



NATIONAL UNIVERSITY  
PLANETREE STUDENT COMMITTEE



## NUPSC Council Meeting

**Date:** December 2, 2019

**Time:** 3pm - 5pm

**Location:** In person at Spectrum Campus Room 183, Online- Zoom link,  
<https://nu.zoom.us/j/561298279>

### Roll Call/Attendance:

- Officers:** Tran, Camelle, Lauren, Joe, Melissa, Alex, Shawna
- Faculty:** Dr. Bhawal
- Members:**
- Excused:** Ana, Sierra
- Current quorum required: 6 out 10 current officers
  - Quorum met Yes.**

**Approval of previous minutes:** November council and committee minutes approved via email.

### Warm Up:

- Breathing.
- Mission: Giving the students of National University's College of Professional Studies a voice in their education while integrating all tenets of Planetree in order to build more person-focused, quality care for the future.
- Appreciation Moment

### Discussion items:

#### Advisors

- **Gloria McNeal ([gmccneal@nu.edu](mailto:gmccneal@nu.edu))**
  - Unable to attend. Nothing to add at this time.
- **Dr. Bhawal ([rbhawal@nu.edu](mailto:rbhawal@nu.edu))**
  - Nothing to add at this time.  
**Public health majors to be aligned with Planetree principles. Dr. Bhawal is going to work with Alex to help make this possible.**
- **Melinda McLaughlin ([mmclaughlin@nu.edu](mailto:mmclaughlin@nu.edu))**
  - Unable to attend. Nothing to add at this time.

## Council

- **Chair: Joseph ([nuplanetree.studentchair@gmail.com](mailto:nuplanetree.studentchair@gmail.com))**
  - Vision
    - Make NU a University that we're proud to say we are from
    - Make each person feel valued, and appreciated at NU
    - Create a relaxing and supportive atmosphere at NU
  - Delegate meetings
    - DON Meeting 2nd Tuesday at 2:30pm. Zoom.
    - Planetree Faculty Meeting. 3rd Thursday at 3pm. Zoom. (?)
    - Sharp Person-Centered Meeting 2nd Wednesday monthly at 1pm.
    - Center of Excellence and Monthly from 9:30am to 11am on the second Thursday. Zoom.  
**Sign-up sheet will be created at the beginning of each month with a list of meetings that are being held that month, active members will be required to attend a meeting for atleast 30 minutes.**
  - Orientation
  - Opening up my position for election  
**Chair position is going to be tabled for the rest of December for someone to consider the position. This position will be open for election starting January if there are individuals who wish to run.**
  - BRN meetings
  - **Chair and Co-Chair are going to split being the point-of-contact for the officers**
    - Chair will take responsibility and be point-of-contact for Admin, MComm, and Student Representative, Outreach**
    - Co-Chair will take responsibility and be point-of-contact for Activities, Fundraising, Membership, and Finance**
- **Co-Chair: Tran Huynh ([nuplanetree.vicechair@gmail.com](mailto:nuplanetree.vicechair@gmail.com))**
  - What do we each want out of Planetree?  
**During the next council meeting, each officer will add to a document that lists their responsibilities. We are going to spend the next month reflecting on the values of Planetree, and we will make sure each officer position incorporates the Planetree values into their duties.**
  - How do we improve communication?  
**-Better communication via WhatsApp. Everyone please check the app atleast once a day so you are caught up with important information.**
  - How do we support each other?

Open communication with one another, Better system at asking for help, the officers are expected to be open with each other and if anyone needs help with anything, please ask!!

- What do we do to promote person-centered care for ourselves?

What are you doing to promote your own personal growth? Example: Tran does not connect her emails to her phone so when she is spending time with loved ones, she can give them her full attention.

- **Administrative Officer: Lauren ([nuplanetree.admnofficer@gmail.com](mailto:nuplanetree.admnofficer@gmail.com))**

- Every officer should have access to the Planetree Blackboard now
- Facebook page access for officers in progress
- Recognition of Appreciation
  - November Shoutout: **Shawna!** “Shawna worked really hard to make the fundraising possible for the members who went to Orlando, even though she did not benefit. Coordinating so much pushed her beyond what was comfortable for her but she did a great job! That’s the kind of attitude and work that will make her an outstanding RN. Thanks Shawna!
  - December Shoutout: **Joe!** “Joe has made a lot of time for me to understand my role as officer and has allowed me to do things independently. He has explained things thoroughly and allowed me independence that makes this role more person-centered! Thanks Joe!
- Thank you everyone for all your hard work!

