



**ASSOCIATED STUDENTS, INC.**  
California State University, Los Angeles

## 2018 ASI SUMMER LEADERSHIP TRAINING AND RETREAT SCHEDULE\*

Rev: 6/21/18

### **MONDAY, JUNE 4 THROUGH FRIDAY, JUNE 15**

#### **ADMINISTRATION AND OFFICE PROTOCOLS | AREA RESEARCH**

Elected and newly appointed members will complete paperwork, submit their official bios and take any necessary headshots for use on the ASI website and/or use in ASI publicity. Training on Outlook/OneDrive will also be provided. Members will further research their areas and be ready to report back to the BOD.

### **TUESDAY, JUNE 5**

#### **EXECUTIVE COMMITTEE MEETING**

**04:15-05:45PM | U-SU Board Room 303AB**

### **THURSDAY, JUNE 7**

#### **ASI BOARD OF DIRECTORS MEETING (ALL ASI MEMBERS)**

**03:15-06:00PM | Administration Building Room 313, Academic Senate Conference Room**

- Internal and External Committee Review and Appointment Process
- ASI Bylaws and Codes: Highlights with Q&A
- Grant-In-Aid Process, Biweekly Reports and State of Affairs Overview
- Robert's Rules Made Simple: Parliamentary Procedure Workshop – PART I

### **FRIDAY, JUNE 8 THROUGH SUNDAY, JUNE 10**

#### **CSSA PLENARY MEETING (VPEAA & PRESIDENT)**

**CSU Monterey Bay**

### **SUNDAY, JUNE 10 THROUGH SUNDAY, JUNE 17**

#### **PANETTA INSTITUTE (PRESIDENT)**

**CSU Monterey Bay**

### **MONDAY, JUNE 18**

#### **BOARD OF DIRECTORS AND SENATORS TRAINING (ALL BOD & SENATORS)**

**09:00AM-04:30PM | Los Angeles Room A, University-Student Union**

- ASI Teambuilding
- Cal State LA Demographics: Who We Serve w/ Dr. Octavio Villalpando, Vice Provost for Diversity & Engaged Learning
- Relationship Building: University Administration and Elected Officials



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- University Organizational Chart: Understanding Roles and Responsibilities w/ Dr. Nancy Wada-McKee, VP for Student Life
- Shared Governance and Student Representation w/ Dr. Veena Prabhu, Chair of the Academic Senate
- Robert's Rules Made Simple: Parliamentary Procedure Workshop – PART II
- Student Support and Services: Dean of Students Office w/ Dr. Jen Miller, Dean of Students
- ASI Leadership Skills Assessment
- Summer and Fall Schedule/Calendar Overview and Retreat Form Completion

### **WEDNESDAY, JUNE 20**

#### **ASI INAUGURATION (ALL MEMBERS)**

**04:30PM-05:15PM | Los Angeles Room ABC, University-Student Union**

### **THURSDAY, JUNE 21**

#### **BOARD OF DIRECTORS**

**03:15-05:45PM | U-SU Board Room 303AB**

- Special Presentation: The Role of the President's Designee w/ Dr. Jen Miller, Dean of Students

### **THURSDAY JUNE 26**

#### **PERSONNEL COMMITTEE MEETING**

**03:15-04:15PM | U-SU Board Room 303AB**

#### **EXECUTIVE COMMITTEE MEETING**

**04:15-05:45PM | U-SU Board Room 303AB**

### **THURSDAY, JUNE 28**

#### **EXECUTIVE OFFICERS & CHIEF JUSTICE MANAGEMENT TRAINING**

**09:00AM-0:500PM | ASI Conference Room 203, University-Student Union**

- Establishing Expectations
- Communication and Assertiveness
- ASI Bylaws and Codes: Specific Duties and Responsibilities
- Developing Management Themes (e.g. relationships, engagement, planning)
- Setting and Meeting Long and Short Term Goals
- The Importance of Assessment and Evaluation
- Positive Work Habits and Inspiring Direct Reports
- Interview Strategies and Behavior-Based Interviewing

### **FRIDAY, JUNE 29**

#### **SHARED GOVERNANCE TRAINING (VPAG & SENATORS required, Open to All ASI)**

**09:00AM-04:00PM | Library Dean's Conference Room (LIB N A 119A)**

- ASI Senators Teambuilding
- Academic Senate Organizational Structure, Committees and Senator Handbook: Highlights with Q&A w/ Dr. Veena Prabhu, Chair of the Academic Senate, Cal State LA
- Debrief: Aligning ASI Mission and Purpose with Shared Governance Expectations
- Student Voice and Committee Involvement: ASI Specific Duties and Responsibilities



