



**ASPSU**  
Associated Students of PSU

**All University Committee 2009-2010**  
**Application Packet**



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Associated Students of PSU

Smith Memorial Student Union Room 117 | 1825 SW Broadway Portland, OR 97201

503.725.3454 phone | 503.725.8380 fax | [www.aspsu.pdx.edu](http://www.aspsu.pdx.edu)

## **Overview and Welcome**

Welcome! Thank you for your interest in representing all students on the All University Committees (AUC)!!

As I expect you know, these committees are the connections to governance for all operations in Portland State University and as a student, you are the face administration, faculty and staff use to form their opinions of student government and student involvement in governing PSU. This is a public position of trust, respect and responsibility and you have to make sure your interactions - both personal and public - do not represent badly on the rest of the student body. With this being said, do not hinder what you believe or know to be true but be smart in the way you frame your arguments. Your best tool to be successful will be information and the more you know, the more powerful and successful you will be. Keep in mind that once your application has been approved, you will represent the student's viewpoint at Portland State University. If you are chosen to represent students at the University Committee level, you will be one of the few students who have the potential to make fundamental changes to our university.

Congratulations on taking the first step on looking into this position and we look forward to working together to create a better university. Thank you!

Sincerely,

Jonathan C. Sanford

Student Body President

Portland State University



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## Expectations

- ✓ Attend all trainings related to your position and communicate any meetings you cannot make.
- ✓ Do not miss more than two meetings.
- ✓ Keep good notes at meetings.
- ✓ Know the committee and what they are affecting.
- ✓ Be ahead of time and stay the whole time to every committee meeting.
- ✓ Keep engaged throughout your time on the committee. You are the eyes and ears of the students and one of a very few who get to make large decisions on students behalf.
- ✓ It will be your responsibility to fill out an update form (see attachments) and communicate to the ASPSU Staff (including the Executive Staff, Student Senate, Judicial Board, Student Fee Committee, and Elections Board) every month on the happenings within the committee and what you are deciding to do.
- ✓ It will also be your responsibility to communicate with the student body president (by phone, email, or in person) every time you meet in your committee. However, if you do have a problem, please remember we are here to support you and your needs as a student come first. We expect you to also communicate any problems or conflicts that you may be having, including not being able to make it to a meeting. Let us know early and communicate often.

## Benefits

As part of the minority of student body leaders, you are going to be involved in long hours of negotiation, deliberation, and possibly contract work. Your job will be taxing, hard to understand at first, and the work will be short in comparison to other long term plans you may have. However, you will be one of the few who make a difference in the way that students are governed. We know this and promise you professional trainings in negotiations, group history (student government), planning and time management. Also, we will hold a celebration event at the end of each term to give you a chance to meet the rest of the people who are involved in other committees. Lastly, if you are diligent and attend all trainings, all meetings (within reason), and constantly communicate back to ASPSU, you can expect to gather a letter of recommendation from the Student Body President, Dean of Students, and the University President.



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Step 1

**Steps to Become a Committee Member:**

Read “Overview and Welcome” sheet included in this packet and read over and sign the attached “Letter of Agreement”

Step 2

Research the committee that you would like to join and fill out the “Pre-committee Appointment Questionnaire”

Step 3

Schedule a meeting with the committee chair, student body president, OSA campus organizer (in the ASPSU office), senate advisor, and dean of students. (note: please complete these steps immediately since these meetings might take a while to set up)

- Committee Chair \_\_\_\_\_
- Student Body President: Jonathan Sanford [aspsupres@gmail.com](mailto:aspsupres@gmail.com) 503.545.9685
- Dean of Students: Michelle Toppe [toppem@pdx.edu](mailto:toppem@pdx.edu) 503.725.4422
- OSA Campus Organizer: Courtney Morse [courtmore@gmail.com](mailto:courtmore@gmail.com) 503.725.8455
- Senate advisor: Amia Ali [amina\\_ali\\_08@yahoo.com](mailto:amina_ali_08@yahoo.com) 971.2274498

Step 4

Do on-line trainings #1, 2, and 3 on line at [www.xxxxxx.aspsu.pdx.edu](http://www.xxxxxx.aspsu.pdx.edu) under the headline “committees”, and fill out the attached “After Trainings Response” form

Step 5

Fill out the attached “Portland State University All University Committee Application” form

Step 6

Attach your resume and cover letter to this packet and turn it in to the ASPSU office (Smith #117). Make sure to get a time and date stamp on it.

