

**To: ASI Board of Directors**

**From: Donna Walters**  
Director of Business Administration

**Subject: September 2019 Board Report**

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**General Information:**

**Office Hours:**

Wednesday: 10:00 am – 12:00 pm, Office of Student Engagement, Tahoe Hall 1030  
Friday: 10:00 am – 2:00 pm, ASI Government Office, University Union 3250

**Contact Information:**

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**A Special Note to Our Hornets**

*Happy Fall Hornets!*

*My name is Donna Walters and I am the newly appointed ASI Director of Business Administration for the 2019-2020 academic year. I am a fourth year business student with a concentration in Human Resource and Organization Behavior, a Research Assistant within the College of Business, and the co-founder of Stinger Esports; a student organization serving the social and leadership needs of the CSUS gaming community.*

*I am dedicated to bringing more learning opportunities to our campus to help bridge the college to career gap that currently exists; creating more visibility for on-campus programs and organizations to enrich our student experience; and helping each member of our community obtain the tools they need to be successful in their future endeavors.*

*I am committed to supporting all Hornets, so please don't hesitate to reach out should you have any questions, ideas for collaboration, kudos for your favorite programs or departments, or suggestions on how Sac State can improve!*

*I can't wait to bring new opportunities to our campus and will work my hardest to help all students succeed; regardless of one's background, ability, status, or identity!*

*Respectfully yours,*

*Donna "BasicTaq" Walters*  
*Director of Business Administration*

### College Updates

- Introduced myself and met with the Office of Student Engagement team.
- Submitted my Power Point slide with my contact info to Bonnie Burnell for the electronic board.
- Emailed all contacts on the “Business Clubs Spring 2019” roster to schedule club meeting presentations.
- Met with Dean William Cordeiro to review goals and set up monthly meetings.
- Tabled during Fall 2019 Biz Fest & hosted my ASI Director Kick Off event.
- Met with students during Club Days and distributed information about ASI for their CBA students.

### Meetings & Presentations

#### *August 2019*

23 Met with a student from Academic Advising

#### *September 2019*

3 ASI Presentation RPTA 21  
6 Meeting with Candidate for Director of Policy and records Management  
9 Meeting with Candidate for Director of Policy and records Management  
9 Meeting with Provost and VP for Academic Affairs Candidate  
16 Meeting with Dean Cordeiro from the College of Business Administration  
16 Meeting with Candidate for Director of Academic Advising

### Events Calendar

#### *August 2019*

9-11 ASI Board Retreat  
20 Performed a workshop for SOAL’s Leadership Conference  
20 Promoted ASI during SOAL’s Leadership Conference  
21 Registered for and attended Board team building at Aquatic Center – Event Cancelled  
22 Attended 2019 Annual Part-Time Orientation for ASI Staff  
22 Attended President’s Fall 2019 Address  
22 Attended Dreamer Ally Training  
23 Attended President Nelsen’s BBQ  
24 Hornet Football Kickoff  
28 Crash the OSE

#### *September 2019*

5 MBA Info Session  
6 Dreamer Resource Center  
11 Picnic with ASI (Day on the Quad)  
11 CBA’s 2019 Biz Fest / **Director Kick-Off Event**  
18 Earnest Tschannen Science Complex Grand Opening  
18 Unique event, concert series

**Committee Updates**

*Search Committee for Associate Dean of Academic Programs* - Emailed VP of University Affairs to join the committee.

*University Foundation Committee* - Emailed VP of University Affairs to join the committee.

*Finance and Budget Committee* - Emailed VP of Finance to join the committee.

**Strategic Priority Updates**

Our Strategic Priorities were approved during the ASI Formal Board Meeting held on September 11, 2019. I am excited to start working on these priorities throughout the academic year, as they align with my passion of ensuring longevity of on campus programs aimed at improving student success. The following are the priorities in which I have decided to participate:

2.2.1 Collaborate with campus partners to promote ASI events and programs.

2.2.4 Advocate for ASI to utilize the screens around campus to advertise ASI events and departments (University Union, WELL, Lassen Hall)

4.1.3 Investigate current strategies being used by departments to support career/academic success.

4.1.4 Assess the feasibility of interdisciplinary Alumni/Professional speaker program.

**Office Hours**

*August 2019*

12-16	17 Hours
19-23	22 Hours
26-30	23 Hours

*September 2019*

2-6	19 Hours
9-13	22.5 Hours
16-20	18.5 Hours