



ASMSU  
Office of the President  
Fall Semester 2018  
Report

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# PRESIDENT KATHERINE RIFIOTIS

Fall Report 2018

[president@asmsu.msu.edu](mailto:president@asmsu.msu.edu)



Dear Spartans,

As we arrive at the end of our fall semester, one filled with challenges and opportunities, ASMSU would like to share through this report our accomplishments as your student government.

During the summer we focused on the outreach and name recognition for the organization. This was done by remaking our flyers and branding materials, and distributing a packet of information for every dormitory on campus, including University Village and 1855 Place. In order to better explain the services and engage with incoming students we were part of all Academic Orientation Program and Residence Hospitality Services resource fairs. The summer also included meeting with administrators, staff and faculty to establish positive relationships and prepare for the year of work ahead.

We also attended the Association of Big Ten Students – Summer Conference at the University of Michigan, where we met and deliberated with other Big Ten student government associations on the priorities and initiatives that we would push regionally and nationally. During the conference one of our ASMSU members was elected as the Secretary of the ABTS Executive Board. Apart from that, we carried out the student address at welcome convocation for the first time in 20 years, allowing first year students to hear from their peer instead of only faculty. Our Fall Welcome efforts extended from U-Fest, Sparticipation and Spartan Spectacular

At the end of the summer the MSU Board of Trustees announced the composition of the Presidential Search Committee, tasked with helping the Board select our university's 21st President. I was selected to serve as the only undergraduate student on the committee, which helped in cross referencing the conversations I was having with students within ASMSU and across campus. The committee held over 22 input sessions aimed collecting the communities views on the characteristics of our future president, the current challenges, and future opportunities for Michigan State. Since many of the input sessions were held during class time, and in order to be the best undergraduate representative possible, I partnered with the General Assembly college representatives to host student listening sessions. We hosted one per college in conjunction with the Deans, so that they were also aware of the student concerns and planned for how they could be addressed within the college. From the student session we gathered more than just information about the characteristics expected of our incoming MSU

President, but also insights on how to approach the advocacy for the entire year.

With the gubernatorial elections, combined with important ballot proposals, ASMSU focused its efforts on getting students registered and educated to vote. Part of our outreach effort required us to partner across campus. This is when MSU Athletics gathered some leaders among their student-athletes to participate in a video encouraging the broader student body to get registered and ready to cast their ballot. It was broadcasted during football games and shared across social media, overall a great success. Following the registration efforts, we also partnered with the University of Michigan – Central Student Government for a media campaign and competition between both schools to get students out to vote. Also widely received and with great feedback, setting an example to the possibilities for partnerships for the year. All of this, pioneered by our Governmental Affairs department, resulted in the highest levels of turnout recorded in a mid-term election cycle.

Regarding annual initiatives, we helped host the It's On Us Week of Action against sexual assault. Partnering with numerous entities on campus to engage the community and raise awareness of this prevalent issue. Apart from that, this semester we decided to front-load the conversation and outreach around mental health. To do so, we moved our annual Mental Health Awareness Week from the spring semester to fall, hosting it from November 10th-17th this time. The goal was to align out MHAW with the ones at other Big Ten schools, to broaden the reach of our efforts, and bring this topic to the forefront of our constituents minds. We held many events throughout the week, from tabling at the rock, speakers, student showcases, and a 5k run/walk. One of the highlights was partnering with MSU Athletics and the student body president at Ohio State University, to feature the MHAW achievement during the MSU v. OSU football game time out.

Another highlight of the semester was out partnership with MSU IT. Together we worked on improving students' accessibility to resources, through the new Michigan State University App and other platforms of communication. We also increased ASMSU's visibility through D2L and monthly newsletter to the student body, which increased students awareness of our resources and connection with the organization.

Throughout this semester the General Assembly focused its efforts on overseeing the changes emanating from Block Tuition, participating in

university governance committees, and engaging with administrators to advocate for students. We received presentations from: the Interim President John Engler, the Co-Chairs and Board members in the Presidential Search Committee, trustees Byrum and Foster, the VP for Student Affairs and Services – Dr. Denise Maybank, the Associated Provost for Undergraduate Education – Dr. Mark Largent, the AVP for the Office of Civil Rights – Rob Kent, the Chief Information Officer Rob McCurdy, among others. These proved crucial for representatives to better grasp what took

place in different departments of the university, and so administrators could hear from students directly.

Overall this was a very successful semester for student advocacy, building partnerships, and carrying out campus-wide initiatives. We could not be happier to grow as an organization and improve the way we serve our fellow students. The rest of the report will go in depth on how we accomplished this goal during the fall semester of 2018. Until next semester Spartans! And wherever you go, GO GREEN!

# OFFICE OF FINANCE & OPERATIONS

## Fall Report 2018

Vice President for Finance and Operations- Dan Iancio

[vpfo@asmsu.msu.edu](mailto:vpfo@asmsu.msu.edu)

Assistant Vice President for Finance and Operations- Jenna Gudritz

[asstvpfo@asmsu.msu.edu](mailto:asstvpfo@asmsu.msu.edu)



## OVERVIEW

### 1. General Fund

General Fund Item	Balance
General Fund Allocation	\$1,000.00
Rollover FY 2016	\$116,137.77
<b>Starting General Fund Balance</b>	<b>\$117,137.77</b>
Bill 54-06 Party at the Polls	(\$3,000.00)
Bill 54-07 It's On Us Sponsorship	(\$2,000.00)
Bill 54-13 MSU Food Bank	(\$9,000.00)
Bill 54-19 iClicker Expansion	(\$8,000.00)
Bill 54-20 Graphing Calculator Expansion	(\$5,000.00)
Bill 54-21 Allocation for Spring Concert	(\$5,000.00)
Bill 54-22 East Lansing Info Donation	(\$1,500.00)
Bill 54-27 Rec Fest Donation	(\$1,000.00)
Amount Allocated to Date	\$34,500.00 (29% of General Fund)
<b>Ending Balance Fall 2018</b>	<b>\$82,637.77</b>

