



PREPARED BY:

HERBERT GONZALEZ

ROBERT NAVARRETTE

ALFREDO BARCENAS

MELLISSA PATTON

YUSRA SERHAN

LEGISLATIVE AFFAIRS

DIVISION OVERVIEW



Robert Navarrette
Director: External Affairs



Mellisa Patton
Special Projects Coordinator



Yusra Serhan
Advocate



Herbert Gonzalez
Leadership & Assessment
Coordinator



Alfredo Barcenas
Policies & Legislative Specialist

The Legislative Affairs team is responsible for the assessment, advocacy, and special projects of the corporation. The team includes professional and paraprofessional staff that are tasked to report on the advocacy efforts made by ASI and provide reports to necessary stakeholders.

Staff members are involved in assessment projects, are in charge of the civic engagement portfolio, and work with other staff to ensure ASI is capturing real time data in meetings or through surveys.

LEGISLATIVE AFFAIRS

TEAM SUMMARY



Robert Navarrette
Director External Affairs

PORTFOLIO: CALIFORNIA STATE STUDENT ASSOCIATION
CIVIC ENGAGEMENT | LOBBY CORPS. | EXTERNAL
RELATIONS



Mellissa Patton
Special Projects Coordinator

PORTFOLIO: LEAD THE PACK | ASSESSMENT
DEVELOPMENT | PROJECTS



Yusra Serhan
Student Advocate

PORTFOLIO: ADVOCATES | MEETING REQUESTS
COMMUNICATIONS



Herbert Gonzalez
Leadership & Assessment Coordinator

PORTFOLIO: ASSESSMENT | BOARD RELATIONS | FORMS
LEADERSHIP DEVELOPMENT



Alfredo Barcenas
Policies & Legislative Specialist

PORTFOLIO: LEGISLATIVE AFFAIRS | POLICIES | ANALYSIS
COMMUNICATIONS | ADVOCACY | PROJECTS

LEGISLATIVE AFFAIRS

FALL ASSIGNMENTS

Lead The Pack

Student Advocates Project

Website Re-design

New Student Convocation

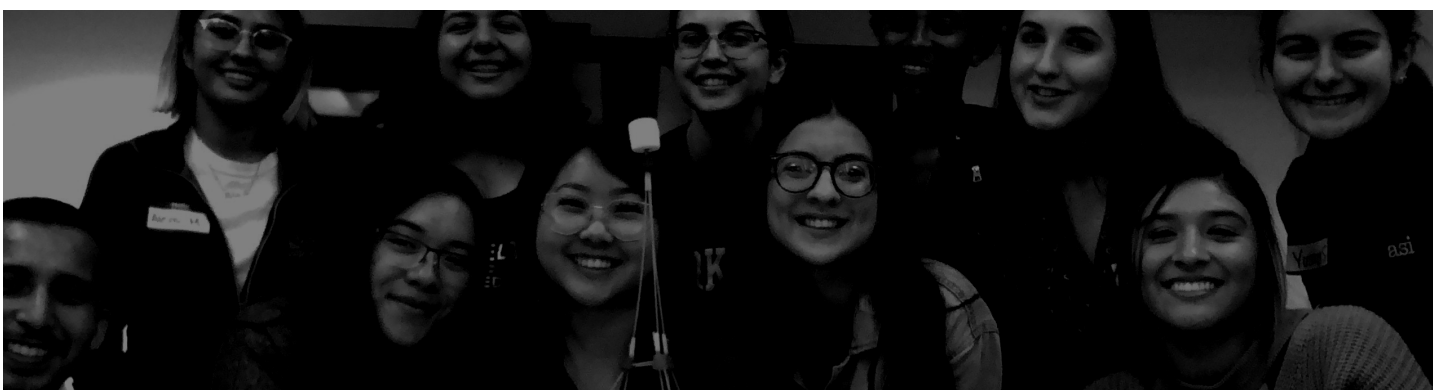
Civic Engagement Week

"Your Vote, Your Future"