- **Financial Officer: Tran Huynh ([nuplanetree.financialofficer@gmail.com](mailto:nuplanetree.financialofficer@gmail.com))**

- Current Balance from Statement of Activities as of 11/1/19: **\$3,537.37**
- Total pending withdrawals: \$553.10 reimbursement- Joe Lanctot for water bottles and t-shirts + \$53.61 (Tran for Costco Pizza) Approved by Council in November. Need to reimburse everyone’s plane ticket for Orlando; receipt and reimbursement form need to be turned in to start the process
- Withdrawal: \$43.49 (October 2019 Square fees) + \$472.91 (donation to Rady’s Children Hospital)
- Deposit: \$0
- Total pending current balance as of 11/30/19: **\$2,467.87**
  - Need to donate \$372.91 to Rady’s Children’s Genomics Institute
    - Did not see \$100 donation (need to confirm this with Brianna before donating check)
  - Reimburse everyone who attended Orlando conference. Send receipts to Tran because this is a long process!

- **Activity Officer: Melissa Lowe ([nuplanetree.activities@gmail.com](mailto:nuplanetree.activities@gmail.com))**

- Reflecting back on November's Social Event: Shine a Light on NF and Deft's Brewing
- **December Social:**
  - Kristen Moss Presentation
    - Date: December 2nd
    - Time: 11:00-12:00 PM
    - Location: RB Campus
    - Presentation on person-centered care and the impact it has in the healthcare community and how we can help people provide individualized care.  
They were really impressed with the Zen Den! They might use the idea for their own lounge!
  - Culture Matters
    - Date: December 12th
    - Time: 2:30 PM
    - Location: Spectrum Campus
    - Join us in collaborating with our international students in a social gathering to integrate cultural diversity and awareness to Planetree members  
This is with international students so we can be exposed more to different cultures and be more aware of cultural diversity and awareness that can benefit us while working
  - Hot Cocoa Stand
    - Date: December 19th
    - Time: 11:00 AM
    - Location: RB Campus
    - Get some hot cocoa to allow people to gather and chat before we go on winter vacation
    - We will need volunteers and people to help make hot cocoa.  
This is orientation for Cohort 61. This is the Thursday before winter break  
Estimate of no more than \$26 for this event.
- **January Social:**
  - **90's Trivia and Raffle**
    - Date: January 18th
    - Time: 5:00-7:00 PM
    - Location: June Shine 10051 Old Grove Rd, San Diego, CA 92131
    - RSVP at nuplanetree.activities@gmail with headcount and name of group

- We need 30 attendees and each officer will have to help promote the event or make a group
  - Each group will consist of 4-5 people and we will be holding a raffle for people dressed in their best 90's attire  
Each officer please try to get 4-5 people to come to this event! This is open to friends and family
  
- **Wellness and Support Officer: Alex ([nuplanetree.mentorship@gmail.com](mailto:nuplanetree.mentorship@gmail.com))**
  - ACA lobbying/health advocacy
    - got some feedback & participation from some members
    - will continue to put out educational & outreach info  
These are ways to learn about legislation. Alex will keep putting out information that she finds beneficial.
  - Student Wellness Office
    - offers a variety of services to help students with personal issues
      - emailing flyer to all members – via blackboard
    - working on continued partnership via training/volunteer  
Meeting about what is student wellness and how does it benefit students? What do we do about students who are homeless, have familial issues? \*\*Certification available for us students to be certified in helping other students who experience hardships. This is also a way to get volunteer hours!
  - Looking for group volunteer activities for after the new year
    - fund raising as a team for a cause
    - fun runs  
This would be for a cause and will be brought up again for the New Year. We can raise money, create teams, and help our community!
    - TBD
  - Engage more people throughout the university with Planetree
  
- **Media & Communications Officer: Outgoing = Camelle / Incoming = Nikki ([nuplanetree.communications@gmail.com](mailto:nuplanetree.communications@gmail.com))**
  - **Motion to elect Nikki as new Media & Communications Officer. All in favor. None opposed. Motion passed. Congratulations Nikki!**
  - Please welcome Nikki as our incoming MComm Officer! In the works to train her!  
Camelle has created a google doc to help train the new officer if she is unable to meet in person to train.