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

## 2. ASMSU Service Statistics (Up to 11/19/18)

iClickers	<ul style="list-style-type: none"><li>•919 iClickers rented to students for Fall 2018</li></ul>
Graphing/Simple Calculators	<ul style="list-style-type: none"><li>•221 graphing calculators rented for Fall 2018</li><li>•109 simple calculator loaned to students</li></ul>
ASMSU Loan Program	<ul style="list-style-type: none"><li>•Fall 2018: 134 loans provided totaling \$38,600</li><li>•Spring 2018: 93 loans given out totaling \$27,150</li><li>•Fall 2017: 118 loans totaling \$34,450</li></ul>
ASMSU Print/Copy Service	<ul style="list-style-type: none"><li>•11,256 pages printed throughout Fall 2018</li><li>•6,676 pages printed throughout Fall 2017</li><li>•5,826 pages printed through Spring 2018</li></ul>
Blue Books	<ul style="list-style-type: none"><li>•8,000 blue books given out Fall 2018 (excludes upcoming finals week)</li><li>•7,350 blue books given out Fall 2017 (excludes finals week)</li></ul>
Student Legal Services	<ul style="list-style-type: none"><li>•Advice given/help provided to 1055 students in Fall 2018</li><li>•Aid provided in organizational contracts during Summer 2018</li></ul>
Student Rights Advocates	<ul style="list-style-type: none"><li>•Cases Opened: 17 (Fall 2017: 25)</li><li>•Hearings: 5 (Fall 2017: 15)</li></ul>
Red Cedar Log	<ul style="list-style-type: none"><li>•Yearbook distribution in Fall 2018:<ul style="list-style-type: none"><li>•7,000 total yearbooks printed</li><li>•4,200 distributed (through racks and mail)</li></ul></li><li>•For more information, please contact Emily Lovasz at <a href="mailto:rleic@asmsu.msu.edu">rleic@asmsu.msu.edu</a></li></ul>

### 3. Services Satisfaction Overview – Project TIME (From Spring 2018)

Service	% Ever Used (n =1143)	% Used w/o Knowing ASMSU	% Satisfied (Among Users)	% Dissatisfied (Among Users)	% Neutral Satisfaction (Among Users)
Bluebook	31.32%	9.79%	88.07%	0.85%	11.08%
Bike Share	3.06%	1.22%	72.72%	0.30%	24.24%
iClicker Rentals	24.15%	6.29%	89.35%	0.11%	9.51%
Calculator Rental	1.57%	0.34%	88.89%	0.56%	5.56%
Readership	7.96%	2.69%	85.56%	0.33%	11.11%
Yearbook	13.04%	4.28%	79.17%	4.16%	16.67%
Legal Services	5.34%	0.61%	85.25%	1.64%	13.11%
Safe Ride	19.34%	3.06%	81.02%	10.19%	8.80%
Loans	3.76%	1.39%	80.49%	2.44%	17.07%
Test Prep	1.31%	0.43%	0.00%	0.00%	0.00%
Voter Registration	11.37%	5.07%	85.83%	2.36%	11.81%
Student Allocations	8.57%	2.97%	84.04%	4.26%	11.70%
Printing/Copying	15.57%	5.94%	89.65%	1.21%	8.62%

*% Satisfied combines respondents who answered either "Satisfied" or "Very Satisfied." % Dissatisfied combines respondents who answered either "Dissatisfied" or "Very Dissatisfied."*

### 4. Financial Health + Long Term Investments

1. Budget
  - a. Will be conducting a mid-way budget review with Directors to ensure efficient use of capital.
  - b. May have opportunities to reallocate budgets when underutilized to provide the best value to students.
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 pieces throughout 2016.
  - b. ASMSU's Long Term Investments are managed with the help of the Michigan State University Office of Investments.
  - c. As of 9/30/18, ASMSU has experienced a return of **\$78,460.27** bringing the inception to date total up to **\$378,460.27 giving us a total return of 9.4% since inception.** Our most recent quarterly preliminary return sits at **1.5%**.
  - 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 quarterly 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](mailto:vpfo@asmsu.msu.edu) if you would like a copy of the complete ASMSU Liquidity and Investment Report

## 5. ASMSU Safe Ride Initiative

On September 4<sup>th</sup>, 2017, ASMSU officially launched the full Safe Ride program. Throughout Fall 2018, the Office of Finance and Operations for ASMSU has strived to continually improve the operations of Safe Ride. Jenna Gudritz, our Asst. VPFO, 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:

- Mission of the ASMSU Safe Ride Program: 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, convenient, 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 using 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.

### Contractual Negotiations:

- During the Summer of 2018, the Finance and Operations Office negotiated an amendment to Safe Ride agreement with Dean Transportation for the addition of a 5<sup>th</sup> van to our program for the weekends and a 3<sup>rd</sup> for the weekdays

### Top Level Data for the program for Fall 2018 (as of 11/27/18):

- Provided 6,148 rides to 8,917 passengers
  - Fall 2017: 3,751 rides to over 5,549 passengers
- Most rides are completed from 10 pm to 12 am
- There is an almost even split for rides requested via phone and via application
- Higher volume of rides during the weekends
  - Addition of vans was extremely beneficial
- Wait times averaged around 15-20 minutes with a high of around 45 minutes-1 hour
- Wait times continue to increase as the program gains popularity throughout the semester
- Most rides taken are from the Brody, Hubbard, and South Neighborhood

### Program Improvements:

- Addition of 5<sup>th</sup> Safe Ride van from Thursday – Saturday and 3<sup>rd</sup> van Sunday – Wednesday
- Creating the “Safe Ride How To” video to assist students in using the TransLoc application
- Secured \$21,000 donation from MSU Athletics to help fund program improvements
- Dispatch call reviews implemented for accountability and risk management purposes
- Added voice message which provides more information about the program before students can reach dispatch via phone
- Worked with TransLoc to help improve application and identify areas of improvement
- Created Safe Ride Dispatcher and Driver Handbooks for reference by staff
- Implemented monthly dispatch meetings and added drivers/Dean staff to ensure cohesiveness among team