Student Leader Kick Off Dinner

Policy Analysis & Review

Assessment Forms & Procedures



STUDENT ADVOCATE PROJECT

An ASI initiative for stronger representation



Julie Yang
Health Science



Alessandria Felix
Health Science



Elena Carollo
Psychology



Priscilla Maldonado
Intl. Business



Alexis Maldonado
Intl. Business



Sandy Gonzalez
Liberal Studies



Graciela Moran
Bio-Psychology



Mary Shammass
Intl. Business



Daisy Ramos
Business Management



Shamiso Peresuh
Economics



Emily Villalobos
Political Science



Rama Al-Shreteh
Biology/Mathematics

The Student Advocate Project was initiated Fall 2018 with the purpose of increasing student participation across campus. Students on this team are directly a part of the decision making process as members to campus wide committees.

Student Advocates are also the leading team on assessment focused on gathering student feedback relating to student issues.



REPRESENTATION (COMMITTEES)

ACROSS CAMPUS



SEARCH: DEAN, COLLEGE OF ARTS & LETTERS
COLLEGE OF ARTS & LETTERS | (1) STUDENT

COYOTE DINING ADVISORY COMMITTEE
CAMPUS DINING SERVICES | (4) STUDENTS

EDUCATIONAL POLICY RESOURCES COMMITTEE
CSUSB | (1) STUDENT

GRADUATE INITIATIVE 2025
DIVISION OF STUDENT AFFAIRS | (3) STUDENTS

INSTRUCTIONAL RELATED ACTIVITIES
DIVISION OF STUDENT AFFAIRS | ASI | (6)
STUDENTS

Q2S ADVISING SUB COMMITTEE
UNDERGRADUATE STUDIES | (2) STUDENTS

STUDENT SUCCESS INITIATIVE (SSI)
DIVISION OF STUDENT AFFAIRS | (5) STUDENTS

WELLNESS COLLABORATION
CSUSB REC & WELLNESS | (1) STUDENT



PROJECTS

Advocate Training | Fall 2018

Creation of a training module that ensured advocates and representatives were prepared and aware of their responsibilities for serving on committees.

ASI Committee Matrix | Fall 2018

Information matrix to keep track of the committees and student representatives that are assigned to them. Used by ASI division to keep track of assignments.

Advocate Reporting | Fall 2018

Creation of a reporting structure to allow for easy and uniform reports for communication on important committee information.

ACCOMPLISHMENTS

- Assigned advocates and student representatives to all the committees for which we received official requests
- Created a system to easily communicate with advocates, keep track of committee meetings and their hours through Microsoft Teams, Staff Hub and GroupMe)
- Assigned advocates to survey students on campus safety and on campus dining experience. Received over 400 responses.
- Established a system in place to receive official committee requests, reply promptly and assign a student representative immediately
- Ensured that students have been assigned to all Search Committees which have been requested and other committees which will begin meeting next quarter.

HIGHLIGHT OF THE QUARTER

The student advocate training because it was when this new branch of ASI started to feel like and become a reality.

EXTERNAL & CIVIC ENGAGEMENT

LEGISLATIVE AFFAIRS PORTFOLIO



PROJECTS

"Your Vote, Your Future" (Civic Engagement Campaign) | Oct. 15 - Nov. 6

Launched an aggressive and effective campaign to promote civic engagement by increasing the number of registered voters. Campaign included open forum, advocacy fair and rides to the polls. Dates: October 15 - November 6, 2018

California State Student Association | Fall 2018

ASI representation at monthly CSSA Plenary meetings. Responsibilities for attendance included reporting back to the Board at CSUSB. Currently serving on the Internal Affairs Committee.