- Send me your headshots, so I can update the Officers section on our website & the cover photo on our FB page!
- What flyers/updates do you all need us to create?
- Zen Den has been a success! I need someone to take it over after this month as I graduate. Anyone want to volunteer or join the Zen Den committee?

The water dries up very easily in the tabletop water fountain (within 2 days). If you're on campus, please refill!!

Lauren and Joe have volunteered to join the Zen Den committee

- **Student Rep Officer: Ana ([nuplanetree.studentrep@gmail.com](mailto:nuplanetree.studentrep@gmail.com))**

- Catholic Charities Update:
  - All orientations and training has been done. We are waiting on manager from Rachel's Women's Center to assign a "point person" for students as manager does not work Mondays and she needs someone from staff to be there in case students need help.


Please contact Tran or Ana if you know of people who want to volunteer for the next round. The commitment is once a week for 3 months.

**Essential Oils Update:**

- Peppermint and Lavender roller bottles (50 of each) are made and ready to be distributed on specific day time (i.e. Finals Week)

- **Fundraising Officer: Shawna ([nuplanetree.fundraising@gmail.com](mailto:nuplanetree.fundraising@gmail.com))**

**1. Pre-approval of graduation cords purchase**



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Paying by PO? Check the contact page for more information!

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✔ Your cart has been updated.

Remove	Products	Qty	Total
Remove	<a href="#">Graduation Honor Cords - Single</a> Cord Color(s): Blue (Royal) / Green	40	\$240.00
Remove	<a href="#">Graduation Honor Cords - Single</a> Cord Color(s): Teal / Mint Green / White	20	\$120.00
			<b>Subtotal:</b> \$360.00
			<b>Total discount:</b> -\$90.00
			<b>Subtotal with discount:</b> \$270.00

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- **Cords \$270 + standard shipping \$8.39**
- **Pre-approval for \$280**

**Motion for pre-approval to order graduation cords in bulk. All in favor. None opposed. Motion passed.**

**2. Design Approval for Fundraising Mistle-Tote Bags**



- a. Sell for \$23.00 each, \$10 profit per bag, goal to sell 50 bags
  - i. Bag available in 4 colors  
**All officers in favor of bag design and color!**
- 3. Potential Jamba Juice Fundraiser? Need to work with Spectrum Campus to lock a date in for daytime fundraiser. May need to reschedule after winter break
- Outreach Officer is now Membership Officer: **Outgoing = Brianna. Incoming = Janice** ([nuplanetree.outreach@gmail.com](mailto:nuplanetree.outreach@gmail.com))  
**Motion to elect Janice into Membership Officer role. All in favor. None opposed. Motion passed. Congratulations, Janice!**  
**Desiree will train Janice!**
  - Cohort 60 pre-orientation was amazing Thanks to Tran and Camelle
  - Revamping the recognition program-pens, badge reel, or gratitude journals?
  - Monthly Recognition Awards
    - Submit your write up to [nuplanetree.admnofficer@gmail.com](mailto:nuplanetree.admnofficer@gmail.com)
    - I think we should make a special email address as well as a paper nomination bucket.
- Alumni
  - **Position is open!**
- Open Forum:
  -

**Next Council Meeting: TBA**

**Next NUPSC Meeting:** Tuesday, December 10th from 6-630PM

**Adjournment:** 4:21PM

### **Summary:**

#### **Updates**

- Document will be created on every officers' roles and if there are any discrepancies and this will be discussed at next council meeting.
  - Spend rest of December reflecting on what Planetree truly is and what your role entails. And we can start the new year fresh!
- Each officer can have a few members for a subcommittee. This can help things get put together, get more students involved, and students will have a better idea at what Planetree is. This could set up the position for subcommittee members who are interested in running for officer position.