

**To:** ASI Board of Directors

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

**Subject:** March 2020 Board Report

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**General Information:**

**Office Hours:**

Wednesday: 9:30am-1:30pm, Zoom <https://csus.zoom.us/j/119265941> (By Appointment)

**Contact Information:**

Email: [asievp@csus.edu](mailto:asievp@csus.edu)  
Instagram: @SacStateASIBus

**A Special Note to Our Hornets**

*Hi all!*

*I wanted to say that it has been an absolute honor to serve this Academic Year as your Director of Business Administration. Due to a shift in positions on the ASI Board of Directors, I will be fulfilling the remainder of my term as the ASI Executive Vice President. Although the seat for the Director of Business will be empty for the remainder of this term, the ASI Executive team and I will continue to support the College of Business to ensure our students are fully represented. Because of the change in roles, this document will serve as my final report as the Director of Business Administration.*

*During my term, I was fortunate to have had the opportunity to be involved with several amazing projects. Below are the highlights of a few of this year's accomplishments. I look forward to what this next year will bring and hope to see you all around the campus next semester.*

- *Worked with Ed Mills in the Division of Student Affairs to create a response method for COVID-19 to ensure all student voices were actively being heard.*
- *Actively representing students by facilitating the distribution and collection of information regarding proposed legislation affecting Higher Education and seeking feedback on proposed CSU resolutions for COVID-19 modifications to curriculum.*
- *Founded the "I am ASI!" radio show and podcast through KSSU, to facilitate a more digestible method of disseminating information; ultimately fulfilling ten of our strategic priorities through on air programming.*
- *Co-created an orientation style workshop with our Dean and Director from the Office of Student Engagement (OSE) to support Business Club leaders, increase student involvement and increase the long term sustainability of these student organizations.*
- *Implemented initiatives to increase collaboration between student organizations and the Office of Student Engagement; Clubs registered with the OSE office will be "OSE" certified.*

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Director of Business

- *Created a partnership with the Student Research Center and the College of Business to increase student engagement for future business research projects.*
- *Created a template for the implementation of a CBA focused student research forum, in collaboration with the Student Research Center's campus-wide Fall Poster Forum and Spring Symposium.*

### **Announcements**

- Please participate in the 2020 Census.
  - Each person counted means more money for our schools, roads, and other funding.
  - You can complete the 2020 Census here: <https://2020census.gov/>
- ASI elections are drawing near!
  - The College of Business has two candidates. You can find more information about each of them, along with all of the other candidates here: <https://asi.csus.edu/voter-information>
  - Please vote online at [www.asi.csus.edu](http://www.asi.csus.edu) from any computer beginning Wednesday, April 15 at 8:00am through Thursday, April 16 at 7:30pm.

### **Office Hours Updates**

- Started transitioning into the EVP role.
- Began closing out pending College of Business tasks.
- Met with ASI President and Advisors on expectations for the EVP role.
- Re-reviewed the ASI governing documents and role description for EVP role.
- Reached out to the College of Business Dean and Director for the Office of Student Engagement to ensure a smooth transition and relay information on how ASI will continue to support the CBA.
- Disseminated information about the 2020 Census and Credit/No Credit grading options.

### **Committee Updates**

*Search Committee for Associate Dean of Academic Programs* – This committee has been postponed until resolution of the COVID-19 pandemic.

*Finance and Budget Committee* – The Finance and Budget Committee has submitted their recommendations to the ASI Board for review and approval during the 4/8/20 Formal Board meeting.

(Absent Committee) – Working with the Executive Board to find a resolution for this item since most committees have been terminated until the resolution of the COVID-19 pandemic.

### **Meetings & Presentations**

*March 2020*

- 3 ASI Finance and Budget Meeting
- 4 ASI Formal Board Meeting
- 6 Meeting with CBA Student
- 8 California Higher Education Student Summit (CHESS) Conference

- 9 CHESs Advocacy Day
- 9 CHESs Meeting with Asmb. Kevin McCarty
- 9 CHESs Meeting with Staff member for Asmb. Kevin Kiley
- 10 ASI Finance and Budget Meeting
- 11 ASI Working Board Meeting
- 12 Meeting with Ed Mills on COVID-19 and ASI Support
- 15 Executive Vice President Parliamentarian Training
- 17 ASI Finance and Budget Meeting
- 18 ASI Formal Board Meeting
- 24 ASI Finance and Budget Meeting
- 25 ASI Working Board Meeting