ACCOMPLISHMENTS

- Received recognition from Assembly-member Eloise Reyes for the DREAMERS workshop
- Named to Washington Monthly's Best Colleges For Student Voting & Engagement
- \$1000 grant from Young Invincibles (Shuttle bus to county for same day voter registration)/Free rides to polls w/ Uber and Lyft partnership through #VoteTogether
- Created a simplified template for CSSA Reporting
- Cosponsored revisions to Student At Large Travel & Special Officer Funding at CSSA
- Office of Student Engagement has incorporated Civic Engagement into their standards for clubs and organizations.

HIGHLIGHT OF THE QUARTER

The most memorable moment would have to be election day. It was truly an amazing feeling to be able to get students registered to vote, excited about voting, and provide free rides to the polls! This program really put into perspective that we can accomplish anything when we put our mind to it. The number of first time voters that we were able to register was phenomenal and I am excited to see where this program goes.

SPECIAL PROJECTS

LEGISLATIVE AFFAIRS PORTFOLIO



PROJECTS

Lead The Pack | Fall 2018

First-year leadership program featuring developmental opportunities with peer mentors by encouraging them to engage in various campus leadership roles.

Student Leader Kick-Off Dinner | November 2, 2018

Connect student leaders with campus partners to create networks and plans for the academic year.

ASI Goals | November 2018

Address goals and objectives set by previous and current ASI Executives.

Evaluations | November 2018

Create a 360-degree evaluation of professional and paraprofessional staff.

ACCOMPLISHMENTS

- Student Leader Kick-Off Dinner was successful as student leaders fostered connections with campus partners and began plans for the academic year and shared insight.
- Lead the Pack has created a tight-knit group of first-year students who are prepared to engage in campus positions as well as personal and professional growth.

HIGHLIGHT OF THE QUARTER

One of the most memorable moments of the quarter was the second to last Lead the Pack session. This was the first session where both first-years and pack mentors were present and the energy in the room was dynamic. Pack Mentors were encouraging the first-years to speak up and providing amazing feedback and perspectives that enlivened the conversation. This generated excitement for the program's continuation in Winter 2019.

LEADERSHIP & ASSESSMENT

LEGISLATIVE AFFAIRS PORTFOLIO



PROJECTS

ASI Survey Request Form/Survey Process | Fall 2018

Effectively collect, address, implement feedback from the student body to amplify the student voice.

ASI Mission, Vision & Goals | Fall 2018

Students were able to collectively discuss and construct a mission statement, vision and goals for ASI.

Program Reports (Including Open Forums) | Fall 2018

Student paraprofessionals and leaders will have a platform to document evaluation of programs for future planning.

ACCOMPLISHMENTS

- Created a shared online space that streamlined the influx of applications. Applications were organized by functions and shared only with respective function heads.
- With the help of student leaders and paraprofessionals, received over 4500 responses from students for the ASI Spring concert feedback
- Assisted with the successful execution of the annual Student Leader Dinner that was co-hosted by the Santos Manuel Student Union Board of Directors. This evening featured a panel discussion with the campus administration.

HIGHLIGHT OF THE QUARTER

Student Leader Dinner was a highlight for me as it was very nice seeing our student leaders engage with administration and foster a connection with them. A lot of great feedback was received from the event and I hope it continues having the same or more impact throughout the quarters.

POLICIES & PROCEDURES

LEGISLATIVE AFFAIRS PORTFOLIO



PROJECTS

Policy Revisions & Analysis | Fall 2018

As part of an effort to keep ASI up to date, policy revisions have taken place with the work of a committee and through the analysis of legal experts. This project included the creation of an analysis page that exhibits the analysis of policies.

Website re-design | Fall 2018

An initiative to create a state of the art platform for ASI to use in the promotion of their mission. This re-design features forms used by internal staff, provides a tool for students to provide feedback and plays host to important information needed by day to day staff.

Campus Campaigns: Hispanic Serving Institution (HSI) & Voter Registration | Fall 2018

In collaboration with the Office of the President, CSUSB hosted its first ever HSI month to promote the status of the university as the Title V recipient. ASI also launched a civic engagement campaign "Your Vote, Your Future" aimed at increasing voter registration.

