vehicles Sunday-Wednesday and 5 vehicles Thursday-Saturday.
- Dispatching is done through student staff and TransLoc software which automatically prioritizes rides based on predetermined factors.
- Students are picked up in the most efficient manner as dictated by the software and dropped off accordingly.
- There are often several rides provided with one van at the same time in order to increase efficiency.

Top Level Data for the program for Spring (as of 11/20/19):

- Provided 6,191 rides to 8,155 passengers in Fall 2019; averaging an **all-time high 80 rides/day**
 - Fall 2018: 5,655 rides to 8,917 passengers
 - An increase of 536 total rides from last year, and 7 additional rides/day
- Most rides are completed from 10 pm to 12 am
- 99% of rides now requested from Transloc app after transition from phone line
- Wait times averaged around 18-22 minutes with a high of around 45 minutes-1 hour
- Wait times continue to increase as demand for the program continues to increase
- Most rides taken are from Brody, Hubbard, and South Neighborhood

Program Improvements:

- Went through a re-brand for the program including a new logo, Safe Ride van toppers, and promotional material
 - Designed handouts and coffee mugs to be distributed around campus and leasing offices
- Forecasted costs for the next 4 years based on previous years' operating expenses to better gauge feasibility of expansion
 - Itemized budget to more effectively allocate funds within the budget
- Started mid-semester meetings between drivers and dispatchers to improve communication
- Began the RFP process for both Dean Transportation and Transloc Inc. to ensure ASMSU receives the most competitive pricing
- Worked with Dean to decrease call-ins by Drivers
- Worked with TransLoc to help improve application and identify areas of improvement
- Continued monthly dispatch meetings and added drivers/Dean staff to ensure cohesiveness among team

Student Reception/Feedback:

- Overall positive reception from the student body:
 - 77% rated their ride OK, good, or excellent
 - 80% said they would use Safe Ride again
 - 83% of students who utilize Safe Ride feel safer on campus and in East Lansing
- Main concerns continue to be the application functionality and wait times for rides

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

- Seek to expand with an addition of a 6th van for the 2020 school year
- Provide increased customer service and follow up on issues to collect data for improvement
- Continue to make specific, timely requests to Transloc regarding software improvements
- Seeking alternative revenue sources such as advertising partners and partnerships with automotive dealers

5. Bike Share

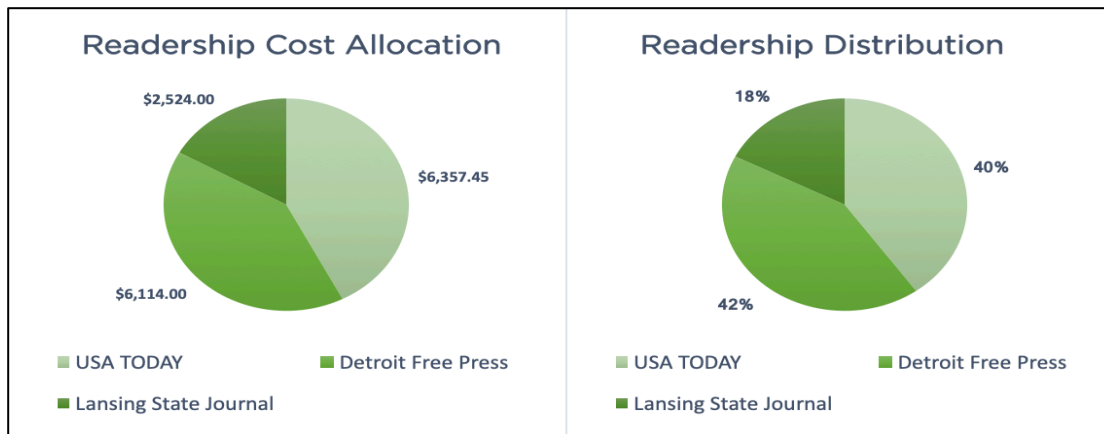
The ASMSU Bike Share program was an effort to provide a free, non-vehicular transportation option to students through a low cost Bike Share rental service. In early Fall 2019, our office made the decision to discontinue the program as a result of free CATA bus rides and the implementation of Gotcha scooters on campus. ASMSU will continue to play a role in the mobility conversation by advocating for more diverse mobility options and working to subsidize costs of transportation.

6. 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



- 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
 - Realigning the contract in accordance with our fiscal year to make for easier budgeting processes
- Data provided below until 11/8/19:
 - # of Activated Users: 7,580 (6,582 being students)
 - # of Accesses: 134,290
 - # of Articles Viewed: 786,481
 - 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
 - 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):
 - Users: 1,403
 - Usage Sessions: 12,650
 - Article Views: 10,612
 - 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

7. Red Cedar Log (and Associated Contracts)

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

Accomplishments:

- 7,000 copies of the 2019 yearbook printed
 - ~1,500 yearbooks distributed thus far between distribution racks and mail deliveries
 - Increase in pickups by students with less distribution events over the past 2 years
- Contractual Commission increase:
 - Increase from \$10 to \$11 per student photo taken
 - Increase from \$15 to \$20 per student purchase of photo package
 - A 19.3% overall increase in revenue from the previous contract!
- 7,000 copies agreed upon for the 2020 book given the success in distribution
- For more information, please contact Helen Korneffel at rleic@asmsu.msu.edu

8. Test Prep

- 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

9. 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

10. Other Initiatives

Accomplishments:

