Community Engagement & Outreach Committee Meeting

Minutes

Day/Date: February 12, 2024,
Time:9:00a.m. – 11:00 a.m.
Location: Alhambra Room- USU
Attendees: CEO Commissioners, Staff Support, General Public

I.   Organizational Items:

    A. Call to order by: Chair, Vice President for Administration at 9:25 a.m.

    B. Roll Call

Barnaby Peake	ASI Executive Director	☐Present ☐ Absent ☐ Late X Excused
Amanda Maldonado	Administrative Coordinator	☐ Present ☐ Absent ☐ Late X Excused
Ashley Foskey	Events Co Ordinator	X Present ☐ Absent ☐ Late ☐ Early Leave
Karla Garcia-Chavez	Spirit Commissioner	☐ Present ☐ Absent ☐ Late X Leave
Ngan (Daisy) Hong	Environmental Affairs Commissioner	X Present ☐ Absent ☐ Late ☐ Early Leave
Dylan Cervantes	Military-Connected Student Representative	☐ Present XAbsent ☐ Late ☐ Early Leave
Yahir Flores	ASI President	X Present ☐ Absent ☐ Late ☐ Excused
Udayshy Chugh	Elections and Outreach Commissioner	X Present ☐ Absent ☐ Late ☐ Early Leave
Shivani Kotiyan	Diversity and Inclusion Officer	X Present ☐ Absent ☐ Late ☐ Early Leave
Arwa	VPA Administration	X Present ☐ Absent ☐ Late ☐ Early Leave
Kathrine	Elections Official	X Present ☐ Absent ☐ Late ☐ Excused
Dibi	Elections Official	X Present ☐ Absent ☐ Late ☐ Excused
Yadira	CES Representative	X Present ☐ Absent ☐ Late ☐ Early Leave

C. Approval of Agenda: February 12, 2024

Offered By:	Shivani			Seconded by:	Daisy		
All in Favor	All	Opposed	None	Abstained	None	Motion:	Passed

D. Tabling of Certification of Minutes: December 8th, 2024,

Offered By:	Dylan			Seconded by:	Kevin		
All in Favor	All	Opposed	None	Abstained	None	Motion:	Passed

2. Public Forum

This time is allotted for members of the public to address the Cabinet regarding items not.
included on the meeting agenda. Speak regarding general issues. This committee does not act on actionable items on the spot. The public or fellow students can bring up any concerning issues.-Arwa

NO COMMENTS WERE DONE

II. Information Items

III. Action Items
Screaming Eagles Eddie's Roses

Ashley and Diego have crafted a heartfelt proposal titled "Screaming Eagles Eddie's Roses" aimed at enhancing the Valentine's Day experience for students on campus. Their initiative involves distributing roses, chocolates, and handwritten cards to students, with the goal of spreading love, boosting morale, and fostering a sense of inclusivity and appreciation among the college community.

In their proposal, Ashley and Diego outline the event's objectives, emphasizing the importance of creating a warm and positive atmosphere on Valentine's Day, particularly for students who may not have plans or receive gifts. They highlight the significance of personalized handwritten cards, each containing messages of love and encouragement, to make the experience truly meaningful for recipients.

To bring their vision to life, Ashley and Diego request funding to cover the expenses associated with purchasing roses, chocolates, and cards. They provide a detailed breakdown of the budget, including the cost per item and the total amount required to run the event successfully. Additionally, they outline plans for volunteer recruitment and coordination, ensuring that the event runs smoothly and efficiently.

In terms of promotion and outreach, Ashley, and Diego plan to utilize various channels such as social media, campus newsletters, and student organizations to raise awareness and encourage participation. They emphasize

the importance of engaging the campus community and garnering support from various stakeholders to ensure the event's success.

Ashley and Diego also highlight their commitment to evaluating the impact of the event through feedback surveys and post-event reflections. They aim to measure the success of "Screaming Eagles Eddie's Roses" based on factors such as student satisfaction, engagement levels, and overall sentiment within the campus community.