### Student Reception/Feedback:

- Overall positive reception from the student body
  - 67% rated their ride good or excellent! (7% increase from previous semester)
- Main concerns continue to be the application functionality and wait times for rides

Please reach out to [vpfo@asmsu.msu.edu](mailto:vpfo@asmsu.msu.edu) if you would like a copy of the ASMSU Safe Ride Full Report

### Safe Ride Moving Forward Suggestions:

- Continue to improve the service to the best of our ability
- Provide increased customer service and follow up on issues to collect data for improvement
- Work with TransLoc to identify issues and improve the application and dispatching software
- Explore other potential software vendors for our Safe Ride application
- Seeking alternative revenue sources such as advertising partners and partnerships with automotive dealers
- Option to move phone line to be used for app assistance and emergencies to limit number of phone calls

## 6. Bike Share

The ASMSU Bike Share program is an effort to provide a free, non-vehicular transportation option to students through a low cost, effective Bike Share rental service. ASMSU has partnered with MSU Bikes and RHS/REHS to provide the program as well as Recreation Sports and Fitness Services, the Resource Center for Persons with Disabilities, and Student Affairs and Services to add hand-cycles to the program.

### Changes made Spring 2018 continued to Fall 2018:

- Home base system established – Bikes must be returned to the same rack they were rented from
- Tag keys with home location
- Updated waiver and contract and moved the system online
- Introduced contract summary page to simplify process for students

### Data for Bike Share

Unique Users: 293 Contracts/waivers signed

Semester	Rides Provided
Spring 2017	839 rides
Fall 2017	264 rides*
Spring 2018	593 rides
Fall 2018	986 rides

*\*Low number of rides are reflective of the stoppage of service in October 2017 by RHS/REHS*

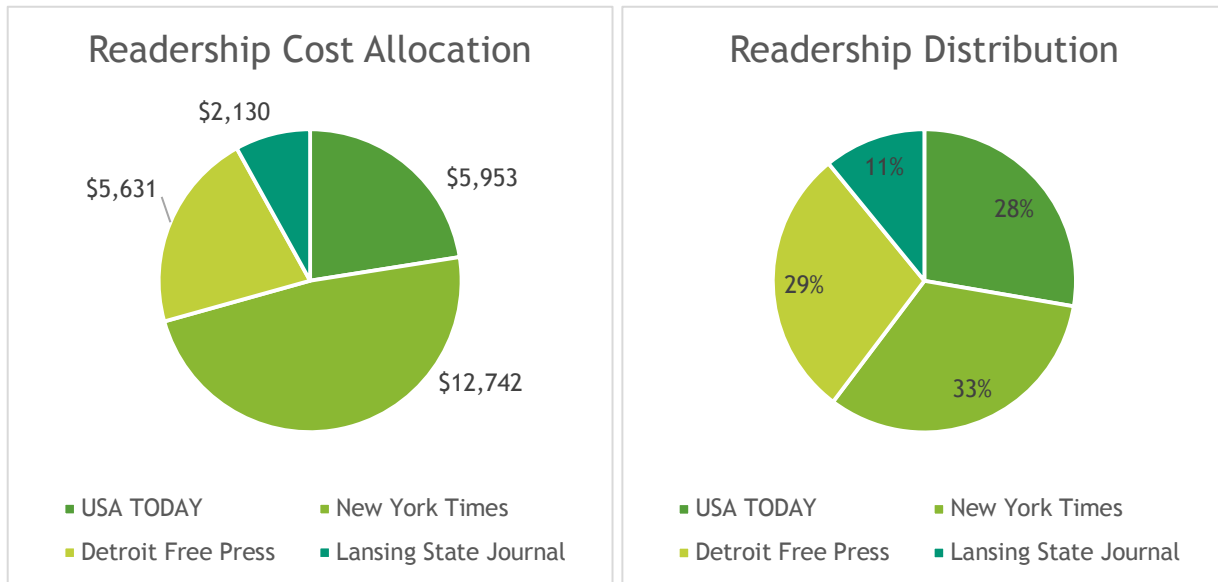
### Bike Share Moving Forward Suggestions:

- We see a possibility that the Regional Mobility Initiative will take over the ASMSU Bike Share Program after Spring 2018.
  - Looking to have this service taken over by the Program that is currently in development in conjunction with Lansing, East Lansing, and Michigan State.
  - Our role going forward will be to reduce costs for students using the regional program/mobility solutions going forward and keep the student voice involved in mobility initiatives.
  - Bird Scooters and Free CATA buses could also negatively impact numbers for the program in the future.
- Program will continue for the Spring, but minimal investment will be recommended as we wait for the Regional Plan to take shape.



## 7. Readership Program

- Provides free newspapers including the New York Times, USA Today, Detroit Free Press, and the Lansing State Journal to all undergraduate students through bins located around campus.
- Summer negotiations: The contract was renewed for a 1-year term and the maximum cost was brought down from \$115,000 to \$90,000 to allow for flexibility in implementing digital should ASMSU choose to pursue it.
- For locations, visit: <http://asmsu.msu.edu/services/readership-program>
- Distribution Data: 39,088 copies read by students (as of 11/11/18)
  - Fall 2017: 48,500 around this time



### WSJ Partnership

- Negotiated a 1-year trial contract with WSJ last February to provide free access to their application for all students, faculty, and staff at MSU
- Negotiated a 1-year agreement to continue to offer WSJ until 1/2020 with a 50% reduction in price from initial quote
- Data provided below until 11/19/18:
  - # of Activated Users: 5,770
  - # of Accesses: 62,041
  - # of Articles Viewed: 365,859
  - Total amount saved by students = \$23,080/month

