

9/29/2020

**ASOSU Student Advisory Board: Meeting Minutes**  
**Initial Fall Meeting and Charge**

Resources/Items Sent in Advance:

- SAB Bylaws

Agenda:

I. Welcome

A. Greetings from SAB Advisor

1. *Processes moving forward from interim board; providing opportunities for introductions, etc.*

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

1. *Presentation by Daniel Dietz, ASOSU's Primary Budget Manager. (Daniel's other role is as a Student Advocate working to direct the Office of Advocacy.)*
  - a) *Through this role, sees the role he's taking on as comprising two things:*
    - (1) *To "Collaborate with units to develop budgets."*
    - (2) *To "Communicate budget info between*

*ASOSU and SFC.”*

*b) Timeline overview was shown, including 11/15 presentation to SFC with SAB Chair.*

*c) Allowed time for questions from the committee:*

*(1) Chris asked if Daniel is writing the budget up himself, or if not, where the original budget is coming from:*

*(a) Daniel: Answered that the AABC (Auxiliaries and Activities Business Center) is to provide a template, which “is a spreadsheet with a list of different activity codes -- so, ways that programs typically spend money -- and then a projection for what that spending might be based on past years’ trends.”*

*(b) Daniel also noted that “the starting point will be the projection from AABC, but we’re going to put a lot of thought into every line that comes through, and then the final submission is a big spreadsheet with all the numbers plugged in that I will hand off to AABC.”*

*(2) Dylan asked if Daniel would be the person presenting in front of the SFC alongside the budget managers for the other units:*

*(a) Daniel noted he would be “co-presenting” with the SAB Chair.*

*(3) Shay: appreciates Daniel’s work, mentioned interest as an advisor in ensuring the ability to “maintain respect for all of the benefits we know come from co-curricular engagement, and make sure that it’s ever-present in this process for students.”*

*B. Overview of the unit*

*III. Election of Officers*

*A. Chair*

*1. Nominations:*

*a) Member Dylan Perfect self-nominated. No further*

*nominations; appointed by the Board for lack of opposition.*

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
- d. Shall assist with the SFC presentation.

#### B. Vice Chair

##### *1. Nominations:*

- a) *Member Ebado Abdi self-nominated. No further nominations; appointed by the Board for lack of opposition.*

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

##### *1. Nominations:*

- a) *Member Chris Buckley self-nominated. No further nominations; appointed by the Board for lack of opposition.*

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

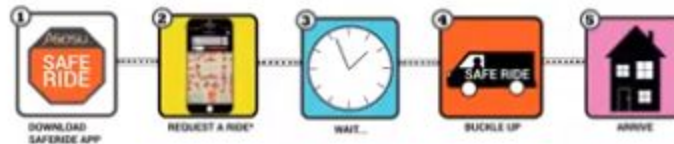
#### IV. Calling Meeting to Order

- A. *Meeting business formally called to order at 11:55 p.m.*

## V. SFC Timeline Considerations

### A. *Timeline summary brought back to screen-share by Daniel:*

9/16: Budget manager (Daniel) connects with SAB chair (David).  
9/28: Budget manager connects with SafeRide unit lead (Elias).  
9/29: Budget manager connects with SAB.  
10/5: AABC release budget template- Budget Manager forwards to unit leads.  
10/12: Budget manager and unit lead meet to review budget, line by line.  
10/16: Budget manager and unit lead meet again to finalize budget.  
10/19-10/22: Budget manager reviews unit budgets, submits final numbers to AABC.  
10/25: Budget manager and unit lead plan for Budget Rationale Document (BRD).  
11/2: Budget manager and unit lead review and finalize BRD.  
11/9: Budget manager submits final BRD to SFC.  
**11/15: Budget manager and SAB chair present budget to SFC.**  
11/16: Budget manager attends meet and greet with ASOSU Congress.  
11/30: Budget manager and SAB chair attend open hearing.



## VI. Presentations/Requests/Discussions

### A. Here To Stay

1. *Daniel shared slide of a request coming from student colleagues affiliated with Here to Stay and the Dreaming Beyond Borders Center re: DACA renewals:*
  - a) *Legal Support for DACA Renewal through ASOSU*  
(1) *HTS/DBB → ASOSU → SAB → SFC*

### B. Others?

## VII. Next Steps

### A. *Shay provided review of next steps, recommendations for board members before next meeting:*

1. *Be prepared with 2-3 minutes for introductions, goals for the year, etc.*
2. *Articulating values and goals as members of the Board*
  - a) *“People definitely had disagreements” on the Board last year, but were able to use guiding principles of the committee to resolve these conversations.*
3. *Thinking about what you want your presence to be*
  - a) *Website*

b) MU Creative Design Studio

4. Outreach

a) Priorities

5. Frequency of meetings

B. Chris asked about when to start updates on the website. Shay encouraged starting as soon as possible.

C. Daniel sent out a basic timeline, bringing this to the attention of the committee (document is also posted on the website):

**Fall Term Resumes: Sept. 23 – Oct. 5**

- |                  |   |
|------------------|---|
| September 23 -30 | <b>Meet with Programs – Finalize Budget Priorities</b><br>Advocacy: Sept 29.<br>SafeRide: Sept 28.<br>ASOSU gov: tbd. |
| Sept. 29         | <b>Budget Manager &amp; SAB</b><br>Daniel, Shay, SAB (student liaisons from each program)                             |

**Full-time Budget Management: October 5 - 22**

- |               |  |
|---------------|--|
| Oct. 5        | <b>AABC Distributes Budget Templates to Units</b> <ul style="list-style-type: none"><li>- Budget Manager develops budget options for each program.</li><li>- Draft templates shared by email with each program by 10/9</li></ul> |
| October 12-17 | <b>Meet with Programs – Budget Options</b>   |

**Consultation**

- |                                       |   |
|---------------------------------------|---|
| <b>SAB REVIEW OF BUDGET PROPOSALS</b> |   |
| Oct. 22 at 5 pm                       | <b>Deadline for completed Budget Template to AABC by 5 PM</b> |

**BRD and Budget Presentations: Oct. 22 – Dec. 4**

- |                   |   |
|-------------------|---|
| Oct 22 – Nov. 9   | <b>Budget Rationale Document (BRD)</b> <ul style="list-style-type: none"><li>- Budget manager drafts BRD between Oct. 22 and Nov. 2</li><li>- Submits drafts to programs by Nov. 2.</li><li>- Programs edit, approve BRDS by Nov. 7</li><li>- Budget Manager submits BRD by Nov. 9 to <a href="mailto:asosu.studentfees@oregonstate.edu">asosu.studentfees@oregonstate.edu</a>.</li></ul> |
|                   | <b>Prepare Budget Presentation</b><br>Work with units, SAB, SAB chair.  |
| November 15, Sun. | <b>Unit Presentations   Zoom</b>  |
| November 23, Mon. | <b>Deliberation Session   Zoom</b>  |
| November 30, Mon. | <b>Open Hearing   Zoom</b>  |
| January 13, Wed.  | <b>Joint Session of ASOSU Congress   TBD   TBD</b>  |
| Weeks 3-5         | <b>Mediation, if needed</b>   |
| Beg/Mid Feb.      | <b>ASOSU Congress recommendation to ASOSU President</b>   |

- D. Dylan and Ebado reported issues locating Drive for SAB materials -- Shay followed up to help make this available.*
- E. No further business before the board.*

VIII. Adjournment

- A. Meeting adjourned at about 12:20 p.m.*