- ASMSU Services Survey
 - Led by Assistant VPFO Gabriella Winters, this was the most successful services survey to date from the VPFO Office, with 4,300 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

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	\$ -	\$ -	\$229,200.63	\$ 391,924.53	\$ 3,796.92	\$ -	\$ -	
2011			\$ 97,984.93	\$ -	\$ -	\$192,414.00	\$ 388,418.89	\$ 10,701.98	\$ -	\$ -	
2012	\$ 8,127.76	\$ 3,985.55	\$ 109,910.57	\$ -	\$ -	\$ 139,740.63	\$ 466,022.93	\$ 12,606.00	\$ -	\$ -	
2013	\$ 2,401.34	\$ 1,404.13	\$ 89,883.14	\$ -	\$ -	\$ 185,910.69	\$ 429,457.83	\$ 13,213.00	\$ -	\$ -	
2014	\$ 12,391.00	\$ 2,527.49	\$ 87,655.80	\$ -	\$ -	\$183,560.97	\$ 442,916.87	\$ 13,213.00	\$ -	\$ -	
2015	\$ 26,852.87	\$ 2,132.75	\$ 101,931.55	\$ -	\$ -	\$ 192,294.17	\$ 402,956.49	\$ 10,827.00	\$ -	\$ -	
2016	\$ 4,987.68	\$ 3,066.31	\$ 103,461.26	\$ -	\$ -	\$ 171,901.45	\$ 401,104.34	\$ 14,368.50	\$ 33,039.85	\$ -	\$ 2,858.09
2017	\$ 3,745.01	\$ 4,909.00	\$ 80,469.60	\$ -	\$ -	\$ 186,634.85	\$ 427,079.53	\$ 17,424.27	\$ 162,880.38	\$ -	\$ 2,104.99
2018	\$ 4,604.81	\$ 5,709.00	\$ 99,731.70	\$ 25,000.00	\$ -	\$ 185,775.43	\$ 448,365.82	\$ 17,247.68	\$ 211,680.48	\$ -	\$ 2,021.12
2019	\$ 3,499.20	\$ -	\$ -	\$ -	\$ 20,249.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost to Date	\$ 66,609.67	\$ 23,734.23	\$ 887,249.95	\$ 25,000.00	\$ 20,249.19	\$1,667,432.82	\$ 3,798,247.23	\$ 113,398.35	\$ 407,600.71	\$ -	\$ 6,984.20
Years Active	8	5	9	1	1	9	9	9	3		3
Cost/Years Active	\$ 8,326.21	\$ 4,746.85	\$ 98,583.33	\$ 25,000.00	\$ 20,249.19	\$ 185,270.31	\$ 422,027.47	\$ 12,599.82	\$ 135,866.90	\$ -	\$ 2,328.07
% Used (2019 Survey, 4200 Responses)	14.83%	18.25%	15.99%	15.99%	15.99%	13.04%	3.63%		17.76%	0.99%	10.06%
# Used in Population (Survey)	5,815	7,154	6,268	6,268	6,268	5,112	1,423	-	6,962	388	3,944
Cost/Student Use (Survey)	\$ 1.43	\$ 0.66	\$ 15.73	\$ 3.99	\$ 3.23	\$ 36.24	\$ 296.58	\$ -	\$ 19.52	\$ -	\$ 0.59

- Staff Desktop Upgrades
 - Led by the VPFO Emerging Leader, Julia Steenland, the office worked with Director of IT, Jacob McDowell, to gauge the highest priority needs for desktop replacements.
 - After developing the most cost effective plan, the funds were generated from Capital Outlay as well as a \$3,000 GF allocation (see quote below).
 - The desktops have since been ordered and installation will begin prior to the end of the semester.

Model Options				
Model Code	1	2	3	Monitor
Model	Effortless - 21.5" iMac	Dell 7070 SFF	Dell 3431 SFF	Dell 23"
CPU	3.0GHz 6-core 8th-gen intel...	4.4GHz 6-Core i5-9500	3.0 GHz 8-core i7-9700	
Memory	[config] 16GB	16GB	16GB	
Storage	?	M.2 256GB NVMe	256GB SSD	
GPU/Graphics	?	on-board	NVIDIA Quadro P620 2GB	
Unit Price	\$1,579.00	\$766.00	\$1,086.00	\$99.00
Units	4	9	4	4
Unit Totals	\$6,316.00	\$6,894.00	\$4,344.00	\$396.00
Funds from Capital Outlay:	\$14,950.00	\$10,479.66		
Funds from GF:	\$3,000			
Total	\$17,950.00			
Purchase By Department				
Department	1	2	3	Monitor
SAD		2		
VPIA		1		
HR		1		
VPGA		1		
RCL	2	4		4
VPAA			1	
IT			1	
VPFO			1	
COS			1	
MKT	2			
Total	4	9	4	4

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, Gabriella, at asstvpfo@asmsu.msu.edu.

