



# Strategic Planning Committee Meeting Minutes

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Day/Date: November 17, 2020  
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 @ 4:46

### b. Roll Call

Anna Nguyen	Secretary/Treasurer	Present
Diana Chavez	ASI President	Present
Ledi Loot	Vice President for Administration	Excused Absence
Kayla Misa	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	Present
Diana Valdez	BOD Member	Present
Kinsley Wang	Academic Senator	Present
Dena Florez	Office Manager	Present
Carol Roberts-Corb		Present

### c. Adoption of Agenda: October 20, 2020

Offered By:	Jocelyn Vargas	Seconded By	Ledi Loot
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All in Favor	All	Opposed		Abstained		Motion: Passed

**d. Approval of Minutes: October 20, 2020**

an Approval of Minutes: October 26, 2020						
Offered By:	Analiz Marmolejo	Seconded by:		Ledi Loot		
All in Favor	All	Opposed		Abstained		Motion: Passed

**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. Interview Questions (Anna)**

- Diana Chavez suggests having three interview questions that are specific to the area the candidate is applying to. Have 5 generic questions and 2-3 specific questions for the interview.
- Diana Chavez wants to start a Google Doc with interview questions to help those who are giving interviews.
- Ledi suggest her document from her interview questions and gives out generic questions.
- Diana wants to ask, "How are they with multitasking and How will they balance out schoolwork with ASI work?" Someone learns a lot from asking these questions.
- Generic questions to ask from the Google Doc:
  1. Tell me about yourself
  2. Why did you apply for this position? 2nd
  3. What does Advocacy mean to you?
  4. How do you plan on balancing schoolwork and responsibilities as an ASI member?
  5. Are you available to attend those meetings? 1st
- Jocelyn asks the question about why they applied to see what made that specific committee stand out from others.
- Do not suggest asking the question about Strengths and Weaknesses because its not a question that will correlate to the positions of ASI. If newer students are applying, they might not know how to answer that question to specifically for ASI.
- Dena suggests that we can delete that questions.

- Analiz suggest that we rephrase the question about "what do you think the duties and responsibilities are?" to "Have you read the duties and responsibilities, and do you have any questions, comments and concerns?"
- There's access to the duties and responsibilities to internal positions but not external positions.
- The positions listed on the ASI website do not go into detail about what the positions are.
- Dena suggests we footnote the responsibilities and go more into detail about the duties and responsibilities.
- Jocelyn suggests we put in a question about leadership experience. But for the newer students we can ask what is some leadership experience they would like to gain?
- Ledi suggest that we refrain from asking yes or no questions and keep it to open ended questions.
- Dena suggests we should ask what can you bring to this position?
- Analiz ask if the 3 goals question is open to the position itself.
- Diana does not think that a student will know what their three goals are for these positions if they do not know what the positions entails to.
- Dena likes the question on how to balance out schoolwork because the candidate can then see weather this position will fit in their schedule. Dena also suggests having SMART Goals.
- The question about advocacy does not correlate to all positions for examples commissioners but Diana Chavez believes that it does because ASI positions are there to represent the student body. We are all student leaders.
- Anna suggests that we keep the generic questions general.
- Dena suggests we should reword the leadership question to ensure we do not point out students who might not have leadership experience.
- Diana Chavez and Anna thinks that the question about being able to attend meetings is good to continue the interview.
- Should we set a standard interview time for specific positions? Some positions for example college representative and commissioners should not take as long as an interview for an executive position.
- Its important to express that they work with faculty so ask how comfortable they are with faculty so ask this question under VPAG.
- Diana Chavez feels like a VPAG question should be in the lines of how comfortable they are with speaking up and being vocal. How comfortable are you with using your voice and represent?
- For VPEAA the suggest to ask "Tell me about your experience in civic engagement and programming, what does outreach mean to you? What does diversity and inclusion mean to you?"
- For VPF Dena suggest we ask "What experience do you have in finance?"
- Jocelyn suggests for the President we should ask candidates "What are the issues you see in your college?"
- Dena suggests asking a question about how comfortable they are with working with faculty since they collaborate with faculty to create events.
- For executive positions they should be more specific rather than generic. For example, For VPF should have specific related questions to finance.
- Anna wants to table the next discussion.
- Diana Chavez Motions to table the next discussion item B, Jocelyn's seconds the motion.

V. Action Items

VI. Report

- a. **Anna-** Some ASI members send out their Biweekly but do not cc their direct reports. Exec positions cc the president as well. We accomplished a lot during this meeting.

VII. Adjournment 5:44 pm

Offered By:	Diana Chavez	Seconded by:	Diana Valdez	
All in Favor	All	Opposed	Abstained	Motion: Passed

Adjourned at 5:45 PM