### NYT Partnership

- Negotiated a semester long trial with NYT to provide free access to their application for all students, faculty, and staff at MSU
- Data provided below until 11/12/18:
  - Users: 955
  - Usage Sessions: 9,507
  - Article Views: 28,628
  - Total amount saved by students = \$3,820/month

### Readership Moving Forward Suggestions:

- Analyze options for possible addition of digital for our Readership program

## 8. Red Cedar Log (and Associated Contracts)

- ASMSU provides an award-winning yearbook and senior photos for students to appear in the publication

### Accomplishments:

- Will be at graduation this Winter!
- 7,000 copies of the 2018 yearbook printed with a range between 6,000-7,000 copies for the 2019 book
  - 2,100 2018 yearbooks distributed so far via racks around campus and distribution events
  - 2,100 2018 yearbooks distributed via shipment to Seniors that took Senior Photos
  - Increase in pickups although not providing many distribution events
    - Could signal: increase in interest in book or perhaps greater appeal of cover design
    - Also increased involvement of Distribution Interns in staff
- Senior Photos:
  - Summer negotiations: The contract with Lauren Studios, the senior portrait photographer was renewed for a 1-year term and provides ASMSU with \$10 per student photographed and \$15 per student who purchases a package
  - ASMSU negotiated an increase in the amount that Lauren Studios provides for equipment from \$750 to \$1,750
  - 988 seniors photographed so far with 2,424 appointments scheduled
  - High demand for senior photos given number of appointments scheduled

## 9. Test Prep

- Successfully partnered with the Princeton Review, a company offering Graduate test preparation services, for a new agreement including:
  - Discounts for in person courses
  - Discounts for online course
  - Discounts for tutoring services and med school admissions preparation
- 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)
- Provided 2 scholarships to students for classes totaling up to potentially \$5,000
  - Have 2 more scholarships to provide to students
- Top Level Data:
  - Spring 2018:
    - 19 students utilized the discount
    - Total amount saved by students through discounts = \$4,945
  - Fall 2018:
    - 17 Students utilized the discount in total
      - 8 Online
      - 9 In person
    - Total amount saved by students through discounts = \$9,860

## 10. Engagement Office

As the face of ASMSU, the Engagement Office is the home of many 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. The office is always staffed with an approachable student who is willing to assist with whatever is needed while also lending a hand to members of our ASMSU staff and General Assembly as needed.

**Accomplishments:**

- Added Simple Calculator Rental Program to rental services
- Updated iClicker and graphing calculator inventory systems
- Updated loan process to disburse funds from the Cashier's Office in the Hannah Admin Building

**EO Moving Forward Suggestions:**

- Update loan IT system

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](mailto:vpfo@asmsu.msu.edu) or the AVP for Finance and Operations, Jenna, at [asstvpfo@asmsu.msu.edu](mailto:asstvpfo@asmsu.msu.edu).

*Dan Iancio*

Dan Iancio, VPFO of ASMSU

*Jenna Gudritz*

Jenna Gudritz, Asst. VPFO of ASMSU

# ACADEMIC AFFAIRS

## Fall Report 2018

Vice President for Academic Affairs-Dylan Westrin

[vpaa@asmsu.msu.edu](mailto:vpaa@asmsu.msu.edu)

Assistant Vice President for Academic Affairs- Kelsie Luokkala

[Asst.vpaa@asmsu.msu.edu](mailto:Asst.vpaa@asmsu.msu.edu)



Fall Semester 2018 has been one of immense importance to ASMSU and for the Department of Academic Affairs. We have wrestled with the implementation of block tuition on campus. We have celebrated the creation of the new Dean of Students Office. We have three new Trustees who have all expressed a willingness to reach out to and work with us. And, we are patiently awaiting the selection of a new University President who will bring us new hope and high aspirations. All in all, this is an exciting and defining time to be at MSU. For my part, I spent much of the Fall Semester working on these initiatives alone. But, thanks to our HR Staff and the members of the Steering Committee, the Academic Affairs Department has gone from 1 to 3 employees!

### Academic Governance

Within our university's system of Academic Governance, I have served on the Steering Committee, University Committee for Academic Governance, University Council, and have served ex-officio on Faculty Senate. 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 experience for students.

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; this is to ensure that the voice of students is heard on major academic issues that have the potential to impact our educational experiences. Committee participation is as follows:

**Steering Committee:** 3/2 seats filled

The Steering Committee has worked diligently to foster a better relationship with the Board of Trustees. With three new Trustees, the Steering Committee will hopefully be interfacing more regularly with Board members.

**University Council:** 26/30 seats filled

University Council has been keeping up to date on the Presidential Search process and asserting itself whenever possible to add feedback to the Board regarding what kind of President MSU needs.

**University Committee on Academic Governance:** 2/3 seats filled

UCAG has been proactively amending the University bylaws so as to adequately reflect MSU's principle of shared governance. These changes will be moving through campus throughout the Spring Semester.

**University Committee on Faculty Tenure:** 2/2 seats filled

UCFT has been addressing the BOT's summer changes to tenure revocation and leave without pay. As a point of respecting the process and faculty voice on issues pertinent to faculty interests, UCFT is looking to assert the authority of faculty.

**University Committee on Undergraduate Education:** 4/4 seats filled

UCUE will likely be tackling the implementation of block tuition on campus during the Spring.

**University Committee on Curriculum:** 5/5 seats filled

UCC will continue working on revisions to courses and departmental needs.

**University Committee on Student Affairs:** 7/7 seats filled

**University Committee on Honors Programs:** 3/3 seats filled

The students on UCHP are seeking to address scholarship requirements in relation to their status in the Honors College.

**University Committee on the Library:** 1/2 seats filled

With the addition of a new Director of the Library, UCL has been revising their bylaws to reflect current practice.