ASI Advocates | Fall 2018

Supervised the implementation of the Student Advocate Project lead by Yusra Serhan & Chad Reyes. The project features 12 student advocates representing a variety of majors at CSUSB.

Legislative Affairs | Fall 2018

Supervised the implementation of the Student Advocate Project lead by Yusra Serhan & Chad Reyes.

ACCOMPLISHMENTS

- Established a Legislative Affairs Team focused on the advocacy, assessment, and special projects of ASI. Created a smooth and effective reporting structure.
- Restructured the ASI Website to promote transparency, highlight corporate personnel and provide a platform for: policies, procedures, bylaws, applications, and feedback forms.
- Supervised a successful Civic Engagement campaign led by Robert Navarrette that featured a new ASI logo and image. The campaign promoted voter registration & awareness of issues.
- Advanced the policy revision efforts of the corporation by extending the Ad-Hoc Committee on Policies that focused on addressing the Preliminary Draft Audit by the CSU. Policies addressed: Hospitality, Finance, Elections, Credit Card, CAB,
- Provided Parliamentary Procedure training to ASI leadership teams.
- Created a development hour schedule for students aimed at professional development.

RECOGNITION & **ACKNOWLEDGMENTS**

"Thank you to everyone on the LA Team (Alfredo, Herbert, Mellissa and Robert) and of course Chad for all your handwork and the support you have given me throughout the quarter. You have all been amazing and it made all the accomplishments a reality!"

- Yusra Serhan

"I would first like to acknowledge Alfredo for his leadership within the Legislative Affairs Team. He is an amazing supervisor and mentor. I would also like to acknowledge Herbert for his dedication to student development as he has consistently looked for opportunities to grow the students within the organization.

Robert joined this team with a strong desire to make civic engagement accessible to CSUSB students which resulted in a very successful Civic Engagement Week. Lastly, I would like to acknowledge Yusra in her work to develop the Student Advocate program."

- Mellissa Patton

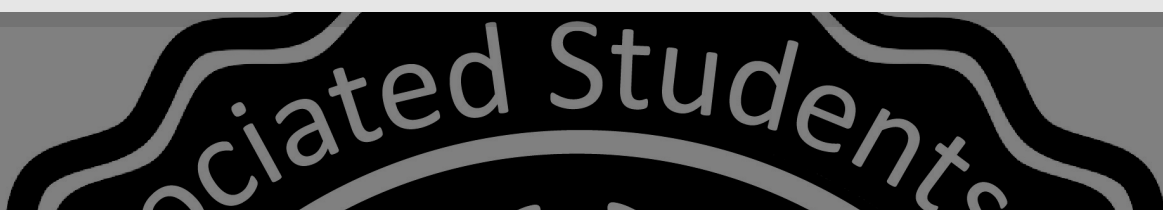
"Jesse and Alfredo for reassuring me in my authority to execute programs;

Mellissa for guiding me with my CSSA transition;

Prince for giving me programming freedom during election season;

OSE for adopting civic engagement into their core grading system for clubs and orgs"

- Robert Navarrette



RECOGNITION & **ACKNOWLEDGMENTS**

"Legislative Affairs Team: Alfredo Barcenas, Mellissa Patton, Yusra Serhan & Robert Navarrette;

ASI Professional Staff: Jesse Felix, Janet Curiel & Dacia Woods"

- Herbert Gonzalez

"I am very proud of the Legislative Affairs Team for a great fall quarter! Each member truly found their voice and calling within their projects. I appreciate the work of our professional staff as well for always supporting the events and initiatives this team had. This recognition goes to Jesse for being a great mentor and champion for higher education. Robert, Melissa, Yusra, Chad, and Herbert are the true heroes on this team! I look forward to expanding this team in their future endeavors.

- Alfredo Barcenas