Tayte Rider
Tayte Rider, VPFO of ASMSU

Gabriella Winters
Gabriella Winters, Asst. VPFO of ASMSU
Julia Steenland
Julia Steenland, VPFO Emerging Leader Intern



ACADEMIC AFFAIRS

Vice President for Academic Affairs, Brianna Aiello

Fall Report 2019

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Fall Semester 2019 has proven to be a period of transition for the Academic Affairs department and has served as a reminder for ASMSU of the importance of Academic Governance. With the announcement of a new President and the resignation of the Provost, the Academic Affairs department has been active in many conversations regarding these administrative changes as well as many campus climate changes. We have seen the consequences of Flat-Rate Tuition and have stood in solidarity with those affected, built relationships with administrators, 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 University Committee for Faculty Tenure, the Women's Advisory Council to the Vice President for Student Affairs, 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

University Council: 22/30 seats filled

University Committee on Academic Governance: 3/3 seats filled

University Committee on Faculty Tenure: 1/2 seats filled

University Committee on Undergraduate Education: 4/4 seats filled

University Committee on Curriculum: 5/5 seats filled

University Committee on Student Affairs: 7/6 seats filled

University Committee on Honors Programs: 1/3 seats filled

University Committee on the Library: 2/2 seats filled

University Committee on Military Education: 1/2 seats filled

University Committee on International Studies and Programs: 1/2 seats filled

President's Advisory Committee on Disability Issues: 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: 1/1 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 General Assembly and at-large student participation in Academic Governance. Currently, attendance at these Academic Governance meetings has not proven to be an issue but accountability is still a strong focus of mine. I intend to be more proactive about reminding members when their committee meetings are through the usage of google calendar, and also with outreach when people are not attending meetings. It is very important to me that students are attending these meetings and are present during discussions, as these 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

This semester, for the first time ever, the Academic Affairs department, in conjunction with the Neighborhood Student Success Collaborative, hosted a 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. We held a Career Services Workshop, a Roundtable Discussion, a Panel featuring accomplished First Generation College Students, and a tabling event at the Rock to hand out First Gen promo. The content of the week and it's events were well planned and orchestrated, however; turnout was low. Hopefully, next year, we will market the week and it's event sooner and better.

The Code of Teaching Responsibility

The Code of Teaching Responsibility is a University code that serves as a guideline that instructors must follow. Awareness and accessibility of this document is extremely important to the Academic Affairs department as it informs students of their rights as students. If a professor is not meeting the criteria listed in the Code of Teaching Responsibility, then students have the right to go to the Ombudperson with said complaints. With the assistance of Associate Provost Jeff Grabill, a hyperlink to this document is now featured on the main page of D2L.

Fall Break

For the past year, I have been actively researching the possibility of a Fall Break. With the appointment of a new Provost, I have been able to engage in conversations with Provost Sullivan regarding this implementation and how it'll contribute to student success *and* health and wellness.

Medical Withdrawal Policy

I have been working alongside Representative Van Egeren and the Dean of Students Office to update the Medical Withdrawal Policy and to ensure that students are engaged in any changes regarding such a policy. We have been actively giving feedback as to what changes we'd like to see in the policy, researching the ways in which each college assists students after returning from a Medical Leave, and pulling inspiration from other Universities' policy.

The Add/Drop Policy

As many of you already know, there have been many discussions regarding changing the current Add/Drop policy. After meeting with Associate Provost Mark Largent, the General Assembly voiced their distaste for such a change at the moment. The decision was made to maintain our current policy, but future discussions will be held regarding potential changes. Students will be active participants in these conversations.

Spartan Transitions Project

I am serving on the Spartan Transitions Project, which is a collaborative effort alongside many campus partners, that is working to research and analyze first year and transfer students' ability to adjust and succeed through new obstacles.

Student Caucus

The Student Caucus has had recurring bi-weekly meetings throughout the semester, with relatively well turnout and participation. 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.

ASMSU Academic Committee

The Academic Committee has had strong participation this year, 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! I cannot wait to see what other legislative items will pass through this committee!

Other Initiatives

I had the privilege of serving on the planning committee for It's On Us week, which is focused on preventing sexual violence within the MSU community. I am extremely passionate about this issue, and I was glad to have some input on what would best serve the MSU community regarding sexual violence education and improving the campus climate. Additionally, I am serving on the Women's Advisory Council to the Vice President for Student Affairs and 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.



GOVERNMENTAL AFFAIRS

Vice President for Governmental Affairs, Maysa Sitar

Fall Report 2019

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This year is a unique one for the Governmental Affairs Department, as it holds two elections. This fall we saw a local election, and there will be a presidential primary come spring.

Voter Engagement

Secretary of State Collegiate Advisory Taskforce: This semester I served on Jocelyn Benson's inaugural collegiate taskforce. This was a huge win for us, as it was an idea I had suggested the previous February and had come to fruition. Over the course of a few months we were able to formulate detailed suggestions for the Secretary on college specific barriers. Our final report can be read online. Some of the suggestions included: automatic postage on absentee ballots, providing temporary address verification, putting the absentee request form online, and much more.

Voter Reg: As usual, we knocked dorm doors and did voter reg in each neighborhood. We also completed voter registration at New Student Orientation and at multiple other clubs and venues.

Local

Landlord Survey: Our emerging leader, Damian, created and administered a survey that asked students to rate their landlord and living experience. We received a record of 1,500 responses, which Damian is now compiling to publish.

City Council Debate and Election: We were able to host a city council debate in October with all of the candidates. This was successful and we were able to ask insightful questions. Next time, we'd like to record the debate, but this wasn't possible this time around.

East Lansing Income Tax: We met with East Lansing's tax income tax administrator, Damar Boyd, to discuss any extra information students will have to provide to receive the exemption (if they make under 5,000\$). Luckily, we were able to confirm that no such paperwork will be provided.

Housing Fair: This year we were able to be at the Housing Fair in October with a guide on "tips for new renters". We were able to answer a lot of questions and developed

these flyers with the help of East Lansing's housing point person. We hope to continue this next year.

