

**9/29/2020**  
**ASOSU Student Advisory Board**  
**Initial Fall Meeting and Charge**

Resources/Items Sent in Advance:

- SAB Bylaws

Agenda:

- I. Welcome
  - A. Greetings from SAB Advisor
  - B. Introductions & Roles
    1. Advisory Board Members:
    2. Mahal Miles - Advocacy
    3. Melanie Hanlon - At Large
    4. Kolade Salaudeen - Student Government
    5. Dylan Perfect - Student Government
    6. Chris Buckley - Advocacy
    7. Rachel Navratil - SafeRide
    8. Alyssa Santisteven - SafeRide
    9. Sarah Clampitt - SFC Liaison
    10. Ebado Abdi - Director of Diversity representative
    11. Others:
      - a) Kevin Dougherty - ODOS
      - b) Leslie Schacht Drey - ODOS/ASOSU
      - c) Sharanda Norman - ASOSU
- II. Charge from the Budget Manager
  - A. Why we're here and the request
  - B. Overview of the unit
- III. Election of Officers
  - A. Chair

The Chair shall have the following duties:

- a. The Chair presides over the Student Advisory Board meetings
- b. Shall represent the Student Advisory Board at meetings and functions of the University as requested
- c. Act as the formal liaison with other Student Advisory Boards within Student Affairs
- d. In consultation with the Student Advisory Board officers and advisor, prepare the agenda for each regularly scheduled meeting
- e. Shall assist with the SFC presentation.

**B. Vice Chair**

The Vice Chair shall have the following duties:

- a. The Vice Chair shall substitute for the Chair at meetings and functions in the absence of the Chair

- b. Shall be the formal liaison with unit staff
- c. Shall assist with the SFC presentation
- d. Initiate special projects on behalf of the Student Advisory Board

### C. Secretary

The Secretary shall have the following duties:

- a. Shall serve record attendance at each meeting
  - b. Shall record and distribute meeting minutes to Board members within 24 hours
  - c. Shall ensure the minutes are updated on the ASOSU Student Advisory Board website and Google Drive
- IV. Calling Meeting to Order
  - V. SFC Timeline Considerations
  - VI. Presentations/Requests/Discussions
    - A. Here To Stay
    - B. Others?
  - VII. Next Steps
  - VIII. Adjournment