



Community Engagement & Outreach Committee Meeting

Minutes

Day/Date: February 26, 2024,

Time: 9:00a.m. – 11:00 a.m.

Location: Los Angeles Conference Room 1- USU

Attendees: CEO Commissioners, Staff Support, General Public

I. Organizational Items:

A. Call to order by: Chair, Vice President for Administration at 9:08 a.m.

B. Roll Call

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

C. Approval of Agenda: February 26, 2024

D. Approval of addition of grad fair discussion item

E.

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

D. Tabling of Certification of Minutes: January 29th, 2024,

Offered By:	Dylan		Seconded by:		Shivani	
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

I. Public Comment by Daisy (Environment Officer) –

The mismatched whiteboards and blackboards in Salazar Hall classrooms are causing inconvenience for students. They suggest having a room with better boards for improved learning. This seems to be a facilities issue, so directing them to the facilities department could be helpful. Additionally, asking the professor to communicate with the department to ensure classrooms are equipped appropriately would be beneficial.

Public Comment by Dylan (Veterans representative) –

Students advocate for more online classes due to various commitments like work and weather hindrances, as well as military and NSS duties. Online classes offer flexibility and accessibility, serving as a lifeline for those balancing multiple responsibilities. They provide stability during adverse weather conditions and enable students in service to pursue education without compromising their commitments. This plea reflects a shift towards a more inclusive and adaptable education system, where learning transcends physical boundaries and empowers individuals to thrive amidst life's challenges.

II. Information Items

Changes to program proposal (Ashley) –

Ashley's transition to Microsoft Excel for managing program proposals in spring and fall 2024 involves creating separate sheets for each proposal, detailing objectives, demographics, and outcomes. Excel's charting tools enhance visuals for budget breakdowns and participant data. Custom formatting aligns with branding, and collaboration features allow stakeholder input. Version control tracks changes, while data analysis provides insights. Documentation within Excel includes rationale and assumptions, ensuring clear, data-driven proposals.

III. Action Items

Ashley and Diego are spearheading an ambitious endeavor: the "Eddie's by the Dozen," aimed at fostering community engagement and celebration across the college campus. This event is not merely about hunting for Easter eggs but is designed to be a vibrant and inclusive experience that brings together students, faculty, staff, and families in a festive atmosphere of joy and camaraderie.

Would have a tabling.

Date: MARCH 28

BUDGET: USD 300

Elaboration:

1. Theme and Concept:

- The event revolves around the theme of Easter and springtime renewal, symbolized by the traditional Easter egg.
- It's not just an egg hunt but a multi-faceted celebration that embraces diversity and inclusivity.

2. Collaborative Planning:

- Ashley and Diego collaborate closely with various campus organizations, including student clubs, academic departments, and administrative offices, to ensure a diverse range of activities and experiences.
- They leverage the collective creativity and resources of the campus community to craft an event that caters to the interests and preferences of all participants.

3. Activities and Attractions:

- The event features a variety of activities and attractions spread across the campus grounds, creating a vibrant and immersive experience for attendees.
- Traditional Easter egg hunts are augmented with modern twists, such as scavenger hunts with clues hidden in campus landmarks or digital QR code hunts accessible through a dedicated event app.
- Interactive booths offer opportunities for arts and crafts, face painting, and DIY egg decorating, fostering creativity and artistic expression among participants.
- Live performances by student musicians, dance groups, and theater troupes infuse the event with energy and entertainment, showcasing the talent and diversity of the campus community.

4. Inclusive Programming:

- The event is designed to be inclusive and accessible to all members of the college community, regardless of age, background, or ability.
- Special accommodations are made for individuals with disabilities, including wheelchair-accessible routes, sensory-friendly activities, and sign language interpreters for performances and announcements.

5. Community Engagement:

- The "Eddie Easter Egg Fest and Event" serves as a platform for community engagement and outreach, fostering connections and relationships across different segments of the campus community.
- It provides opportunities for networking and socializing among students, faculty, staff, alumni, and local residents, strengthening the sense of belonging and unity within the college community.

6. Impact and Legacy:

- The event leaves a lasting impact on the college community, becoming an annual tradition that is eagerly anticipated by students, faculty, and staff alike.

- It fosters a sense of pride and identity among attendees, reinforcing the college's reputation as a vibrant and inclusive learning community.
- The event's success serves as a testament to the collaborative spirit and creativity of Ashley, Diego, and the entire college community, inspiring future generations of students to continue the tradition of celebrating diversity and togetherness through innovative and inclusive events.

By elaborating on the "Eddie Easter Egg Fest and Event" in this manner, Ashley and Diego create a vision that is not only impactful but also resonates deeply with the values and aspirations of the college community. Through their collaborative efforts and inclusive programming, they transform a simple Easter egg hunt into a transformative experience that fosters community engagement, creativity, and unity across campus.