Landlord Commission: Working with Councilmember Aaron Stephens, we were happy to have the very first meeting with landlords, the city, the university, and students on tackling issues such as domestic abuse lease terminations, lump sum rent, garbage disposal, and more.

Community Brunch: As in past semesters, we hosted a luncheon with the city to discuss issues and topics concerning safety, development, housing, and more.

State

New State Liaison: With the departure of our former liaison, we hired a new State Liaison in mid-October--meaning the department got off to a slower start. Our new liaison is Max Perlmutter. Up to this point, he has been focused on reporting back to ASMSU on state-level news and forming connections with the state officials and university officials.

Senate Joint Resolution E: A bill passed through the General Assembly on the fact that the Board of Trustees is not required to follow the Open Meetings Act. We have begun advocacy to both the Board and to State Legislators.

Other Initiatives

Election Day: We are excited that in 2020 we are likely to have Election Day (Nov 3rd) off from school! This is a huge advocacy point that we have been working on for over a year now.

Higher Education Reauthorization Week: The Association of Big Ten Students held a week to advocate for the HEA. We participated and promoted the petition on social media.

Looking toward Spring 2020

Presidential Primary (March 10th): In March, immediately after Spring Break, we will have the presidential primary. Much of our advocacy here will be around helping people request and fill out absentee ballots and informing students of the presidential primary Michigan rules. Specifically, it's important that students understand that there are two separate ballots in MI, one for each party. While you do not need to be registered with a party, you can only vote in one of the party primary pools.

Night of Listening: Each year our State Liaison hold a night where legislators come to campus. This will occur in March.

More Voter Reg: Now that voter registration is online we will be moving through the dorms with iPads, registering students to vote prior to March 10th.

2020 Census: In April the next Census will begin. We need to start our information campaigns immediately when the semester starts to ensure that students understand that they must fill out the Census only if they live off campus and must fill it out where they currently live (i.e. here, not at their permanent address).

Big Ten on the Hill: Per usual, we will attend and lobby in DC during April with the rest of the Big Ten.

INTERNAL ADMINISTRATION

Vice President for Internal Administration, Nora Teagan

Fall Report 2019

vpia@asmsu.msu.edu



Internal Administrations- Overall activities and achievements

- Recruited new General Assembly members and Class Council members through Sparticipation, Spartan Remix, and Fallapaloza.
- Planned goals and assisted in organizing the ASMSU Fall Retreat.
- ASMSU Mentorship Program
 - o Approximately 20 active pairs, approximately 40 members in total.
 - o Established a Facebook page to share challenges and update other pairs of recent meet-ups between partners.
 - o Created an informal space for institutional knowledge, culture, and traditions of ASMSU to be passed down.
- Refined Google Classroom practices
 - o Created a bill drop system, checklists for bill requirements, and deadlines to give GA representatives autonomy over the bill writing process.
 - o Increased resources available for bill writing.
- ASMSU Constitution and Code
 - o The Emerging Leader project for this semester was to streamline the information within the Constitution and Code of Operations. A Spark Notes version of governing documents was created to allow new members and staff to easily understand our organization.

General Assembly

- Conducted two rounds of Appointments in order to fill vacant seats in Agriculture & Natural Resources, Residential College of Arts & Humanities, Arts & Letters, Business, Communication & Arts & Sciences, Natural Sciences, Veterinarian Medicine, and Social Science.
 - o By ensuring that these 16 seats were filled, we are able to ensure that roughly 24,000 students across campus were able to be represented.
- Worked with Chairs and Vice Chairs of each committee to review goals and potential initiatives.
- Modernized the weekly newsletter on MailChimp email service.
- Worked with representatives on updating the appointments process.

Class Councils

- Each class council focuses on year related issues and events to benefit their fellow classmates.
- Communicated about potential events, conferences, and other opportunities within ASMSU through a newsletter.
- We began planning a class council specific retreat during January to revisit goals and events for the spring time.
- In order to further communication, this year the Assistant VPIA took on the creation of a Big Class Council. Meeting once a month, this informal space

allows for representatives from each class to share ideas, and updates on events or initiatives.

- In order to allow the Class Councils continued activities, all class council constitutions are currently under review.

Freshman Class Council- Leadership Development

- Gained exposure to all of ASMSU by learning about other departments and the General Assembly.
- Hosted a tabling event in order to gauge Freshman interests and common issues.
- Partnered with Senior Class to host an Art de-stressor event
- Focuses their theme of Leadership development and how to spread it to other freshman.

Sophomore Class Council –Sp Partnerships and Identities

- Established multiple events that they plan on hosting for the Spring Semester
- Hosted *Thoughtful Thanksgiving*, an event that allowed students to think deeper about the history of Thanksgiving
- Developed a new strategy for marketing to residents halls

Junior Class Council- Post Grad Exploration

- Spread awareness of ASMSU at Fallapaloza
- Worked with Career Services to begin plans for a career event in the Spring Semester.
- Created and carried out a new recruitment strategy in order to increase membership
- Spread awareness of Class Councils within the Business College to advertise meetings and ASMSU services

Senior Class Council- Spartan Legacy

- Hosted a table at Grad Fest to spread awareness of Class Councils and the Senior Class Campaign.
- Worked with MSU Alumni office to establish the Senior Class Campaign to donate to Safe Place on campus.
- Interviewed and selected the Fall semester commencement speakers.
- Began planning a Senior Night party for the Spring Semester by networking with different student groups on campus.
- Connected with the Downtown business association in order to host a Senior Night out on Grand River. This night is to raise money for the Senior Class Campaign.



