

To: Incoming ASI President

From: Denisse Garcia
President

Subject: Transition Report

General Information:

Office Hours:

Wednesday: 8:00AM-12:00PM

Or by appointment

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Introduction:

First and foremost, congratulations on being elected to serve as President of Associated Students, Inc. at Sacramento State. You are now responsible for being the direct representative for the student body as a whole. I hope this transition report helps you better understand your role as the newly elected president. The content includes information on internal committees, external committees, strategic priority accomplishments and other business conducted throughout my term.

My experience as ASI President has been completely different than previous ASI Presidents and looking back on it I would not change a thing. I was elected to serve as the ASI Vice President of Finance for the 2019-2020 year, but after the ASI President and Executive Vice President stepped down from their roles in March, I was sworn into office. That in itself was difficult, for I had to learn all of my new responsibilities mid-semester when everything was full speed. Additionally, as you know we are in the middle of a pandemic and the same day I was sworn into office was the same day the University made the decision to transition virtually. It was an extremely stressful time for the Board of Directors as a whole, but we leaned on each other to get through it. It is crucial that you create a strong bond with all of your Board Members right from the beginning. I understand this is going to be challenging for you taking into consideration that many of your interactions with them will be virtual. The first thing I encourage you to do when you get sworn into office is to build a strong relationship with all of them.

You will face many challenges throughout the semester and all I can say is rely on the people around you. All of the advisors are there to support you and want to see nothing more than you succeed. Know that they have years of experience working with Board Members so don't take their advices lightly. Lastly, don't forget to have fun. Every Board Member comes into office motivated and ready to work, which is great, but don't forget to enjoy every moment of it. The year will fly by and before you know it you will be announcing the ASI Elections results. This will be a new experience for you, enjoy it! I wish you the best on all of your endeavors as you carryout this new role.

Committees:

As an ASI Board Member you have a responsibility to sit on at least one internal ASI committee and at least 2 University committees. You, as the president, will be asked to sit or even chair multiple committees. One piece of advice I have for you is learn how to say no. At first it will be difficult as you will have multiple people asking you to serve, but keep in mind you have an entire year to serve. Don't try to do too much because it will eventually catch up to you. Always remember you are a student first and that is the only reason you are able to be in this position. Below you will find some of the committees I was a part of and what those committees entailed.

ASI Finance and Budget Committee:

In my opinion the Finance and Budget committee is one of the committees that requires the most investment and time, however I also consider it to be one of the most rewarding committee. During the year as Vice President of Finance, I was the Chair for this committee. However, as president more than likely you will not be serving on this committee unless you opt to. I recommend you try to attend the meetings occasionally to understand the financial operations of ASI as well as to see the work the F&B committee does.

DOC Funding Committee:

The DOC Funding committee is another committee that falls under the responsibility of the VP of Finance. This committee interacts plenty with students and is one of the resources from ASI many students recognize. There are going to be plenty of questions whether this committee will continue operating if we continue to work virtually, so I recommend you work closely with the VP of Finance as questions come through.

ASI Scholarship Committee:

The ASI Scholarship Committee is the last committee that falls under the responsibility of the VP of Finance. This was one of my favorite committees because you get to read many inspiring stories that remind you why you are doing this job. Continue to ensure that the Board of Directors and ASI continue to keep the process very transparent for the student body.

Instructionally Related Activities

As ASI President, you will be Chairing this committee with the support of the Office of the Vice President/CFO. This committee is very similar to the work that the Finance and Budget committee does. You review grant applications with a committee and allocate University funds to programs. In this committee you will learn about the resources/programs the university offers for our students.

Green Team

For the past few semesters Green Team has been doing an outstanding job in engaging students

UEI Board of Directors

The UEI Board of Directors is a great committee to build community relationships. I recommend giving constant updates to the Board about ASI and students as they love hearing what Sac State students are doing.

Commencement Ceremony Committee

Following the news of the 2020 in person commencement cancellation this committee will more than likely be busy planning for the upcoming one. It is a fun committee to be on and I recommend you sit on it.

Aquatic Center Committee

This committee does not meet often, once per semester, but it is a great committee to be on if you want to promote ASI programs to students.

