



ASSP Meeting #2

Tuesday September 26, 2017

Agenda



- Welcome
- ACS Updates
- Updates from the E-Board
- Wrap Up

Visions and Goals



Promote collaboration and unity of the student body through academic, social, and service opportunities.

Agenda



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- **ACS Updates**
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ACS



- ACS = Associated Student Council
 - Selection of Student Leaders whose roles impact student life
 - Act as the legislative and administrative body
- Updating the Constitution

Agenda



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Updates: VP of Finance



- Common Mistakes
 - **Receipts**
 - Please do not cover essential information with the clear tape as it may fade the ink (i.e. method of payment, amount of charge, transaction date, etc)
 - Do not have personal purchases on the same receipt
 - **Bank statement**
 - Required if the payment was made with the debit/credit card
 - If the last 4 digits of the card not indicated on the bank statement, the copy of the debit/credit card is required

Updates: VP of Finance



- Deadlines Reminder
 - Non-Travel Reimbursement Form: **2 weeks** after the event/purchase
 - IR and PO Forms: **3-4 weeks** prior to the event
 - Travel/Conference Reimbursement Form: **2 weeks** after the conference
- Electronically signed reimbursement forms are acceptable
- All forms must be single-sided and paper clipped together, NOT stapled
- PLEASE apply for GSG funding if the event or expense is reimbursable by GSG Fund

Updates: Professional Conferences



- Reimbursements forms will be turned into the organization's Director of Finance first
- Director of Finance will submit to me shortly after

Updates: VP of Admissions



- Welcome Session: Friday Oct 13th at lunch in PSC 112
- Training Sessions:
 - Tuesday Oct 17th at lunch in PSC 112
 - Wednesday Oct 18th at lunch in PSC 112
- Interview dates:
 - Oct 20th 2017
 - Nov 17th 2017

Updates: VP of Student Affairs



Class of 2021 Board Election Results



President

Chara Aueyong



Vice President

Noam Morningstar-Kiwi



Secretary

DanQuynh Bui



CC Rep

Araz Nazarian

Updates: VP of Administration



Fraternity Events: Quick Discussion

Updates: VP of Internal Communications



- Monday Mail Submissions are due on **Saturday night at 8 PM, prior to the upcoming Monday.**
- Only submissions through Google Form will be accepted (E-mail submissions will not be accepted.)
 - Google Form can be found on the ASSP website or on the bottom of each week's Monday Mail

Updates: VP of Internal Communications



- Please inform your board members of the correct way to submit Monday Mail submissions.
 - Protocol for making Monday Mail edits:
 - Ideas: Send a Draft to all presidents Sunday morning for quick review?

Updates: VP of Community Health



- SOCH/ASSP Calendar
 - All approved Community Health Events have been added the SOCH/ASSP Calendar. Please verify any event details on the ASSP Student Activities Calendar.
 - Directions for viewing:
 - USC ASSP Website → Student Activities Calendar → select “ASSP Health Fair” in the drop down menu located next to the “Agenda” tab
- Pending Community Health Events
 - If any event information is missing, the event cannot be approved
 - Unapproved events cannot be added to the ASSP/SOCH Community Health Events Calendar
 - Please have the corresponding coordinators complete an **Event Request Form** AND **Pre-Event Form**
 - Details are available on the Community Health Programs: 2017-2018 Roster

Updates: VP of Community Health



Satus	Date	Org	Event Name	Event Type
Pending	Nov-TBA	MAPSC	JWCH Clinc	CL
Pending	12/19	APSA	Healthy Holidays	CL
Pending	10/6, 11/10	APSA	Poison Prevention School Visit	HE
Pending	10/13	SNPhA	SNPhA Adventure	HE
Pending	10/20, 11/17	Rho Chi	CCH Presentation	HE
Pending	11/30	SNPhA	HiV/World AIDS Day	HE
Pending	12/2	PharmSC	Health Education Workshop	HE
Pending	10/27	SAM	Project Pumpkin Patch	SR/HE
Pending	10/28	APSA	National Drug Takeback Day	SR
Pending	11/9-11/11	SNPhA	Healing Hearts Across Borders	SR/HE

Updates: GSG Senators



- HSC Concerns Meetings (Open to everyone):
 - Thursday, Oct 19th 5:30-6:30 pm
 - Thursday, Nov 30th 5:30-6:30 pm
 - Meetings are in NTT7409 in HSC

Updates: QSAD Representative



- Homecoming Associates Picnic- Saturday
November 4th
- Alumni/Student Mixer-March 7th or 8th
- Alumni Gala-April 2018

Updates: VP of Public Relations



- Make sure using the right USC logo in upcoming events, flyers and fundraising items
- Update Lv. 1 Representatives information
- Email 3-5 photos of each organizational event to assppublicrelations@gmail.com

Wrap Up



- Next meeting: October 31, 2017 at Noon



Thank You!