To: Board of Directors

From: Aman Jagait  
Director of Health and Human Services

Subject: End of the Year Report

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Introduction
The following report is a full summary of my tenure as HHS Director during the months of February 2017 to May 2017. The report includes my work with committees, strategic priorities, Director business, noteworthy events, and recommendations for the incoming HHS Director.

Internal Committees/Work Teams

Green Team Committee, (Spring 2017)

I served as a late member for the Green Team committee during the 2017 spring semester. The Green Team had planned to build a student garden along side Sac State Sustainability, with all produce donated to the ASI Food Pantry. During this semester, the committee had already submitted grant applications, DOC funding and began the planning of construction of the garden. As I joined, I was entasked with management of the overall construction process of garden boxes. During Spring Break, along with 30+ volunteers, the team managed to complete the construction of the Garden and planned a Student Garden opening along with tabling events.
Union Advisory Committee (Spring 2017)

The main accomplishment of the Union Advisory committee during this semester included the finalization of the budget for the 2017-2018 year. The advisory committee met once a month starting in January to discuss budget reports, and had a final joint meeting with the Well to vote on budget matters.

Accomplishments: Strategic Priorities

2.3 Promote and support campus centers and institutes

Attendance of multiple events help by campus throughout the semester to represent the ASI organization

3.3 Promote online campus resources

Promote use for the updated Sac State mobile app. Promoted the my professors app where students can find their professors office officers and the Sac State app in classes

4.2.5 Educate students on ASI programs, services, and representatives

Discussed the availability of DOC funding, resources, and office of ASI for many of the different HHS clubs during club meetings and events.

4.4 Increase student participation in Green Team & campus sustainability efforts

During the construction of the ASI Student Garden, 20+ students volunteered to aid through alternative Spring Break. Held the movie showing of A Time to Choose, and held the ASI Student Garden Opening. During the ASI Student Garden Opening, multiple students inquired for more information in volunteering with the Green Team.
HHS Director Business

Director’s Bulletin Board

Maintain the HHS bulletin board early within the year. Although I did not find it as helpful, it does have usefulness in advertising openings with the HHS joint council and such. Regularly use the bulletin board to advertise upcoming ASI events, but use the Facebook page/Instagram more regularly.

Joint Council

The HHS joint council was not active in the Fall of 2016, at the beginning of my tenure I was able to register the organization with Student Organization and Leadership. If you are not familiar with the process, begin the process early including the attending of a Nuts and Bolts workshop. Todd in the department will help guide you throughout the entire process including organizing, meetings, and officers. It is imperative to include the assistance of Dean Baldini as he will attend HHSJC meetings. When you have orientation with HHS clubs, I would recommend asking one representative from each organization to join the council.

Club/Organizations Fair

At the beginning of the semester, email MULTIPLE times each club/organization within the HHS college. Many clubs will either not respond, or delay their response. Use the spreadsheet I created in the HHS drive to discern meeting times for clubs that do not respond and show up to the meeting. Almost always, clubs simply forget to respond, or do not check the emails and members are gratified when the Director of their college attends meetings. I also suggest getting into contact with the Hammock club as they are a relatively new organization I helped guide with DOC funding and its members are a delight to cooperate with.

Advocacy Work

The HHS college has multiple events year round for an individual to participate in advocacy efforts. I recommend getting in contact with each department chair to understand events occurring within the College and understand how one may participate or volunteer with.
Overall Recommendations

- Update and maintain a spreadsheet with every HHS club, meeting times and dates
- Get in contact with each department chair EARLY and with Dean Baldini as these are busy individuals to hold meetings with. Bring an agenda to each meeting for the individual to know what will be discussed and upcoming.
- Attempt to attend club meetings regularly but imperative to attend the first or second meeting of the year for introductions and develop a dynamic.
- If you do not have a scheduler, create one that may be used within multiple platforms, IE Google. This not only reminds you of upcoming events but helps you keep track of what you have done previously at this assists with board reports.
- Use the Director’s Facebook to announce upcoming events as clubs usually ask their respective Director to promote as they should.

Conclusion

To conclude this report, I thank the entire ASI Board of Directors for appointing me this position and giving me this amazing opportunity. Although shorter than a typical tenure, this position helped develop my professional maturity and to expand my knowledge to a holistic approach. I have learned so much in this short term and found out about the many different resources ASI provides. Something I wish I knew earlier.

This position is high demanding of an individual, but equivilates with the reward of being a director for Sacramento State. The College of Health and Human Services encompasses so many different areas of study, which is why I believe it is such a dynamic position. Many of these majors work directly with assisting others, stated directly in the name “Human Services.”