STUDENT ALLOCATIONS

Vice President for Student Allocations, Dylan Catalano

Fall Report 2019

vpsa@asmsu.msu.edu

This semester has been one of returning Student Allocations Board and Department back to its original intention of providing a useful and helpful service for all students, through the lens of serving student organizations. In that effort, the Student Allocations dedicated much of its effort to refine our existing processes, to ensure that this service that we provide to student organizations is able to function to its highest capacity. While we celebrate the accomplishments of the Student Allocations Board and Department from the past semester outlined in this report, it is important to remember that there is much work to be done!

- CORES/COPS Advisor Training
 - Worked with Business Office Manager and ASMSU Advisor to create a program training the CORES & COPS advisors about the funding process.
 - Reviewed and revised the CORES & COPS Funding Road Map.
- Student Allocations Board
 - Initiated an Implicit Bias Training for new Board Members, lead and orchestrated by the Chief Diversity, Equity, and Inclusion Officer
 - Held a new board member training. Training topics consisted of:
 - Student Allocations Board Code of Operations
 - Robert's Rule of Order.
 - The structure and function of ASMSU//SAB.
 - History of Student Organization Funding with ASMSU
 - Building community amongst Board members. (Bonding)
 - Held an election for the Vice Chair of SAB, Rachel Striks was elected.
 - Vice Chair for SAB now has an ASMSU email (vicechair.sab@asmsu.msu.edu) to mitigate them sending ASMSU related information through their MSU email.
 - Went out into the MSU community and gave multiple presentations on Student Allocations Board and ASMSU Funding. Including to affiliate groups of the CORES & COPS, and groups belonging to the Sustainability Student Leadership Council.
- Funding Process (RSOs)
 - Reformatted the Start-Up Funding Application, to ensure that most applications that the board sees are standardized.
 - After groups had been allocated money by ASMSU, VPSA and Outreach team would collaborate to ensure our Outreach coordinator would be able

to go out and present to funded RSOs on the other services that ASMSU offers.

- Funding Process (CORES & COPS)
 - Revamped the CORES & COPS application to help with legibility and creating a standard process.
 - Held Weekly meetings with Business Office Manager and ASMSU Advisor to come up with strategic plans for execution of CORES & COPS events
 - Standardized meeting with leadership after SAB for CORES & COPS to go over the strategic plans and divide up responsibility between the parties involved.
 - Held a training session for CORES & COPS leadership in the beginning of the semester to provide context and advisement of timelines and efficient when planning and executing the funding for their events.
- Spartan Solutions Consulting
 - Started Bi-Weekly Meeting Structure with Dr. Watkins to increase collaboration and efficiency of the relationship.
 - Continued work on the RSO Insider, sent weekly to Registered Student Organizations
 - Utilizing a working relationship with the Marketing department to ensure that everything we are putting out to students is ASMSU branded
 - Next-Semester Strategic Planning
 - Utilized Dr. Watkins as a resource in creating a slate of RSO Consulting workshops.
 - Utilizing campus partners to add their area of specialties to the workshop.
 - Possible workshops include:
 - Marketing
 - Conflict Management
 - RSO Roundtables
 - Many More!
- Emerging Leader Project: Interviewing RSOs
 - Piper Holly was assigned to be the emerging leader for the Student Allocations Department for the Fall semester!
 - Her project was centered around interviewing long-established RSOs on campus, and finding out what makes them successful, and what are the problems that they encountered during the semester.
 - Her findings will be delivered to the RSO Consultants to aid in their creation of programming for Registered Student Organizations
 - Held interviews with 17 with Registered Student Organizations

- Findings in the interviews will be an invaluable asset to the Student Allocations Board and the RSO Consultant Program.
- CORES & COPS Newsletter
 - To increase connection between ASMSU and the Councils of Racial and Ethnic Student and the Councils of Progressive Students, the CDEIO and VPSA collaborated on a newsletter that was sent to CORES & COPS leadership, and their advisors.
 - Nature of the newsletter was to let the organizations know what was happening centrally at ASMSU and to increase the communication pathway.
 - VPSA would include information about the status of CORES and COPS budget to ensure every organization was up to date on funding.
- Marketing Strategy for Student Allocations
 - Worked with GA reps, and the ASMSU Director of Marketing to develop a more cohesive plan about how to market the work that the Student Allocations Board and Department have done.
 - Developed a strategy of increasing our social presence on ASMSU social media, while also encouraging the groups that are funded by us to tag us in their social media posts.
 - A picture drop box will be featured on follow-up emails after Student Allocations Board meetings where groups can submit pictures and videos from their events for ASMSU to share!
- University Committee on Student Affairs
 - I have served alongside the ASMSU President and fellow ASMSU Representatives on the University Committee on Student Affairs.
 - The committee is tasked with reviewing and revising the Students Right and Responsibilities and the General Student Regulations
 - Focus of the Vice President for Student Allocations on UCSA is amending the General Student Regulations to ensure that the university is providing the proper infrastructure to allow student organizations to thrive.
- Union Advisory Board
 - Appointed to the Union Advisory Board
 - Board tasked with advising the new Director of the Union on the general direction of the Union and to provide community insight from many different campus communities.
 - Topics of discussion included: renovations and structural changes to the union, changes in programming offered at the union, making the union more accessible,
- Groups // Events Funded