In conclusion, Ashley and Diego's proposal for "Screaming Eagles Eddie's Roses" is a thoughtful and well-organized initiative designed to create a heartwarming and memorable experience for students on Valentine's Day. Through their detailed planning, strategic approach, and emphasis on inclusivity and community engagement, they seek to make a positive impact and spread joy throughout the campus community.
Approval of USD 250 for the event

Offered By:	Shivani			Seconded by:	Daisy		
All in Favor	All	Opposed	None	Abstained	None	Motion:	Passed

IV.   Discussion Items

A. Engagement with Programming – The committee will discuss the best ways to reach students with current and future programming.

   The committee focused on enhancing student engagement with current and future programming by exploring various effective outreach strategies. During the discussion, several events were considered to achieve this goal. The committee emphasized the importance of reaching out to students through multiple channels, including social media, campus newsletters, flyers, and direct engagement with student organizations. Additionally, they discussed the significance of creating diverse and inclusive programming that caters to the interests and needs of the student body. Overall, the committee's deliberations aimed to foster greater participation and involvement among students in campus activities and events.

 B. Programming Presentation – (Ashley) Presentation on programming responsibilities

Ashley delivered a comprehensive presentation on programming responsibilities, leveraging the power of Microsoft Excel to create a detailed and organized overview. In her presentation, Ashley meticulously outlined various aspects of programming, including planning, budgeting, scheduling, and execution.

Using Excel, Ashley showcased a structured breakdown of programming responsibilities, highlighting key tasks and timelines for each phase of the programming process. She utilized spreadsheets to detail budget allocations, track expenses, and manage resources efficiently. Through clear formatting and visual aids, Ashley effectively communicated the intricacies of programming management, ensuring clarity and transparency for her audience.

Furthermore, Ashley's Excel presentation allowed for easy customization and adaptation to specific audience needs. She could dynamically adjust and update information as needed, ensuring that her presentation remained current and relevant.

Overall, Ashley's use of Microsoft Excel for her programming presentation exemplified her commitment to thoroughness, organization, and professionalism in managing programming responsibilities.

C. Upcoming Spring Programming – The committee will discuss and plan for the upcoming spring programming.

The committee convened to discuss and plan for the upcoming spring programming, aiming to curate a diverse and engaging lineup of events for the college community. Throughout the discussion, various ideas and proposals were explored to ensure that the programming catered to the interests and preferences of students, faculty, staff, and other stakeholders.

Key topics addressed during the meeting included:

Identifying Themes and Focus Areas: The committee brainstormed potential themes and focus areas for the spring programming, considering factors such as seasonal relevance, cultural celebrations, academic initiatives, and community interests.

Event Ideas and Activities: Members of the committee shared ideas for events and activities to be included in the spring programming lineup. These ideas ranged from social gatherings and cultural celebrations to educational workshops and wellness initiatives.

Resource Allocation and Budgeting: The committee discussed resource allocation and budgeting considerations for the spring programming, ensuring that adequate funds were allocated to support proposed events and activities.

Collaboration and Partnerships: The committee explored opportunities for collaboration and partnerships with campus organizations, student groups, academic departments, and external partners to enhance the scope and impact of the spring programming.

Promotion and Marketing Strategies: Strategies for promoting and marketing the spring programming were discussed, including social media campaigns, campus-wide announcements, promotional materials, and collaborations with campus media outlets.

Timeline and Planning: The committee outlined a timeline for planning and executing the spring programming, ensuring that sufficient time was allocated for event coordination, promotion, and logistics.

Evaluation and Feedback Mechanisms: The committee discussed plans for evaluating the success of the spring programming and gathering feedback from participants and stakeholders to inform future programming efforts.

Overall, the committee's discussion and planning for the upcoming spring programming were comprehensive and collaborative, laying the groundwork for an exciting and impactful lineup of events that would enhance the college community's experience during the spring semester.

I.   Adjournment – 10:23 am

Offered By:	Yahir		Seconded by:	Daisy		
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed