



Strategic Planning Committee Meeting Minutes

Day/Date: October 20, 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	Present
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	Unexcused Tardy
Diana Valdez	BOD Member	Present
Kinsley Wang	Academic Senator	Present
Dena Florez	Office Manager	Present
Dr. Jennifer Miller		Excused Absence

c. Adoption of Agenda: October 20, 2020

Offered By:	Diana Chavez	Seconded By	Ledi Loot
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All in Favor	All	Opposed		Abstained		Motion: Passed

d. Approval of Minutes: October 6, 2020

Offered By:	Jocelyn Vargas	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

a. Project Proposal Turnaround time (Anna)

- Project proposal turnaround time for Gus is two weeks, how does everyone feel about making it a 3 week turn around time?
- Diana Chavez think 3 weeks would work better for Gus and Tony.
- Ledi agrees on 3 weeks,
- Analiz- is there a way that when one submits proposals whoever submits it cc their direct reports. In order to see what is being submitted can it be cc'd?
- Anna- will send out an email to everyone letting them know about the three-week turnaround time.
- Diana Chavez- Diana, Ledi and Gus get a copy of the proposals, but Diana Chavez can go ahead and forward that email.

b. Event Evaluation Forms (Anna)

- Evaluation Forms are also online to be recorded better.
- Jocelyn- Is that the proposal we are still using the word template and when are program proposals due for the spring?
- Ledi- it is the same thing but removed some tables as she compared it to the online version.
- Anna- Gus mentioned that sometime in November the proposals will be due, proposals can still be sent out but just so that Gus can have an estimate of dates and events that will happen.
- Dena- set a date for November. Trying to get a master calendar so that events do not overlap each other. Goal is to get as many events as possible on the calendar to plan accordingly.
- Anna- Master calendar might get hectic with last minute changed being added, Gus reminded that for proposals they have to provide an alternative date so that if the first one doesn't work out they have the alternative one.

- Diana Chavez- How will we go about events where we want to invite admin and staff during a specific time in the semester?
- Anna- just a reminder that proposals are due November and then Gus will have a calendar with all events so its easier to plan after the November deadline. Evaluation Forms will be online for next semester and emailed to Anna directly. It is possible to create a QR code for the form as well.

IV. Discussion Items

a. New Member Orientation (Anna)

- Anna- Diana and Anna thought it would be a good idea for newly appointed members to schedule a one on one with their direct report after having orientation with Anna to have a better understanding of their position.
- Diana Chavez- we can set a one on one meeting with them regarding what their position entails that way they will not be confused when starting their responsibilities. Its important for new members to understand their duties. This will also allow new members to know who their direct report is and build that relationship as a new member. Hopefully, this can be established as something ASI does for the long term.
- Ledi- has started using this process with her new members to have a better understanding of who to report to and how to contact them.
- Dena- When interviewing candidates have that conversation of what the position entails. Once they have an orientation, we should then guide them throughout the process.
- Diana Chavez- there are certain things that cant be presented due to specific reports and numbers. What should be included in the one on one that is not presented during orientation. Budget is an example that can be brought up during the one on one with their direct report.
- Analiz- it should be more detailed like using quick links.
- Jocelyn- agrees that one on ones are essential for new members to get specifics on budgets, finances, who to speak to about certain things like request for more funding.
- Dena- it is a good idea to have that one on one going over the Codes of Procedure with their direct report as well as a full position description. Its important to also mention that this isn't a job its volunteer work but ASI does give a stipend. GIA's vary depending on the financial aid of the students.
- Diana Chavez- there can be a general statement about GIA's during interviews with a disclaimer that they vary depending on students and not give an actual amount. Recommend that executive officers think about what should be included in the one on ones and what should be included in the interviews for next SPC.
- Dena- for student assistant when they are onboarding, they do their orientation then they meet with the exec director and then they meet with Dena and go over administrative task.
- Anna- next SPC we will go over what will be talked about the one on one and the interview questions.

V. Action Items

VI. Report

- a. **Anna-** talking to Gus and getting the event evaluation done and getting specifics on the project proposals. Ask Gus to get Anna the project proposals to forward them to Diana Chavez

VII. Adjournment

Offered By:	Ledi Loot	Seconded by:	Analiz Marmolejo		
All in Favor	All	Opposed	Abstained	Motion:	Passed

Adjourned at 5:35 PM