**University Committee on Military Education:** 1/2 seats filled

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

One of my biggest priorities for spring semester is ensuring that **all the seats on University Council are filled** and increasing General Assembly participation in Academic Governance. I plan to also do a better job of holding people accountable to their attendance in Academic Governance, both by being more proactive about reminding members when their committee meetings are, and also with outreach when people are not attending meetings. I will be sure to work closely with my staff to ensure that everyone stays informed on what is happening within the Academic Governance system. It is a lesson that I have learned from the beginning of the fall that we should begin finding members to participate in Academic Governance before the summer. So, in conjunction with our HR Office, CORES and COPS groups, and newly elected General Assembly members, it is my goal to have a sizable portion of our Academic Governance seats filled before the summer.

In addition, it is my goal that, by the time you are reading this, we will be close to having our first Student Caucus meeting. Our goal during the Spring Semester is to break the Student Caucus off into working groups to piece together a holistic stance on every issue moving through Academic Governance. When we organize our voices, we can really make a difference.

### Mid-Semester Feedback

Mid-Semester Feedback is always a perennial topic at MSU, and it will continue to be for years. Last Fall, there was a push to roll out Mid-Semester Feedback across all residential colleges. I do not believe this has been completed, and I will be following up on this throughout the Spring. I would also like to partner with either the Math or Economics department to selectively test Mid-Semester Feedback in large lecture courses.

### Block Tuition

As many of you already know, the Board of Trustees voted in July of 2018 to implement block tuition at MSU for the Fall of 2019. I have met with Interim Associate Provost Mark Largent many times on this as he has been the one charged with carrying out the Board's vote. Through these meetings, we have all

discovered many drawbacks to block tuition both from a social and economic perspective. It is my hope that block tuition be implemented smoothly and with careful attention being given to student needs. We will need to be working closely with the members of the University Committee on Undergraduate Education as it is likely that they will be discussing many of the issues surrounding block tuition this spring.

### Dean of Students

The bulk of my time has been dedicated to the newly formed Dean of Students Office. Philip Strong has been named the Interim Dean of Students and has been charged with forming that office. This is in direct response to legislation ASMSU passed earlier in the year to create a Dean of Students. The aim is to have an empowered office directed to adjudicating and informing students on and off campus of their rights AND their responsibilities. This office will be uniquely positioned to have a lot of productive dialogue around the community on due process rights, campus conduct, and overall student life that will ultimately lead to a kinder and gentler campus. Throughout the Spring semester, there will need to be a push through the University Committee on Student Affairs to revise the Student Rights and Responsibilities so as to reflect the new Dean of Students Office and its authority.

### ElectHer

A highlight of great work during last Spring is coming back in 2019! After great success in 2018, my Assistant, Kelsie Luokkala, has been working since November to bring ElectHer back to campus in February 2019. Stay tuned for more updates!

### ASMSU Academic Committee

The Academic Committee is composed of some of the finest minds in ASMSU. The Fall Semester has seen the Academic Committee assert itself on all matters pertinent to Academic Governance and University politics. The Fall Semester brought legislative successes and it is the focus of my office to continue empowering the Academic Committee, which is the most interesting committee I might add. I look forward to seeing what legislation the rest of the year brings.

# GOVERNMENTAL AFFAIRS

## Fall Report 2018

Vice President for Governmental Affairs-Eli Pales  
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### Introduction

This semester, the Governmental Affairs Office at ASMSU worked primarily on voter registration and civic engagement initiatives. The office also worked on advocacy work at the state and local levels. Unfortunately, we were without a community liaison for a large part of the semester. As a result, we had to rely on election interns to help fill that role. Regardless, I believe our voter registration and outreach efforts this year were the strongest ASMSU has ever seen.

### Voter Registration

Our department worked closely with MSU Vote to coordinate registration and outreach initiatives across the university. The first big project where this occurred was at academic orientation. Throughout AOP, our department had volunteers and staff members helping to register voters. The League of Women Voters did registration each day of orientation, but together with our governmental affairs department and other MSU Vote members, we registered more than 2,300 voters in this effort. In the fall, we moved into a door-knocking effort where we attempted to reach every on-campus resident at the university. Working with other groups including CEEP, NextGen Climate, and the MSU College Democrats, I coordinated a knocking schedule where we knocked doors 4-5 nights per week from 7-9 p.m. Because we required a resident that lived in the hall to escort us through, I needed to put together a schedule where we had an escort at any time we were out in the halls. It was no easy task, but our initiative was an incredible success. Ultimately, we knocked the doors of more than 15,000 residents. This would not have been possible without help from the outside organizations, the general assembly, and ASMSU staff members Megan Kiefer and Gabrielle Wihongi. They stepped up to take on extra hours while our community liaison position was vacant. We also made use of TurboVote to register individuals to vote. We had roughly 1,000 individuals register through links we sent via emails and other outlets. Unfortunately, on National Voter Registration Day, the service crashed and was unable to record several registrations. Although

the service sent out an email to affected users to remind them to re-register, several students on election day were unable to vote although they thought they were registered. With the passage of proposal 3, Promote the Vote, I am hopeful that these problems will never occur again. In the future, students will be able to register to vote and change their address on the day of the election. TurboVote has been a great help in the past, but it is unclear if it will be a necessary service in the future. In addition to all our systematic efforts for voter registration, we also were present at a plethora of on-campus events to do grassroots voter registration as well. At events like Sparticipation and Spartan Remix, for example, our staff was out in full force registering voters. Overall, we registered, or were a part in registering, nearly 4,000 individuals to vote.

### Voter Education

After the voter registration deadline passed, we moved into a period of voter education. Our biggest event was the Board of Trustee Candidate Forum. We had all four major-party candidates come for a 90-minute forum hosted by Tyler Silvestri - the host of On the Banks - and me. The forum was a great success. Not only did we have healthy turnout - nearly 100 individuals came to see the candidates - but the candidates' responses were featured in newspapers and on TV as educational materials. We also took steps to inform students of ballot proposals and precinct information. In all residence halls and several academic halls, the Governmental Affairs office hung up posters informing students where their voting location would be. We also hung up a comprehensive poster of the three ballot initiatives, with descriptions of what a yes and no vote entailed. Finally, we sent out an email with educational materials so students could find their precinct, sample ballot, and file for an absentee ballot if they were eligible. The email also contained a ballot guide created by Megan Kiefer, our state liaison. The voter guide featured major and minor party candidates running from the top of the ballot to the bottom. We printed physical versions of the voter guide and put it on our website as well.