Congratulations - you have now applied to an All University Committee!



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### Letter of Agreement

I \_\_\_\_\_ (first and last names) understand that the All University Committee that I am applying for is a position of public trust and I will not break that trust by acting in a way that brings discredit to the student body or myself. I will attend all meetings of this committee, barring any life altering disasters. I will be prepared for every meeting and arrive on time. I will take copious amounts of legible notes and send these notes off to the ASPSU every month with the update form. I will communicate to the Student Body President through either phone, email, or in person every time the committee is meeting. I will dress appropriately for each meeting and keep engaged in each meeting.

I sign this Letter of Agreement knowing full well that I am fully responsible for my actions at the committee level. I am voluntarily signing up for this position and realize that this is a full year commitment.

Knowing full well the responsibilities and actions that I need to take to be successful in this position, I sign this agreement:

(x) \_\_\_\_\_ date \_\_\_\_\_



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### **Pre-committee Appointment Questionnaire**

What is the committee that you are applying for?

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Who is in charge of the committee?

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What is the committee head's email and phone number?

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How long does the committee run?

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When are the most active times that the committee operates throughout the year?

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Who is the student contact if you are having trouble in the committee?

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Who is the administrative contact if you are having trouble in the committee?

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When is the next meeting for the committee?

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What official document or report does this committee create?

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When is this committee's final report reported?

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How many people are on this committee?

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Who are they?

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Who does this committee affect?

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You should now schedule your meetings and do on-line training #1, 2, and 3 online

at [www.xxxxx.aspsu.pdx.edu](http://www.xxxxx.aspsu.pdx.edu) under the headline "committees"



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## **After Training Response**

### **#1 “Planning for Committee Work”**

What were some of the points brought up in the training for why planning techniques work?

What was the point of the training?

What follow up items do you need to do?

Where can you go to get further training and get refreshment training?

How are you going to incorporate planning techniques into your committee work?



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**#2 “Group History: The ASPSU and its Relevance to Student Advocacy”**

What were some of the points brought up in the training for why the ASPSU is important?

What was the point of the training?

What follow up items do you need to do?

Where can you go to get further training and get refreshment training?

How are you going to incorporate the ASPSU information into your committee work?

**#3 “Negotiation Tactics for Committees”**

*Engagement*

*Safety*

*Inclusion*

*Proper Funding*



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What were some of the points brought up in the training for why negotiation tactics are important?

What was the point of the training?

What follow up items do you need to do?

Where can you go to get further training and get refreshment training?

How are you going to incorporate your negotiation tactics into your committee work?



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## Portland State University All University Committee Application

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student level (please circle one of the following): FR SO JR SR PB GD OTHER

Address \_\_\_\_\_

City \_\_\_\_\_ State/ Zip code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone \_\_\_\_\_

Email Address \_\_\_\_\_

Please list the committee that you would like to apply for:

\_\_\_\_\_

Please list a secondary choice of a committee that you would like to apply for:

\_\_\_\_\_

Briefly describe the unique qualities and attributes that you will bring to this committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Representatives must be students in good standing. Students recommended through ASPSU are expected to attend regularly scheduled meetings. Students appointed to University Committees must keep the ASPSU President, or designee, informed



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about the activities of the committee. Failure to file reports or excessive absenteeism is grounds for removal. Please sign and date upon completion and agreement to these terms.

For Administrators only:

Student is enrolled for at least one credit and is in good academic standing (2.0 GPA)

(x) \_\_\_\_\_ (Dean of Students office) date \_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASPSU President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Students

\_\_\_\_\_  
Date