

**Jakye Nunley**  
**Chief of Staff**  
Cabinet Meeting AGENDA



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**November 6<sup>th</sup>, 2024**

**Cabinet Meeting**

*Integrity · Passion · Community · Advocacy · Leadership*

*“All the mistakes are waiting there to be made.”*

*- Savielly Tartakower*

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***Executive Summary***

The November 6<sup>th</sup> convening of ASCSU’s executive cabinet will be geared to accommodate Virtual Attendance, so everyone is able to process from the comfort space of their choosing and accessible for interns to join and learn more about NOTION. Jakye will also be present in the office during the time of Wednesdays cabinet to offer physical help with the materials covered in cabinet.

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***Agenda***

**5:00 PM** Meeting starts and [Land Acknowledgement](#)

**5:05 PM** Icebreaker: CATEGORIES

Someone in the room will pick a category and everyone else will name something that fits the category, with no repeats.

**5:10 PM** Announcements

1. RamRide Friday, Nov 15<sup>th</sup>
  - Sign up if you can, the deadline to sign up is Tuesday, Nov 12<sup>th</sup>
2. Intern updates
  - Deputy Chief Cook will be creating surveys to evaluate how the intern program has been going
3. Public initiative tracker
  - On the ASCSU website under the Resources tab

**5:10 PM** Department Share outs

- Isaac
  - Potluck all day next Friday, the 15<sup>th</sup>

- Please bring your dish in before 12:00 pm
  - Will be held in the ASCSU office
- Please fill out the form sent to your emails if you plan on attending and can bring something to share
- Deputy Director of Marketing and Digital Media Coughlin
  - The new position for the Deputy Director of Graphic Design is on Handshake
  - Deputy Director Coughlin's new email: [ascsu\\_creative@mail.colostate.edu](mailto:ascsu_creative@mail.colostate.edu)
- Co-Deputy Director of Traditions Weir
  - More progress on RailJam
  - Eldora is one of the event sponsors and donating rails
  - Working on getting more resources and sponsors
- Director of Public Relations Godshall
  - ASCSU marketing update
  - Marketing will be filming a promotional TikTok for the Collective Vintage Consignment and Bar (just the shop, not the bar)
    - CSU students get a 10% discount with their student ID
- Deputy Director of Basic Needs Johnson
  - Mental health tabling
  - Prospect Plaza info session is next Monday, the 11<sup>th</sup>, 6:00 pm in LSC Room 378
    - Get information on the closure of Prospect Plaza and the rights of tenants
    - Food will also be served
  - The Body Project support is coming soon
  - The Purify Initiative has been relaunched
  - Blood drives planning, please consider helping whether it's donating or volunteering
- Co-Deputy Director of Traditions Cummings
  - The last ASCSU tailgate of the season is next Friday, the 15<sup>th</sup>
  - Wear your CSU wear and show your spirit at the game
    - The ASCSU Instagram story will have polls with folks' CSU spirit wear, and the winners will receive prizes
- Director of Governmental Affairs Wilkins
  - Proud of all the work Governmental Affairs has done for the election
  - If you need resources for processing the election, reach out to Director Wilkins
  - An Evening With Your Elected Officials Event
    - Monday, November 18<sup>th</sup>, 6:00-8:00 pm in LSC Ballroom D
    - Please RSVP on the QR code form, this is available on Instagram, around the office, and your email
- Director of Academic Relations Ozor
  - More work has been done on the syllabus bank, mainly working on finalizing details

- Deputy Director of Finance Nannemann
  - Holding another Grant Info night on Tuesday, November 19<sup>th</sup>, 5:30-6:30 pm in the Senate Chambers
    - Hoping to reach more international students but also want RSOs to attend
  - Still have an open BSOF spot for a Senator
- Director of Marketing Enriquez
  - Marketing is working on collaborating with other departments, more to come soon

### 5:20 PM Employee Evaluations (Nov 11<sup>th</sup> – 15<sup>th</sup>)

#### ➔ Peer Evaluations (Process)

- Evaluations happen once this semester and once in the spring semester
- You can submit an anonymous evaluation **unless** you are a director
- Be cognizant and mindful of your comments
- The forms will be located at the Front Desk
  - When the form is completed, hand it in to Chief of Staff Nunley
- Evaluations for ASCSU Members
  - Directors **need** to evaluate everyone in their department
  - Self-evaluations are optional
  - Deputies evaluating their directors is optional
  - Deputies evaluating other deputies is optional
- Evaluations for OTP
  - Can be filled out anonymously
  - Every Cabinet member **must** evaluate the OTP

#### ➔ 90 Day survey

- Will be sent out in next week's Cabinet

### 5:30 PM Notion

- Notion Work Space Page can be accessed in the following steps:  
Notion ➔ Team Spaces ➔ More ➔ Rotational Interns ➔ Cabinet Work Space 11/6
- Templates (How to access, download templates = Making them your own)
- Task board/Databases
  - How to create a database and turn it into a task board
  - How to create a general database and use it
- Notion messages
  - What happens when you're tagged in something?
- Notion Home
  - Tasks and "Source"
- Notion A.I

- Summarizing
- Questions
- Creating
- Adding people to notion
- Meeting templates
- Downloading Timesheets
  - PDF, CSV, EXCEL
- Uploading files
- Text and Cutouts
- Notion v. Teams
  - Database
  - Permanence

**5:50 PM QUESTIONS & CLOSE**

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