## Election Day

Students face large barriers when voting on election day. Many are turned away for a myriad of reasons. Even those that are able to vote often see long lines and broken machines (Brody's machines stopped working for an hour). Having a poor voting experience can discourage individuals from voting in the future. As a result, we wanted to ensure all students had a positive voting experience. Thanks to a GA allocation, we spent nearly \$1,000 on food for election day. The food ensured that voters would stay in line and would not miss class if they were planning on getting food. Additionally, having people at all the on-campus precincts delivering food allowed volunteers to act as voting aids for students. If a voter had a question, our volunteers could often answer those as well.

## Housing Survey

Last year, we worked to collect data on East Lansing's landlords. We asked students to "Rank Your Landlord" and received hundreds of responses as a result. Working with the marketing department, we created a report that allows students to see the rankings for different landlords in East Lansing. They can see the average quality of a property, its price, its safety, and more. The survey will hopefully continue as an annual endeavor in the future and one that will serve as a valuable aid to students as they look for a lease.

## Lobbying Efforts

On the federal level, our office was active tracking and advocating for legislation related to sexual assault and higher education. We wrote to Michigan's congressional delegation to discuss the PROSPER Act and closely monitored legislation that was introduced in the wake of the Larry Nassar scandal. We currently have a meeting scheduled with newly elected Representative-elect Slotkin to discuss the future relationship between her office and ASMSU. We have also reached out to SoS-elect Jocelyn Benson and Governor-elect Gretchen Whitmer to set up meetings as well.

Statewide, the semester was slower than others due to the elections in November. However, we still diligently tracked legislation coming out of the capitol. Megan created weekly legislation summaries and engaged with legislators to learn about bills as they were introduced. Most of the important legislation was brought back to the general assembly as an announcement. We met with both Sen. Hertel and Representative-elect Brixie to discuss the next session and build relationships with ASMSU moving forward.

On the local level, Darryl has begun attending weekly council meetings. Throughout the semester, we consistently spoke to city councilmembers about ordinances pertaining to marijuana, court consolidation, and rent. In particular, I am proud that the city is moving toward further regulation on student rent. Many students cannot afford to pay landlords 3-4 months of rent at a time. We advocated to restrict maximum required payments to landlords to one month.



# INTERNAL ADMINISTRATION

## Fall Report 2018

Vice President for Internal Administration-Mario Kakos

[vpia@asmsu.msu.edu](mailto:vpia@asmsu.msu.edu)

Engagement Coordinator-Maria Rifioti

[engagement@asmsu.msu.edu](mailto:engagement@asmsu.msu.edu)



### Internal Administration

- Recruitment efforts during Sparticulation
- Organized and recruited for the Fall 2018 ASMSU retreat. Created a presentation that was given to most departments of the organization.
- Expanded the ASMSU Mentorship Program
  - Over 60 members of ASMSU participated in meeting frequently with their mentor/mentees.
  - Established a point system in efforts to assist relationships and leadership development.
  - Increased engagement across ASMSU through interdepartmental pairings enhancing the relationships within the organization.
  - Hosted a mentor and mentee speed dating event where potential partnerships could speak to each other for a minute to determine who they would like to be paired with.
- Maintained meeting materials (minutes, agendas and bills) with the General Assembly and Class Councils through Google Classroom.
- Communication with Director of IT updating the website as frequent as possible in the pursuit of transparency.
- Established the Internal Review Board in order to review the ASMSU Manual in efforts to make necessary changes for ASMSU to remain effective.
  - This will continue into the spring semester.
  - Updated all standing policy in the appendix of the ASMSU Manual.

### General Assembly

- Conducted one round of General Assembly Appointments from August 27<sup>th</sup> to September 20<sup>th</sup>. Appointed 13 representatives. Business (2), Agriculture and Natural Resources (2), Social Science (2), Natural Science (1), Music (1), Vet Med (1), Arts and Letters (2), Education (2).

- Provided an Orientation for the new reps to become acclimated into the organization and its functions.
- Encouraged reps to become more involved in the Internal Review Board regardless if they were voting members or not. This elevated the institutional knowledge of reps and will continue to do so.
- Began the process on connecting staff members with GA reps in order for more meaningful bills to be produced.
- Streamlined communicative measures ensuring reps received as much information as briefly as possible through the GA Gazette.
- Provided more structure for constituent outreach through the constituent outreach reports.

### Class Councils

- Established a formalized communication method called "The Council Connect", the purpose is to "connect" the councils to other departments of ASMSU as well as campus activities/events.
  - Provided an opportunity for council members to ask questions and to be more engaged.
  - Along with this, each council was able to see what other councils were working on.
- Encouraged opportunities for collaboration with Sophomores and Freshman going to their respective meetings as well as bonding events.
- Furthered developed the themes of each council in effort of providing guidance. The Sophomore's ended up changing their theme which will be explained further below.
- A collective Class Councils Coffee hour where each council was invited to meet with one another with the hopes of informal connections for potential future collaborations.
- Preparing for Individual day long retreats for each Class Council during the Spring Semester.



