**Minutes**

Day/Date: \_\_\_Tuesday, January 21, 2019\_

Time: \_\_\_4:45 – 5:45\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location: \_\_\_ASI Conference Room 203\_\_

Attendees: Strategic Planning committee, General Public

Type of Meeting: \_\_\_\_General \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Organizational Items:
Call to order by: Chair David San, ASI Secretary/Treasurer @ \_\_4:48\_PM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| P | David San  | *Secretary/Treasurer* |
| P | Jacquelyn Acosta | *President* |
| P | Teady Ochoa | *Vice President for Administration* |
| P | Christopher Koo | *Vice President for Finance*  |
| P | Joceline Rivera-Jimenez | *Vice President for External Affairs and Advancement*  |
| ET | Sathya Raminani | *BOD Representative*  |
| ET  | Kyle Misa | *BOD Representative*  |
| P | Dena | *Office Manager*  |
| UA | Christopher Johnson | *Staff Support* |

# c. Adoption of Agenda: Tuesday, January 21st

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| --- | --- | --- | --- | --- |
| **Offered By:**  | **Jackie** | **Seco** | **nded by:**  | **Teady** |
| Consensus - Consensus was established |  |  |
| **All in Favor**  | consensus | **Opposed**  | **0**  | **Abstained**  | **0**  | **Motion: Passed**  |

# d. Approval of Minutes (action): Tuesday, December 3rd

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| --- | --- | --- | --- | --- |
| **Offered By:**  | **Jackie** | **Seco** | **nded by:**  | **Chris** |
|  * David: the recording is not uploaded online, can I get a consensus to table minutes for next meeting.

  |  |  |
| **All in Favor**  | consensus | **Opposed**  | **0**  | **Abstained**  | **0**  | **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.

# Informational Items

# Policy 011 – The committee will review changes made to the Strategic Planning Code of Procedure

* David: It is not too much on it, I did not realize it was not updated on the website. Office manager as recording secretary was removed. ASI Secretary Treasure being the permanent chair of SPC was removed. We mentioned that in case there is no Secretary Treasure and then noticed something on vice chair section that this will count for their service hours. So instead of being hours it would be activity. I also struck SPC minutes will be in BOD minutes and something we never did. Any discussion on this? Seeing none, it will be an action item for next meeting.

# Semester at a Glance – The committee will take a look at the Events ASI and stakeholders are holding this semester to view the reach ASI is looking towards for the semester

* David: Basically, what I wanted to highlight is the time, majority of the events are before 4pm. Orange is the morning and dark blue are after 4pm. I wanted to put this out there for ASI members that most events are happening in the morning. If it says ASI but no area it means ASI is collaborating. What are you all ideas based on the timing?
* Dena: I wouldn’t say its programming because most of it has a purpose. Spirit week maybe but elections, trainings, we the people, those are necessarily programming.
* Jackie: Advocacy to me is in the morning and fun is at night. For example, spirit is having events at night besides for the parade. I don’t know how we would incorporate advocacy in the evening. For example, I don’t imagine we the people at night. It doesn’t make sense. I would want to cater to master students and PhD classes as well. I definitely think we do need to cater to them, but I don’t know how we would.
* David: That’s what I was thinking, night students mention some events don’t cater to them because it is not at night. I was thinking advocacy, simpler than de-stress. For example, small open deliberation. There are people who have mentioned they would’ve preferred an event at night because they don’t have time in the morning. To me programming was fun, and advocacy is outreach, tabling, being out there for students. Overall take I wanted on this was more tabling at night, so they feel included.
* Dena: I agree we need to take into consideration our evening students. Maybe having something at 4pm, even if it’s something simply. Coffee and donuts, especially if theyre rushing out of work.
* David: It puts our presence out there at night.
* Chris: This is more for next year, but I was thinking of increasing the academic graduate senators’ budget, advocating for them more.
* Teady: so essentially you want tabling at night? I’m not saying us do it but other ASI members in the committees.
* Chris: Tabling at night does not sound great, the campus is dead after the 6pm rush. I do think classroom presentation will work better.
* Dena: Maybe set up in Salazar hall, king hall, and class presentations.
* David: I also want to point out the location of the events.
* Jackie: For Townhalls, we will do it outdoors, so students are able to participate.
* Teady: Any details needed for tabling let me know, so I can make it possible with the new PRMC. In addition, grad-chilla I will need a lot of help planning the event. We already had meeting with Priscilla and alumni is on board.
	1. **Classroom Engagement** – The committee will discuss on different ways for ASI Members and students to engage in classroom outreaches
* David: I haven’t seen how others do classroom presentations; it is usually a lecture for me. I want to see what some of the ways are you all do classroom presentations
* Teady: We have PowerPoints for housing and overall classrooms. We give the calendars and free stuff.
* Dena: If there are power points can we get those uploaded to the ‘about us’ section on our website. We can condense it to one 5-minute presentation. Upload the PowerPoint and make them go to the website. They’ll begin to navigate our website.
* David: Having it accessible to everyone. Other things that might be more engaging is to give students a tablet to get their emails for further information. I know for screaming eagles there is a form online.
* Dena: can we text?
* David: I don’t know about texting students. I also wanting to make things more dramatic, have a mystery box in it. We can put promo items on it.
* Chris: I ask them if you tell us one of your concerns, you will get a water bottle.
* David: I’ve seen some speakers to do that.
* Joceline: I am a visual learner, do a presentation and take out questions what does ASI stand for and what issues are they concerned about.
* David: If it is a lengthy survey, they might just finish it quick or not put useful information on it.
* Teady: A good strategy is putting up the graphic of the upcoming events.
* David: Also having a phrase or brief rundowns of ASI.
* Dena: Your orientation PowerPoint can be useful! Something is going to catch their eye. These are the different position. What’s the benefit of being in ASI.

# Tabling Outreach – The committee will discuss on different ways for ASI Members to engage students when tabling

* David: Same concept on like the other one, I was wondering if there were ways, we can better it?
* Teady: Taking Damarea concept of being out there handing out the flyers. 10% comes to the office, less than 5% look at the website. The kiosk is wrapped but giving out posters and quick one-minute spiel of what the event is about.
* Dena: If you take carts to move around, also know when there is rush. Give out water when it’s hot.
* Chris: Student health center gives a lot out. They’re tabling has a lot of engagement activities. I don’t know how they do it, but we can find ways to do it.
* David: Christopher Johnson mentions renting Eddy the Eagle.

V. Reports

 **a.** Committee Chair

 David: A lot of it was finishing the agendas and minutes and compile a list of new initiatives we can take such as classroom presentation and how our semester going to look like overall.

**VI. Adjournment**

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| **Offered By:**  | **Jackie**  | **Seco** | **nded by:**  | **Chris** |
|   Motion to adjourn the meeting at 5:30 pm   |  |
| **All in Favor**  | 4 | **Opposed**  | **0**  | **Abstained**  | **0**  | **Motion: Passed**  |