



Strategic Planning Meeting

Minutes

Day/Date: ___Tuesday, October 15, 2019_

Time: ___4:45 – 5:45_____

Location: ___ASI Conference Room 203__

Attendees: Strategic Planning committee, General Public

Type of Meeting: ___General_____

I. Organizational Items:

Call to order by: Chair David San, ASI Secretary/Treasurer @ ___4:49_PM_____

b. Roll Call

P	David San	<i>Secretary/Treasurer</i>
P	Aaron Castaneda	<i>President</i>
P	Teady Ochoa	<i>Vice President for Administration</i>
P	Jacquelyn Acosta	<i>Vice President for Academic Governance</i>
P	Christopher Koo	<i>Vice President for Finance</i>
P	Joceline Rivera-Jimenez	<i>Vice President for External Affairs and Advancement</i>
P	Alexander Berry	<i>Chief Justice</i>
P	Sathya Raminani	<i>BOD Representative</i>
P	Kyle Misa	<i>BOD Representative</i>
-	Vacant	<i>Interim Executive Director</i>
P	Dena	<i>Office Manager</i>
P	Christopher Johnson	<i>Staff Support</i>

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c. Adoption of Agenda: Tuesday, September 17, 2019

Offered By: Aaron	Seconded by: Chris
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Consensus

- Consensus was established

All in Favor	consensus	Opposed	0	Abstained	0	Motion: Passed
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d. Approval of Minutes (action): Tuesday, September 3, 2019

Offered By:	Joceline	Seconded by:	Teady
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Consensus

- Consensus was established

All in Favor	consensus	Opposed	0	Abstained	0	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.
 - N/A

II. Discussion Items

- a. **State of Affairs Discussion** – The committee will look through the State of Affairs, discuss their experience on it, and discuss what could be better for the State of Affairs.
 - David: What are better ways to enhance State of Affairs?
 - Aaron: My question has been number 5, financial report, my concern is people don't know what to write on that. They mention their budget or overall budget. Clarifying what exactly this question means would be better.
 - David: I agree clarifying this would be better.
 - Chris: There not bad questions but if we ask specific to their areas it would be interesting and give better answers. Allow people describe what they've been doing.
 - Alex: I agree with Chris, it's helpful to get feedback on specific areas. On question two, is the successors line necessary?
 - Dena: In terms of ASI and successors means the next administration. For example, NVRD, Farmers Market. I also see the point in making it specific in your area in regard to the financial question.
 - David: Any other feedback?
 - Alex: I would like to create a guideline for the state of affairs.
 - Joceline: this is asking not only your area but other areas?
 - David: Surrounding areas.
 - Teady: Can you clarify question #4?
 - David: In relation to your area such as are all commissioner positions filled or is your committee filled?
 - Dena: What time will state of affairs be due?

- David: Wednesday due at noon.
- Aaron: I will follow up with people on State of Affairs.
- David: We could provide more specifics and giving examples.
- Damarea: The template you sent out is pretty solid, if anyone has questions, they should reach out to you. 5-7 sentences should be good. Something like this could be very beneficial in terms of direction of what duties/responsibilities are.
 - b. **Transition Folder Discussion** – The committee will look through the Transition Folder Guidelines, discuss their experience on it, and discuss what could be better for the Transition Folders.
- David: Is there anything you all would like to see added to the transition folder such as the guidelines? Or other things you all would've liked to see when coming into your positions.
- Alex: I like the guidelines; I think there is something really valuable in this. My committee is going forward in outlining what position descriptions are.
- David: I would like to put transitions folders on Policy 002, so new ASI members can see where we left off and get an idea in what we did in our positions.
- Damarea: Returning members, how did you all feel about transition folder you received?
- Aaron: There not the best, some of them were poor reflections. It needs to be changed up to add more meaning to them.
- Alex: I completely agree with Aaron and also formalizing transitions folder how they should be written.
- Jackie: If we're going to do that, we would need to reassess some of the questions as some of the questions are opinioned based.
- Damarea: This is a great guideline; the problem is if people are actually completing this. We need accountability for filing out the transition folder.
- Alex: Jackie is right that there is a very subjective element to this, there are things that you have to give your opinion. Having a procedural tied to the transition folder would formalize it.
- Dena: There are some facts that need to be stated then you reflect if it worked for you or some suggestions that could make it better.
- Jackie: It's hard to have factual things because we all have a different perspective. Personal opinions are valuable.
- David: My interpretation for observation is for events and give a brief explanation in how the event was successful.
- Alex: I want to have follow up conversations in regard to what areas need to be touched up by policies. Just so we know how we can improve policy.
- Jackie: Adding the wording if applicable, so people don't repeat themselves. I don't know anyone who has task logs.
- David: I know this is a guideline so a lot of people opt-out in some stuff as it wasn't applicable. Also wanted to mention providing examples to this, giving the question out leaves it open ended.
- Alex: Examples could be beneficial.
- Jackie: We should have a cheat sheet in how to translate what we have been doing in the organization for real world jobs.
- David: People have been in the position for a while, I can explain what is needed in my area, but the new person won't know. That's why I wanted to enhance the transition report.

V. Reports

a. Committee Chair

- David: I am looking over things in my area in regard to strategic planning. I try to reach out to Deans to promote more outreach in events, but I have only heard back from ECST. Other than it's the biweekly process, new member orientations, keeping track of the new members.

b. ASI Interim Executive Director

N/A

VI. Adjournment

Offered By:	Chris	Seconded by:	Aaron		
Motion to adjourn the meeting at 5:27 pm					
All in Favor	8	Opposed	0	Abstained	0
Motion: Passed					