**Freshman Class Council:** Theme – Leadership Development

- Received presentations from different ASMSU Departments for exposure of the organization’s activities.
- Food and Finals
- Partnered and attended a Know Your Rights Night
- Freshman Class Council Town Hall event where the Freshman class was able to learn more about their council as well as have an opportunity to ask questions and learn more about ASMSU as a whole.
  - Drafted survey
- Participated in voter registration efforts
- Organizing food drive
- Outreach Committee established
  - Coordinate all events designed for Freshman Class
  - Separated into sub committees in order to
- General Advertisement committee established.
  - Worked on publicizing events planned by the Outreach Committee.
  - Utilizing social media and physical materials in efforts to garner more exposure
- Began working on Battle of the Late Nights committee in preparation for next semester

**Sophomore Class Council:** Theme – “Sparterships” and Identity

- Voted on a new theme from “Health and Wellness” to “Sparterships and Identity” in order to make it more cohesive with the other councils
- Sponsored \$250 for Safe Halloween
- Tabled at 2018 Safe Halloween, engaging with community members and spreading awareness of ASMSU.
- Volunteered for Homecoming Float Building and It’s On Us tabling events.

- Marathon of the Majors tabling to promote ASMSU for no-preference students and other freshmen.
- Finals

**Junior Class Council:** Theme – Post Graduation Exploration

- Organized and executed the first panel of the Professional Development Speaker Series.
- Worked in collaboration with marketing for outreach and production of promotional materials for the event.
- Members of the Junior Class Council invited numerous institutions, clinics and hospitals to gather professionals from different areas provide insight to students seeking similar career paths.
- Event took place at the MSU Union on Tuesday, November 14<sup>th</sup> bringing together 40 students from different Pre-Medical areas interested in connecting with the speakers they invited.
- Council developed a post-event survey to gather information on how to improve this event in the future.

**Senior Class Council:** Theme – The Spartan Legacy

- Decided on a place to fundraise for the Senior Class Campaign for the Student Parent Resource Center
- Interviewed speakers for the Fall commencement.
- Expanded social media outreach
- Convened the outstanding awards committee
- Began planning the Senior Reception in the Spring
- Strategized a recruitment plan to be implemented during the Spring semester to increase the membership of the council.

# STUDENT ALLOCATIONS

## Fall Report 2018

Vice President for Student Allocations-Makenzie Bosworth  
[vpia@asmsu.msu.edu](mailto:vpia@asmsu.msu.edu)



### RSO Consulting

- RSO Insider Newsletter
  - Created a newsletter that is sent out weekly on Monday mornings to the e-board of registered student organizations. Includes events, workshops, and all other activities put on by organizations on campus.
- Consulting: RSO Meeting Reform
  - Established formalized meeting processes, more specifically for strategy consulting
  - Developed pre-meeting forms to better prepare ourselves and understand their questions
  - Post-Meeting Feedback Forms to identify areas of improvement/ what we are doing well
  - Post-Meeting Internal form for RSO Consulting Staff
    - In order to document all advice/questions raise for future use in the program and maintain a running excel doc containing all information
- Student Life/Dr. Watkins Collaboration
  - Working alongside Dr. Watkins (Assistant Director of Student Life) initially as a person with expertise to refer RSO's
    - As time went on, projects like RSO newsletter, workshops, etc. have been developed and are continuing to be worked on and implemented
- RSO Consulting Website Updates
  - Moved RSO Consulting from Student Allocations part of website to the Services tab
    - Adjusted description of the program, added photos of staff, more information, etc.
- Spartan Success Guide Updates
  - Table of contents
  - How to become an RSO
  - Checking event space
  - Updating funding instructions
    - Broad Student Senate
    - Asian Studies Center
    - Office of international students and scholars
  - UAB Partnership
  - Constitution
  - Running an Election

- Overcoming Financial Barriers to Membership: Dues and Expenses
- Other Sources of Funding
- Split the guide into sections
- RSO Workshops
  - Established general workshop ideas
  - Assisted in facilitating one workshop this semester, with many more to come/plan for next semester
- Existing Programs Research
  - Researched and contacted a number of other universities on:
    - Consulting program practices/methods/structure
    - Other student org newsletters

### Office: Finance and Process

- Finance
  - Worked with ASMSU Controller to revamp accounting processes for the Student Allocations Department
    - Improved communication between Financial Manager and Controller
    - Increased coordination between the SAD Internal budget and ASMSU's overall budget
    - Created new review process for all expenditures and the ASMSU General Ledger
    - Improved organization and efficiency for all finance and accounting processes
  - Created SAB Voting Calculation Sheet to increase efficiency at Student Allocations Board Meetings
- Process
  - Further developed digital reimbursement processes
    - Improved upon the Reimbursement Google Form
      - Enable RSOs to best sort paperwork into reimbursement categories based on allocations from the Student Allocations Board
      - Improve efficiency and timeliness of all reimbursements

- Eliminate manual sorting and scanning of paperwork
- Linked Financial Manager's reimbursement updates with RSO Assistant's funded student organizations spreadsheet
  - Decrease time spent searching for information
  - Improve communication among SAD and student groups
- Furthered RSO Assistant's role by learning eRequester and submitting reimbursements
- Created simplified outline of funded RSOs to ensure strict deadlines are kept
- Simplified email process and communication with RSOs
- Organized applications as they arrive
- Created a Live Queue for RSOs to see when they can approximately expect to present
- Established weekly 1:1's and business review meetings with VPSA, Advisor, and Business Office Manager to increase communication and efficiency in reimbursements, contracts, and payments

### Student Allocations Board

- Implemented beginning of semester training for members
  - Included education about Student Allocations history, procedures, code, information about RSOs and CORES/COPS and their unique purposes and funding processes
- Removing closed discussion from procedures and replaced it with a new structure
  - New open discussion structure with participation from RSO and formal speakers list
- Created guiding document with appropriate and relevant questions and considerations for RSOs, CORES/COPS, and both
- Continued to utilize digital voting procedures
- Added unique criteria for CORES/COPS considerations
  - Support of Mission
- Initiated training to be implemented next semester by the office of Inclusion and Intercultural Initiatives

### Emerging Leader Project: Sustainability Fastpass

- Establish a fastpass program that would allow the RSOs to move up to special spots in the queue that allows them to be seen by the Board sooner.
- This would be done through an optional application process which calls the sustainability of the group into question
  - This does not affect whether the group is seen the board or not, it just gives groups a certain opportunity to move up in the queue.
  - Applications are reviewed by a board consisting of VPSA, SAB Financial Manager, RSO Assistant, ASMSU Liaison for Sustainability Initiatives
- The selection criteria will be based on how well the group upholds the 3 pillars of sustainability (social, economic, and environmental).