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

IV. Discussion items

- A. CSI x ASI – The committee will discuss upcoming programming in collaboration with CSI including “Stop, Drop, and K-pop” and “Golden & Iron Grad”-

CSI (Campus Student Involvement) and ASI (Associated Student Inc.) are joining forces to plan exciting upcoming programming that promises to engage and entertain students on campus. Through collaborative efforts, they are introducing two innovative events: "Stop, Drop, and K-pop" and "Golden & Iron Grad." Speaker price: USD 650

1. "Stop, Drop, and K-pop":

- This event celebrates the vibrant and dynamic world of K-pop music and culture.
- Students can immerse themselves in K-pop dance workshops, where they learn popular choreographies from their favorite K-pop songs.
- The event features performances by talented student dance groups, showcasing their interpretations of iconic K-pop routines.
- Attendees can participate in interactive activities such as K-pop trivia, karaoke, and photo booths, fostering a sense of community and shared enthusiasm for K-pop fandom.

2. "Golden & Iron Grad":

- "Golden & Iron Grad" is a unique graduation celebration that honors the academic achievements and resilience of graduating students.
- The event recognizes both the "golden" achievements of top-performing students with academic honors and the "iron" determination of all graduating students who have overcome challenges and persevered.
- Graduating students are celebrated through a series of special recognitions, awards, and performances that highlight their accomplishments and contributions to the campus community.
- Attendees can enjoy a festive atmosphere with live music, food, and photo opportunities, creating memorable moments with friends, family, and fellow graduates.

Through these collaborative programming initiatives, CSI and ASI are committed to providing diverse and inclusive experiences that cater to the interests and aspirations of students on campus. By leveraging the

combined resources and expertise of both organizations, they aim to create impactful events that foster community engagement, celebrate diversity, and enhance the overall student experience.

B. Program Planning Jam Session – The committee will discuss upcoming programming, and plan/solidify programming details – Committee discussed and brainstormed about more involving and new events for upcoming semesters for even more better student involvement.

C. Programming planning for Fall 2024 – The committee will begin early discussion on Fall programming ideas. For Fall 2024 programming, the committee aims to initiate early discussions to brainstorm and plan a diverse range of engaging events and activities for the college community. The planning process involves collaboration, creativity, and strategic thinking to ensure that the programming meets the needs and interests of students, faculty, staff, and other stakeholders. Here's an outline of the programming planning process:

1. **Brainstorming Sessions:**

- The committee organizes brainstorming sessions to generate ideas for Fall 2024 programming.
- Members from various campus organizations, student groups, academic departments, and administrative offices participate in these sessions to contribute diverse perspectives and insights.
- Ideas are encouraged to be innovative, inclusive, and aligned with the goals and values of the college community.

2. **Needs Assessment:**

- The committee conducts a needs assessment to identify key areas of interest and priority programming topics for the Fall semester.
- Surveys, focus groups, and feedback mechanisms are used to gather input from students, faculty, staff, and other stakeholders.
- The needs assessment helps prioritize programming ideas and ensure that they address the evolving needs and preferences of the college community.

3. **Theme Development:**

- Based on the brainstorming sessions and needs assessment findings, the committee explores potential themes that can guide the Fall 2024 programming.
- Themes may reflect current trends, cultural celebrations, academic initiatives, or broader community interests.
- The selected theme provides a cohesive framework for organizing and promoting the programming lineup, enhancing engagement and participation.

4. **Event Planning Committees:**

- The committee forms event planning subcommittees or task forces to focus on specific programming initiatives or events.
- Each subcommittee is responsible for developing detailed event plans, timelines, budgets, and promotional strategies for their respective events.
- Subcommittees collaborate closely with relevant campus stakeholders and external partners to ensure successful execution of the programming.

5. **Diversity and Inclusion:**

- The committee prioritizes diversity and inclusion in programming planning, ensuring representation and accessibility for all members of the college community.
- Programming initiatives aim to celebrate diverse cultures, perspectives, and identities, fostering a sense of belonging and inclusion among participants.

6. **Promotion and Marketing:**

- The committee develops comprehensive promotion and marketing strategies to raise awareness and generate excitement about the Fall 2024 programming.

- Strategies may include social media campaigns, campus-wide announcements, promotional materials, and collaborations with campus media outlets.

7. **Evaluation and Feedback:**

- Throughout the planning and implementation process, the committee solicits feedback from participants and stakeholders to assess the effectiveness and impact of the programming.
- Evaluation mechanisms such as surveys, focus groups, and post-event assessments are used to gather feedback and identify areas for improvement.

By engaging in early discussions and strategic planning, the committee ensures that Fall 2024 programming is well-conceived, inclusive, and impactful, contributing to a vibrant and engaging campus community.

I. Adjournment – 10:30 am

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