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- Engaging with Campus Policy and Creating Reports for the Board
- Setting and Meeting Long and Short-Term Goals
- Positive Work Habits
- Review of any Remaining Business or Discussion Items from Spring 2018

**FRIDAY, JUNE 29**

**COLLEGE REPS TRAINING (PRESIDENT & COLLEGE REPS)**

**09:00AM-04:00PM | Library Dean's Conference Room (LIB N B 137)**

- ASI College Representatives Teambuilding
- Shared Governance and the College Organizational Structure
- Specific Duties and Responsibilities (Club Council and College Committees)
- Importance of Assessment/Evaluation: College Efforts and Resources (e.g. Advisement and Academics)
- Actively Seeking out the Opinions, Needs, and Wants of your Constituents
- Action-Oriented Representation and Creating Formal Reports for the Board
- Soliciting Program Proposals from College Clubs and Councils: Benchmarks and Deadlines
- Setting and Meeting Long and Short-Term Goals
- Positive Work Habits
- Review of any Remaining Business or Discussion Items from Spring 2018

**MONDAY, JULY 2**

**BOARD OF DIRECTORS, JUSTICES, AND SENATORS TRAINING II**

**09:00AM-05:00PM | Los Angeles Room A, University-Student Union**

CSUNITY 2018 Applications Due

- Why Nonprofit Stewardship Is Essential To Your Organization
- ASI Bylaws and Codes Analysis
- Ethics in the Workplace: Harassment and Discrimination Prevention w/ the Office of Equity, Diversity, and Inclusion, Cal State LA
- California State Student Association: Purpose and Structure w/ Dr. Rob Shorette, Executive Director for the California State Student Association
- Building Professional Credibility: Public Relations and Communication w/ Hilda Munoz, Communications Specialist, Division of Student Life
- Review of any Remaining Business or Discussion Items from Spring 2018

**THURSDAY, JULY 5**

**BOARD OF DIRECTORS**

**03:15-05:45PM | U-SU Board Room 303AB**

**MONDAY, JULY 9**

**CABINET OF ACADEMIC SENATORS**

**10:00AM-12:00PM | U-SU Board Room 303AB**

**TUESDAY, JULY 10**

**PERSONNEL COMMITTEE**

**03:15-04:30PM | U-SU Board Room 303AB**

**EXECUTIVE COMMITTEE**

**04:30-05:45PM | U-SU Board Room 303AB**

\*schedule is subject to change



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**WEDNESDAY, JULY 11**

**COMMISSIONERS AND REPS-AT-LARGE/OFFICERS TRAINING (VPA, VPEAA, COMMISSIONERS, OFFICERS)**

**09:00AM-04:30PM | Soriano Board Room, Golden Eagle Building**

- ASI Teambuilding
- Serving Publically as a Student Representative
- Organizational Chart Review and ASI 101 Packet Distribution
- Specific Duties and Responsibilities
- Cabinet of Commissioners and Legislative Affairs & Advocacy Codes of Procedure
- Identifying Campus and Community Events and Collaboration Opportunities
- Programming Process Map: Plans and Protocols with Proposal Deadlines
- The Importance of Data Collection, Assessment and Evaluation
- Setting and Meeting Long and Short-Term Goals
- Positive Work Habits
- Review of any Remaining Business or Discussion Items from Spring 2018

**THURSDAY, JULY 12**

**SHARED GOVERNANCE COUNCIL MEETING & CABINET OF COLLEGE REPRESENTATIVES**

**03:15-04:30PM & 04:30-05:45PM | U-SU Board Room 303AB**

- Conflict Resolution for Leaders – Dr. Michael D. Caldwell, Associate Vice President for the Office of Faculty Affairs and Dr. Jen Miller, Dean of Students

**FRIDAY, JULY 13**

**FINANCE COMMITTEE**

**12:00-02:00PM | U-SU Board Room 303AB**

**MONDAY, JULY 16**

**BYLAWS COMMITTEE MEETING**

**01:45-03:00pm | U-SU Board Room 303AB**

**TUESDAY, JULY 17**

**LEGISLATIVE AFFAIRS & ADVOCACY COMMITTEE MEETING & STRATEGIC PLANNING COMMITTEE**

**03:15-4:30PM & 04:30-05:45PM | U-SU Board Room 303AB**

- Activism v. Advocacy: Student Roles and Responsibilities
- Intro to the ASI Strategic Plan: Creating Effective Communication Strategies