Critical Response Team

The Critical Response Team is one of the most important committees you will sit on as a student representative. During these meetings you will be the only student at the table surrounded by administrators. Oftentimes you will discuss confidential business and you will have to be the student voice in those conversations.

Strategic Priority Updates:

1.0 Participate in Advocacy Efforts

1.1 Promote Voter Engagement

1.1.2 Support/market voter registration to Sac State students

Participated in Community & Civic Engagement Resource Fair tabling for ASI and registering students to vote.

1.2 Census 2020

1.2.1 Collaborate with other campus partners in support of census education

Have begun meeting with ASI staff and campus partners to discuss possibility of collaboration for event supporting census education. Israel, ASI VP Academic Affairs, and I have begun meeting with student clubs. Collaborating with Serna Center for challenges

1.2.2 Promote census education

Working with different campus partners to collaborate on an informational event.

1.5 Promote attendance to CSSA Events

1.5.1 Promote CHESS Conference Attendance

CHESS Conference flyers are being promoted by the Board on social media.

1.6 Advocate for environmental sustainability

1.6.1 Support the continued efforts of the “Don’t Litter Our River” campaign

Attended 2 American River clean ups last semester, and hoping to attend another one this semester.

2.0 Promote ASI to the campus

2.1 Increase student participation in Green Team

2.1.1 Increase number of student participation in Green Team

Officially appointed to Green Team and in the process of recruiting students to the committee.

2.2.3 Spotlight one ASI department each month

The Board has been working on promotional videos.

2.3 External Grant Collaboration Opportunities

2.3.1 Assess the feasibility to require ASI presentation to External Grant recipients

Finance & Budget committee has approved application edits requiring External Grants recipients to co-market ASI.

2.4 Promote the Board

2.4.1. Purchase Board specific Hornet gear for advocacy efforts

The Board has long sleeve t-shirts to promote the Board.

3.0 Support Basic Needs Initiatives

3.1 Support efforts of the Food Pantry

3.1.1 Research feasibility of “Donate the Change” for the ASI Food Pantry

Idea has been discussed and proposed, further discussions are set to occur. I have contacted San Diego State and I am awaiting a response from them.

3.1.2 Hold a drive for the ASI Food Pantry

Jen, ASI EVP, and I have begun discussions on holding a drive.

3.3 Support Basic Needs Campus Programs

3.3.3 Assess the feasibility of an “Epicure Extras” type of program for the Dining Commons

Meeting has been held with Dining Services Director, ASI Student Engagement and Outreach Director, and Director of SSIS to discuss ideas. First phase, donation of “grab and go” items from eateries will be donated to the food pantry, will begin within the next few weeks.

3.4 Provide Menstrual Products in the University Union- trial basis

3.4.1 Assess opportunities with University Union to supply products

Held a meeting with University Union Administration to discuss strategic priority. Permission has been granted to host trial beginning on November 12th through November 22nd.

4.0 Enhance Academic/Student Success

4.2 Promote, participate & partner with campus resources that support academic & student success

4.2.1 Educate Board regarding SMART planner usage

Academic Advising Center has been contacted to present at a Board meeting, date to be determined.

4.2.2 Promote & Attend Diversity & Inclusion Events/Programs

Board has promoted on social media platforms events focused around Diversity & Inclusion

4.3 Support the Graduation Initiative Programs

4.3.1 Raise awareness of existing Graduation Initiative efforts

SMART planner has been promoted at college kick-off events. ASI President attended Graduation Symposium.

Denisse Garcia
President

Conclusion:

Once again, congratulations on being elected! I hope you are excited for this new journey, there is no doubt in me that you will do an amazing job. There are so many things I have learned from being in office that it is impossible to share all on a single report. Always remember the students and why you are in this position, but never forget about yourself. In order to serve others, you have to serve yourself first so be sure to take care of yourself. Most importantly have fun along the way, enjoy every moment of it. I can't wait to see everything you will accomplish.

Sincerely,

Denisse Garcia

If you have any questions or concerns, please do not hesitate to contact me by phone (916) 278-7921 or by email at asivpfinance@csus.edu

Denisse Garcia
President