



Strategic Planning Committee Meeting Minutes

Day/Date: February 9, 2021
 Time: 4:45
 Location: Zoom
 Attendees: Strategic Planning Committee, General Public
 Type of Meeting: General

I. Organizational Items:

Call to order by: Chair Anna Nguyen, ASI Secretary/Treasurer @ 4:47

b. Roll Call

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| Anna Nguyen | Secretary/Treasurer | Present |
| Diana Chavez | ASI President | Present |
| Ledi Loot | Vice President for Administration | Present |
| Josue Montenegro | Vice President for Finance | Present |
| Analiz Marmolejo | Vice President for External Affairs and Advancement | Present |
| Jocelyn Vargas | Vice President for Academic Governance | Present |
| Sasha Prakir | Associate Justice | Present |
| Kyle Misa | BOD Member | Present |
| Kristy Lam | BOD Member | Unexcused Absence |
| Diana Valdez | BOD Member | Present |
| Kinsley Wang | Academic Senator | Present |
| Dena Florez | Office Manager | Present |
| Carol Roberts-Corb | | Unexcused Tardy |

c. Adoption of Agenda: February 9, 2021

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| Offered By: Kyle Misa | Seconded By Ledi Loot |
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Amendment to table minutes of November 17th, 2020 to next SPC
 Motioned by Jocelyn Vargas, second by Diana Chavez

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| All in Favor | All | Opposed | | Abstained | | Motion: Passed |
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d. Table of Minutes: November 17, 2020 for next SPC

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| Offered By: | Jocelyn Vargas | Seconded by: | Diana Chavez |
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| All in Favor | All | Opposed | | Abstained | | Motion: Passed |
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II. Public Forum

- a. This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.

III. Informational Items

IV. Discussion Items

a. Information that should be covered when appointed the position. (Anna)

- Last semester we worked on questions to ask during a interview and we want to continue to keep the continuity for the following years. Keep a transparency to the students about the interview questions. Our next project is to give the students a better understanding about their position and go more in depth about the positions. Diana Chavez wants to start a new procedure to meet with the newly appointed in a one on one to go over in depth the duties of their positions and responsibilities. This will also give the transparency for the newly appointed members, so they are not confused on what their position entails to. (Diana Chavez)
- When we appoint we miss that training for newly appointed. The full-time staff can be a part of the meeting or they can have a third meeting to go over the operations part. (Dena)
- We are having this brainstorm session to be transparent about the duties and responsibilities of positions.
- Knowing your role and what committees you sit on. Basic procedure what be good to know when appointed (Sasha)
- Making the code and procedure for the Board of Directors available at these meetings. Going over the code of procedure during that first meeting with the direct report would be helpful (Analiz)
- Suggest that it should be a policy to have an onboarding process from a HR perspective. Come up with a guide to go over during the meeting with direct reports (Ledi)
- Suggest we go over a slide that talks about the next steps after orientation. (Dena)

- Likes the idea about going over the policy because its useful and helpful as it goes into detail. (Jocelyn)
 - Diana Chavez will go over the position description.
 - Suggest that we go over the code of procedure as it goes into detail. (Dena)
- b. Keeping Continuity and Transparency**
- How can keep the continuity and transparency going is an ASI member resigns mid semester? How can the newly appointed know what that previous person was working on? How can we keep the past ideas keep them going as they start this newly appointed position? Suggest that in their resignation letters include what they were working on, their goals and have transition folders but have them updated on a monthly basis. (Diana Chavez)
 - For each position it would be different. Having a spreadsheet on who sits in what committee, or who they are in communication with and projects they are working on. (Jocelyn)
 - Suggest we have a exit interview to ensure we have a full understanding of what that person was working on to allow a smooth transition to next person (Ledi)
 - Sometimes once they turn in their resignation letter a lot of times, we do not get responses back. (Diana Chavez)
 - An exit interview is essential but agrees that once they resign, they checked out already. If a student leader steps away its helpful to have those one on ones to have those students fill out a sheet about what they were working on. (Dena)
 - Its important when we do appoint these student leaders to let them know expectations so incase one resigns or steps out, they know the procedure and proper way to step away before checking out. (Ledi)
 - The biweekly are helpful to know in case a new student is appointed they know where to move on from the previous student. (Josue)
 - Having that tracker would be efficient for VPAG to know where their members sit on. (Jocelyn)
- c. Discuss upcoming events**
- Look and discuss the upcoming events to ensure there is a variety of events happening this semester. (Anna)
 - Townhalls are a great way to communicate with constituents and get details about what is going on in these colleges. There is a diverse number of events this semester. (Diana Chavez)
 - Agree that there is a variety of events (Anna)
- d. Thinking of hosting an event as way to show the fun side of the president. Make a rap battle. Thinking of way to use the funds (Diana Chavez)**

V. Action Items

VI. Report

- a. Anna- Student Affairs are coming up and biweekly are completed and collected**

VII. Adjournment

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| Offered By: | Josue Montenegro | Seconded by: | Diana Chavez |
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| All in Favor | All | Opposed | | Abstained | Motion: Passed |

Adjourned at 5:45 PM

DRAFT