**WEDNESDAY, JULY 18**

**JUSTICES' TRAINING (CHIEF JUSTICE & ASSOCIATE JUSTICES)**

**09:00AM-05:00PM | ASI Conference Room 203, University-Student Union**

- ASI Justices Teambuilding
- Organizational Chart Review and ASI 101 Packet Distribution
- Specific Duties and Responsibilities
- Serving as a Parliamentarian
- Robert's Rules Made Easy: Parliamentary Procedure Workshop
- Bylaws & Codes: Analysis and Approval Expectations



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- Setting and Meeting Long and Short-Term Goals
- Staying Connected in ASI
- Review of any Remaining Business or Discussion Items from Spring 2018

**THURSDAY, JULY 19**

**BOARD OF DIRECTORS**

**03:15-05:45PM | U-SU Board Room 303AB**

**FRIDAY, JULY 20**

**CABINET OF COMMISSIONERS MEETING**

**10:00AM-12:00PM | U-SU Board Room 303AB**

**FUNDING SUBCOMMITTEE MEETING**

**12:00PM-2:00PM | U-SU Board Room 303AB**

**MONDAY, JULY 23**

**BYLAWS COMMITTEE MEETING**

**01:45-03:00PM | ASI Conference Room 203, University-Student Union**

**TUESDAY, JULY 24**

**EXECUTIVE COMMITTEE MEETING**

**04:15-05:45PM | U-SU Board Room 303AB**

**WEDNESDAY, JULY 25**

**ALLIES AND ADVOCATES TRAINING (ALL MEMBERS)**

**09:00-02:45PM | Los Angeles Room A, University-Student Union**

- ASI Teambuilding
- Title IX Training for Allies and Advocates w/ Mariel Mulet, Director for the Office of Equity, Diversity, and Inclusion, Title IX Coordinator, DHR Administrator
- Identifying Club, Campus and Community Advocacy Opportunities w/ the Center for Student Involvement, University-Student Union
- Campus and Community Organizing: Service Learning Projects w/ Taffany Lim, Senior Director-Center for Engagement, Service, and the Public Good

**FRIDAY, JULY 27**

**ENVIRONMENTAL POLICY COMMITTEE MEETING**

**10:00-12:00PM | Administration Building Room 313, Academic Senate Conference Room**

**FINANCE COMMITTEE MEETING**

**12:00-02:00PM | Administration Building Room 313, Academic Senate Conference Room**

**SATURDAY, AUGUST 4 THROUGH MONDAY, AUGUST 6**

**CSSA PLENARY MEETING | CSUNITY CONFERENCE**

**CSU Long Beach**



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**THURSDAY, AUGUST 9 THROUGH SUNDAY, AUGUST 12**

**ASI LEADERSHIP RETREAT**

**DAY ONE at Cal State LA | 10:00AM-04:30PM | Los Angeles Room A, University-Student Union**

- Diversity Training w/ Daniel Loera, Director of Multicultural Services, University of La Verne
- LGBTQIA Allyship Training w/ the Cross Cultural Centers at the University-Student Union

**DAY TWO at Cal State LA and Calicinto Ranch | 08:30AM-07:30PM | Los Angeles Room A, University-Student Union and 22850 Soboba Rd, San Jacinto, CA 92583**

- Exploring Group Dynamics: Teambuilding
- Relationship Building: Story of Self
- World as it is, World as it should be: Organizing for Positive Change
- Vision Building and Status of the Strategic Plan
- How Journaling is Important to Success

**DAY THREE at Calicinto Ranch | 09:15AM-10:00PM | 22850 Soboba Rd, San Jacinto, CA 92583**

- Exploring Group Dynamics: Teambuilding
- Discover Your Gifts: Serving and Stewardship
- What Do We Need to Know and Who Can Help Us?
- Building Your Own Board: Who's in Your Support Circle?
- Setting Goals and Preparing for Action
- Identifying Potential Projects
- Recreation and Teambuilding
- Circle of Light: Personal Experience and Team Dynamics
- Connecting and Appreciating in a Meaningful Way
- Journal Reflections

**DAY FOUR at Calicinto Ranch and Cal State LA | 08:30AM-02:45PM | 22850 Soboba Rd, San Jacinto, CA 92583 and University-Student Union**

- "What's the 411?" Upcoming Initiatives and ASI Obligations
- Social Change Leadership
- Your Support Circle: Connecting with Your Community and Building Relationships

**AUGUST 14**

**CAMPUS COMMUNITY MIXER**

**02:00-03:25PM | Montebello Room, University-Student Union**

- Introduction of ASI Members: Our Vision and the ASI Strategic Plan
- ASI and You: How can we partner during the 2018-19 academic year?
- 2018-19 ASI Signature Initiatives

**THURSDAY, JANUARY 17 THROUGH FRIDAY, JANUARY 18, 2019**

**MID YEAR MEETING**

**Location TBD**

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