Start Up Funding

MSU Wildlife Disease Association Student Chapter	\$ 300.00
Black Undergrad Law Association	\$ 300.00
180 Degrees Consulting	\$ 300.00
Students for a Multicultural Building	\$ 300.00
Spartan Pride	\$ 270.00
Empowering Women in Law	\$ 300.00
DreaMSU	\$ 300.00
Innovations for Conservation (iCon)	\$ 250.00

Amount left = \$4,680.00

General RSO Funding

Reach Outside	\$ 4,500.00
STARX	\$ 4,500.00
MSU Club Tennis	\$ 840.00
MSU Women's Ice Hockey	\$ 4,500.00
Best Buddies	\$ 810.27
Women in Computing	\$ 4,500.00
MSU Climbing Club	\$ 4,426.59
MSU Club Golf	\$ 4,500.00
American Society of Landscape Architecture (ASLA)	\$ 4,500.00
SAE Formula Racing Team	\$ 4,500.00
PERIOD.	\$ 4,500.00
Honors College Service Club	\$ 1,000.00
State of Fifths	\$ 2,300.00
Men's Ultimate Frisbee Club	\$ 4,500.00
Rugby Football Team	\$ 4,500.00
Accafellas	\$ 3,420.00
MSU Waterski Club Team	\$ 4,500.00
MSU Solar Racing Team	\$ 4,500.00
MSU SciComm	\$ 4,500.00
Fighting Game Club	\$ 770.57
Spartan DJ Club	\$ 2,300.00
Sigma Alpha Omega	\$ 2,285.00
Undergraduate Moot Court Association	\$ 4,252.05

Coalition of Indian Undergraduate Students	\$ 2,000.00
VIM Magazine	\$ 4,500.00
MEDLIFE	\$ 2,000.00
MSU Rockerty	\$ 4,500.00
Society of Hispanic Professional Engineers (SHRE)	\$ 4,500.00
VEX Robotics	\$ 2,430.00
MSU Baja Racing	\$ 4,500.00
Blueprints for Pangea	\$ 2,497.00
Society of Asian Scientists and Engineers	\$ 1,987.22
Kappa Delta Chi	\$ 2,873.00
MSU Polo Club	\$ 4,500.00
MSU Mock Trial	\$ 4,500.00
Multicultural Business Students	\$ 4,500.00
MSU Running Club	\$ 4,029.83
Native American and Hispanic Business Students	\$ 2,006.64
MSU Men's Water polo	\$ 4,500.00
AICHe	\$ 4,500.00
Pi Sigma Epsilon	\$ 2,000.00
Broad China Business Society	\$ 4,482.00

Amount left = \$31,619.24

CORES & COPS

ISA - Leadership Retreat	\$ 18,762.00
JSU - Hillel Hayride	\$ 3,750.00
JSU - Sparty's Hanukkah Party	\$ 10,000.00
MSA - Webcast	\$ 3,400.00
MSA - Overwhelmed Lecture	\$ 2,800.00
BSA- Black Power Rally	\$ 40,500.00
JSU - Hillel Hayride (REALLOCATION)	\$ 168.00
SVA - Veteran's Breakfast	\$ 2,494.00

MSA: MAS INDC Conference	\$ 33,604.00
SVA: NATCON	\$ 7,185.00

Amount left = \$6,517.35

Chief of Staff

Johanna Pendley

Fall Report 2019

cos@asmsu.msu.edu



1. Fall Welcome

- a. During Fall Welcome, our ASMSU staff collaborated and participated in numerous events across campus including Sparticulation, Spartan Remix, and Fallapalooza. We had some of our highest engagement ever at these events, gaining over 1000 followers on Instagram at Sparticulation and 400 followers at Spartan Remix.

2. Staff 1:1s

- a. During the month of September, I met with every staff member for 20 minutes, getting to know a bit more about them and their goals for their time at ASMSU and beyond.

3. It's On Us Week

- a. ASMSU staff and other campus partners put on a tabling event in the Wells Hall Courtyard, giving out free shirts, cookies and other promotional material. President Stanley even stopped by!

4. ASMSU Ambassador Program

- a. Our Marketing Department created a new program to increase awareness, engagement, and consistency on campus. These ambassadors will get to work in January!

5. Mental Health Awareness Week

- a. Starting in September, our Health, Safety, and Wellness Liaison began leading weekly planning meetings for Mental Health Awareness Week. These brought together numerous campus partners to all collaborate on the effort.
- b. During MHAW, we kicked off the week by partnering with MSU Athletics to hold a ceremony on the field of the MSU vs. Illinois football game. This included a wristbands for the student section, a video featuring Spartan stories, and a ribbon ceremony.
- c. Throughout the week, ASMSU collaborated on events like a candlelight vigil, yoga at the Broad Art Museum, relaxing at the Planetarium, and a multicultural mental health discussion.

6. Emerging Leaders Program

- a. Our ten emerging leaders started in the Fall, five freshman and five sophomores. They each worked on department-specific projects ranging from an internal sustainability challenge to a First Generation Appreciation Week.

7. Athletic Council Undergraduate Representative

- a. I served as the undergraduate representative on Athletic Council.

8. University Council ASMSU Representative

- a. I served as an undergraduate representative on University Council.

9. University Steering Committee ASMSU Representative

- a. I served as the undergraduate representative on the University Steering Committee.

10. Professional Development Workshop

- a. The Human Resources department and I hosted a professional development workshop for the staff of ASMSU. We reviewed resumes, cover letters, LinkedIn strategies, and workplace culture.
- b. Our exit survey results said that 100% of attendees felt the workshop taught them something new and valuable to their careers.