## CORES/COPS Funding Breakdown

NOTE: \$36,993.13 remaining at the end of the semester.

Name of Organization	Event/Project	Allocated
CRU (Culturas de las Razas Unidas)	Promotional Items	\$3,179.75
ISA (International Student Association)	Leadership Retreat	\$18,684.00
BSA (Black Student Alliance)	Black Power Rally	\$29,785.65
JSU (Jewish Student Union)	Israel Week	\$15,365.00
SVA (Student Veterans of America)	Veteran's Day Breakfast	\$6,737.25
CRU (Culturas de las Razas Unidas)	Brown Pride	\$3,000.00
JSU (Jewish Student Union)	Sparty's Hanukkah Party	\$8,000.00
SVA (Student Veterans of America)	National Conference	\$9,225.00
APASO (Asian Pacific Islander Student Organization)	MAASU Leadership Summit	\$24,542.50
BSA, CRU, Alliance, APASO, Women's Council, CSD (Council of Students with Disabilities)	National Student Leadership Diversity Convention	\$10,825.00
Alliance (The Alliance of Queer and Ally Students)	Creating Change Conference	\$14,595.00
BSA (Black Student Alliance)	Black Solidarity Conference	\$19,340.57
APASO (Asian Pacific Islander Student Organization)	Cultural Vogue	\$30,725.00

## RSO Funding Breakdown

NOTE: \$7,147.66 remaining at the end of the semester.

Name of Organization	Project/Event Title	Allocated
Adventist Student Fellowship	CraveFest	\$4,500.00
Alpha Kappa Delta Phi International Sorority Inc.	Breast Cancer Awareness Weekend	\$3,000.00
American Institute of Chemical Engineers	AIChE National ChemE Car Competition and Conference	\$4,500.00
Bat Association of MSU	Bats of Michigan	\$662.10
Best Buddies	Match Party	\$2,760.00
Blueprints for Pangaea	BooPrints For Pangaea 5K	\$2,425.00
Cozy CoverZzz	Fleece Blanket Event	\$1,341.00
D1 MSU Women's Ice Hockey	League Fees	\$4,500.00
Delta Tau Lambda Sorority, Inc	Saluta to Latinas: Fuerza de la Mujer	\$3,017.70
Honors Times Two Mentoring Program	Winter Social	\$502.00
Indonesian Student Association	Indonesian Cultural Night	\$2,662.14
Institute of Management Accountants Student Chapter	IMA's Student Leadership Conference	\$1,374.43
International Relations Organization	University of Pennsylvania Model United Nations Conference	\$4,500.00
Iota Phi Theta Fraternity, Inc.	Ohio Valley Region Regional Conference	\$1,000.00
Kappa Delta Chi Sorority, Inc.	2nd Annual Emerald Gala	\$2,987.36
Kappa Kappa Psi	Sparty Watch	\$950.00
Making a Memory	New Costumes	\$4,413.00
Men's Club Ultimate Frisbee	Couch City Classic Frisbee Tournament	\$4,500.00
Mock Trial	Red Cedar Classic	\$1,587.00
MSU Baja Racing Team	Baja Buggy Construction	\$4,500.00
MSU Polo Club	Board for Horses	\$4,400.00
MSU Running Club	NIRCA Nationals	\$2,300.00

Name of Organization (continued)	Project/Event Title (continued)	Allocated (continued)
MSU Salsa Club	Salsa Night	\$1,514.00
MSU Student Chapter of ASLA	Professional Development Trip to Seattle	\$2,913.80
MSU Undergraduate Moot-Court Association	Moot-Court Regional Tournaments	\$3,565.48
MSU Waterski Club Team	NCWSA Nationals	\$4,500.00
Michigan State Rocketry	2018-2019 Hybrid Motor Competition Rocket	\$4,500.00
Michigan State Solar Racing Team	Formula Sun Grand Prix	\$4,500.00
Michigan State University VEX U Robotics Team	2019 VEX Robotics World Championship	\$1,799.00
Michigan State University Wakeboard Club and Team	Midwest Competition	\$4,500.00
Multicultural Business Students	Leadership Retreat	\$4,500.00
Native American and Hispanic Business Students	Latino College Day	\$1,582.76
National Association of Black Accountants	National Association of Black Accountants Central Regional Conference	\$4,500.00
Religions Exploration Club	Radically Happy Speakers Event	\$1,746.60
Society of Asian Scientists and Engineers (SASE)	SASE's National Conference 2018	\$3,082.50
Spartan Dischords	Dischords Christmas Show	\$4,500.00
Spartan DJ Club	Sound Equipment	\$4,500.00
STARX Team	Version 2 Exoskeleton Suit	\$3,938.00
State of Fifths	GLAS: Great Lakes A Cappella Showcase	\$2,066.00
The Professional Health Careers of Alpha Epsilon Delta	Dominican Republic Medical Service Trip	\$4,500.00
VIM Magazine	Fall Magazine Launch/Publication	\$4,500.00
Women in Computing	Grace Hopper Celebration of Women in Computing Conference	\$4,500.00

### RSO Start Up and Research Fund Breakdown

Name of Organization	Allocated
<b>Doctors Without Borders Student Chapter MSU</b>	\$300.00
<b>Honors College Service Club</b>	\$300.00
<b>MSU Fiber Arts Club</b>	\$300.00
<b>Nutritional Sciences Student Organization</b>	\$300.00
<b>Daniel Greeson (Research Fund)</b>	\$300.00
<b>Fostering for Youth</b>	\$300.00
<b>PERIOD. @MSU</b>	\$300.00
<b>Unicef at MSU</b>	\$300.00
<b>China Fusion</b>	\$300.00
<b>Nick Corsi (Research Fund)</b>	\$150.00