11. Recruiting Strategy / Improvements on the interview process

- a. At one of our staff meetings, I held a discussion regarding our interview process. Some of the feedback included that it was intimidating, awkward, and unwelcome.
- b. As a result, we have made changes to our process to better engage and equip our candidates for a better ASMSU experience.
- c. We have also built out a full recruiting strategy, as our hiring season begins in January.

12. All Staff Reports

- a. On December 6, our staff will be giving their fall reports. This is a great opportunity for each of them to show off what they accomplished!

ASMSU: DIVERSITY, EQUITY, & INCLUSION OFFICE



Fall Report 2019

Chief Diversity Equity & Inclusion Officer – *Miracle Chatman*

diversity@asmsu.msu.edu

Diversity Programming Coordinator – *Crystal Benard*

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Emerging Leader Intern for Diversity – *Gabi Frenscasci*

racassi.elp@asmsu.msu.edu

1. Spartan Remix

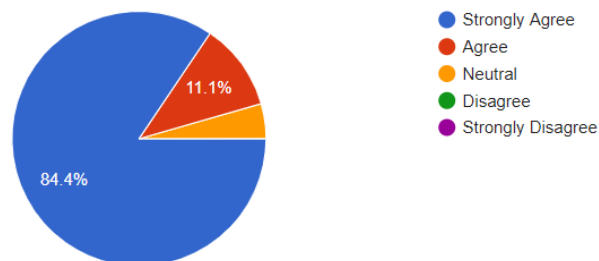
- a. Spartan Remix is a cultural celebration highlights different cultural organizations. It features performance, cultural food, and showcases. Over 120 RSO were highlighted at this event
- b. ASMSU was a big contribution to Spartan Remix this year. The CDEIO worked as logistics chair for this event. Additionally, the staff and general assembly volunteered the day of the event to assist with programming needs.

2. Initial Climate Survey

- a. In the beginning of the semester I issued a climate survey to the General Assembly and the Staff. I utilized this data access the current climate of ASMSU. Additionally, I was able to tailor my programming and my work to fit the needs of ASMSU. Here are some of the results:
- b. Here are a few results from the **Staff**:

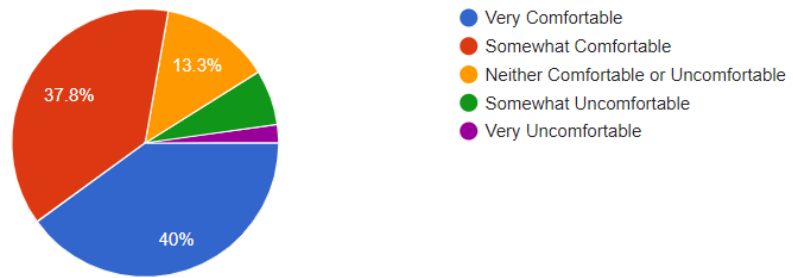
To what extent do you agree that diversity on campus improves experiences and interactions within the classroom, the workplace, and the overall community?

45 responses



Overall, how comfortable would you be sharing your views on diversity and equity at ASMSU?

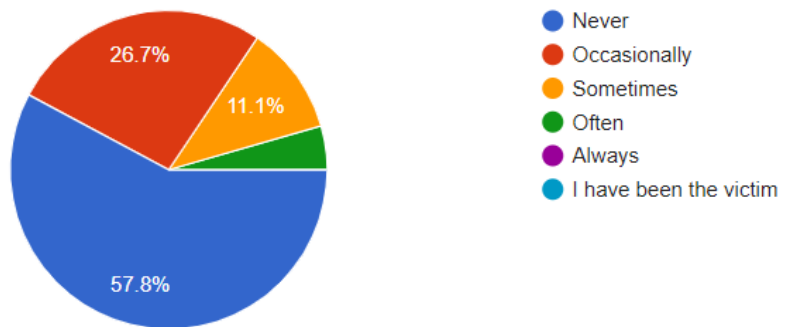
45 responses



During your time at ASMSU, about how often have you heard someone make an insensitive or disparaging remark about:

People of a particular gender or gender identity

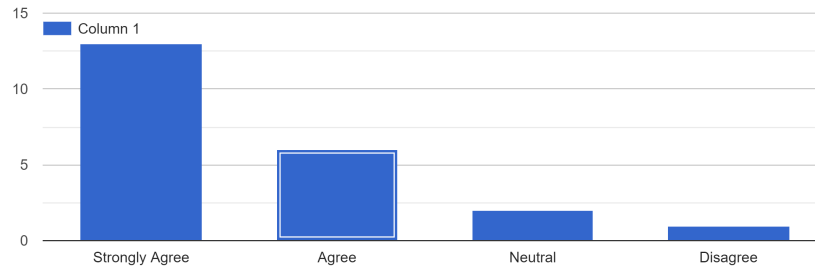
45 responses



As you can see most people 95% of the general assembly agrees or strongly agree that that diversity on campus improves experiences and interactions within the classroom, the workplace, and the overall community. However, 43% of the general assembly have heard an insensitive comment about gender or gender identity.

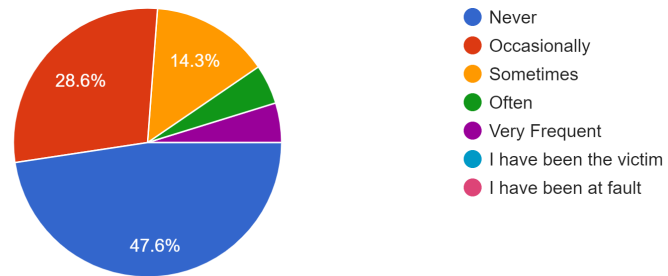
c. Here are a few results from the **General Assembly**:

To what extent do you agree that diversity on campus improves experiences and interactions within the classroom...workplace, and the overall community?



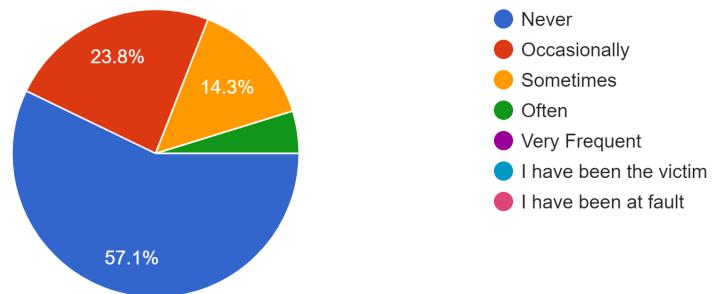
People who have a particular racial and/or ethnic identity

21 responses



People of a particular gender or gender identity

21 responses



3. Training

- a. The following training were completed during the fall semester:

- i. Implicit bias training for the Student Allocations Board
 - ii. Implicit bias presentation for GA
 - iii. Diversity 101 session for staff
 - iv. Diversity 101 session GA
- b. Feedback was collected via surveys for all of these sessions. The future sessions and programming were adjusted accordingly.

4. Programming

- a. Muffins with Miracle and Sippin Tea with Diversity
 - i. There were weekly times for students to come in and ask questions. Here is a description for the sessions: Do you have questions about topics related to Diversity & Inclusion? Are you scared, nervous, or uncomfortable discussing these topics? Are you looking for a safe space to learn and grow? Come have Muffins with Miracle, Our Chief, Diversity, Equity, & Inclusion Officer. This is a judgment free zone where you can ask questions, voice your concerns, vent about your experiences, and grow! This is a judgment free zone where you can ask questions, voice your concerns, vent about your experiences, and grow!
- b. Friday Forum:
 - i. Friday Forums are on the last Friday of the month and aim to advance student's knowledge on topics related to diversity and inclusion.
 - 1. For October, the topic is on the LGBTQ+ community, focusing on gender nonconformity.
 - a. Attendance was low due to many factors one being late marketing. We decided to incorporate different things to increase attendance for November's Forum
 - 2. For November, the topic is Allyship focusing on community and interpersonal practices.
 - a. We collaborated with the Officer of Academic and Cultural Transitions.
 - b. In efforts of increased attendance we incorporated a \$25 spartan cash giveaway. Students on social media were prompted to answer the questions what is allyship on ASMSU Instagram story. The person with

the best answer and who was in attendance at the forum would win.

c. Break the stigma: Minorities in mental health.

For the first time the diversity department collaborated with our Health Safety and Wellness liaison to implement an event during mental health awareness week. This event was titled Break the stigma: learning about Mental health in Multicultural Communities.

1. There are numerous cultural stigmas that exist in multicultural communities hinder our mental health. Additionally, many students may have experienced a great deal of trauma in light of recent campus events. This has taken a toll on the mental health of many students. This event provided a learning opportunity to the campus to learn about mental health stigmas that exist in certain multicultural communities. Members from cores/cops discussed how they could overcome these stigmas to maintain good mental health. Professional from CAPS were at the event to answer questions students had and to assist in the discussion about ways to cope and heal from situations involving discrimination

d. Community Forum with the Black Students' Alliance

- i. There were numerous overt racist events that occurred during this semester at MSU. As a response BSA Collaborated with ASMSU on a town hall. Black students were able to vent about their experiences on campus. ASMSU Also, released multiple statements taking a stand against injustices.

5. CORES/COPS Coalition

- a. The CDEIO continued to chair the CORES/COPS coalition meeting bi-weekly. Throughout these sessions. The coalition have worked on common initiatives and programming. A CORES/COPS newsletter was implemented by Dylan and Miracle. These include updates on funding, upcoming events, and announcements.

6. Multicultural Building

- a. The Students have been working tirelessly to advocate for a space on campus where minority students can feel like they belong. We must have

a space for students of all backgrounds to learn and grow together on campus. Multicultural buildings have been proven to improve retention rates and offer the much needed academic help for minority students. This increase in retention rates is a necessity for MSU.

- b. The CDEIO Served as the Vice chair of the Students for a Multicultural Building Committee. This was a result of an initiative that resurfaced from students and a bill being passed in the general assembly in the 56th session. Throughout the semester the committee was established as a registered student organization. Students have been advocating for this building for decades and we are pleased to announce that for the first time the University is taking us and our demands seriously!
- c. A feasibility study group was formed to discuss the creation of Multicultural Building at MSU. This group will participate in a tentatively 11-month high-level process in which they will provide the framework necessary to move the project forward. This is in preparation to get an approval for authorization to plan from the Board of Trustees in October of 2020. The CDEIO Serves on this study group

It has been a very productive first semester for the DEI Department. If you have any questions, please contact me at diversity@asmsu.msu.edu or the diversity programming coordinator, Crystal at diversity.coordinator@asmsu.msu.edu.

Miracle Chatman

Miracle Chatman, CDEIO of ASMSU

Crystal Benard

Crystal Benard, Diversity programming Coordinator of ASMSU