

A.S. Office of the President Retreat 9/20/11

Expectations:

Overall

- Step out of your comfort zone.
- Doing what you say you're going to do. (Be accountable)
- Effective communication.
- Mutual respect and trust.
- Be mindful of what you do (realize that everything you do has an effect beyond what you may think).
- Challenge your perspective.
- Always ask for help.
- Acknowledge each others' strengths.
- Disagree with the idea not the person.
- Respect people's style.
- "I" statements
- Inclusive language. Understand that what you say has power. Be mindful of what you say inside and outside the office.
- No gossip in the office. At all.

Today:

- Try to be engaged in the space. (Authentic engagement)
- Orient ourselves with each other. (Be present)

Goals:

- Walk away with a sense of why we are here; what is your purpose in this office?
- Building the shared vision. (The office, each other, our shared vision)
- Office organization.
- What can each of us bring to the office and to our position?
- Have specific, individual projects.
- *There should be no student that we cannot help.*

IDEA! End of the quarter retreat to recap and reflect. Talk about our strengths and weakness and see what we can improve on. Could be a 2-3 hour dinner; possibly week seven between midterms and finals?

*A.S. now has to pay the benefits package of the permanent staff. Every board requested at least as much money this year as they did last year, however, Finance Board has less money this year than in previous years.

Office Procedure:

Basic Communication:

- The office is open to you 24 hours a day, 7 days a week for whatever you need.
- A.S. Permanent Staff: Maricela Marcus (Director for A.S.) Office located on the 2nd Floor of A.S.; Aaron Jones; Serita Bickleman, Office in the same general area as the A.S. office.
- If you ever need help with anything go to Harrison or Sarah first.
- Everyone has a basket in the Office of the President.
- Texting is a quick way to remind people to check their emails, etc.
- For big meetings/engagements or emails, send out a group text but limit access so that it does not become excessive. **Group Meet.**
- Everyone needs to be using some type of Gmail or A.S. calendar for scheduling purposes.
- Your binder is your legacy. Put things in it that you believe would be relevant to the next person taking your place.

Meetings:

- Meeting minutes will be transposed by Morgan so please put them in her box.
- Use the template for "How to take good notes"

Office Hours:

- Most of you are required to hold 4-5 office hours a week for A.S. Office of the President-related projects. You can come after office hours to study but please only use office hours for A.S. office of the President-related projects.
- Possibly have half in-house, half-Arbor office hours. Do some recruiting for fellowships, etc. Give people incentives to join. Would we be tabling? **IDEA!** Make your own bill at the Arbor. Doesn't just have to be at the Arbor, could be the UCen. Maybe have a suggestion box or signups. Have tabling as a separate entity than office hours; One hour a week each of us will alternate to have an outdoor office hour. Make it on an individual basis. [Have an A.S. sandwich board to take with for outdoor office hours].
- There will be a clock-in/clock-out on the iMac.

Our Shared Vision:

- We rise together, we fall together.

- Having personal relationships and experiences; getting to the core of who someone is and understand who they are and why they do what they do.
- Maintaining/ Discovering PASSION.
- Allowing students to have an OWNERSHIP of our office. (A place for everyone).
- Make A.S. relevant → relate to students (they faces of A.S.)
- For “I,” for “we”, for “us.”
- Access
- Respect the office space; keep things **clean** and **organized**.
- Care for yourself, care for each other, care for this place (The Ethic of Care).
- Produce leaders → Student, Leadership, Citizenship. [Mentorship into our professional careers]
- Holistic leaders
- Creating connections to outside of UCSB. (Make more of a presence outside of our community).
- Combating apathy – create/ encourage authentic engagement.
- Students making a better transition to their adult lives. (Enabling successful transitions to “adult life”)
- Provide information about resources/services. Don’t just target first years, also target second years, upperclassmen, transfer students and international students. Aim for the whole campus.
- Newsletter → outreach work with media relations. → Be very targeted in messaging.

IDEA! Have more visual advertisements. Look into making weekly videos that can be posted on Facebook and made viral.

- Create a culture of activism.
- Reach out on a personal level. [Go to meetings that you are not required to attend to build relationships and trust].
- Working/ engaging with administration → Academic Probation. → More transparency between administration and students. Creating a clear cut bridge to connect people.

Projects and Goals:

- Making a webpage separate from our departments and have an anonymous survey about what students want to see. **SurveyMonkey.com** (Free online survey that you can create yourself).
- **OUTREACH:** A board that says “What Do You Want to See from A.S.?” in front of the UCen or around campus (maybe at the Arbor). → Tabling with a large sheet of paper that asks “Do You Know What A.S. is?” → Have something more open for people. Ask students how they want us to spend their money.

- Tabling idea: What would you like to see from A.S.? What would you like to see for the environment, etc?
- Write your own bill. [Take out the liaison part of it and have leg council write the legislation for students]
- Get A.S. more publicity. → Be more knowledgeable as a community and have a more holistic approach.
- How green is our campus?
- **Alejandro:** 1) Contracts. What are contracts that we can pitch to orgs? 2) Student Health – Kaiser coverage. Why are we charged for taking an HIV test? 3) World AIDS day, Dec. 1st. Maximizing it for the whole campus; creating a fundraiser that we can collect change from to donate to HIV AIDS treatment facilities. [Sex and Relationship Peers do a large event for campus] → Globalizing what WE as a campus can do. 4) Rock Star Program – Sending top 5 students into the world for networking. 5) Ranking UCSB higher. 6) Transfers: What do they need?
- **Cedric:** 1) The A.S. Building 2) Library project- alternate spaces 2011-ongoing 3) Food cart
- **Brady:** 1) Having town halls/ forums for targeted groups [to be a megaphone for the office] 2) Mass tabling (Tabling in front of dining commons as well) 3) Tabling for OP (Dining Commons). → Have different targeted surveys that ask different questions. Boards with student input. 4) Recognizing Distinguished Faculty. Have a list of professors that are phenomenal and give incentives for professors to be better. [Publish in the Nexus and have an honorary dinner→ Associated Students Distinguished Faculty]
- **Candice:** 1) Create an informational wellness package with stress management tips, drugs and alcohol tips, healthy eating tips, etc. Include resources for all of the above for midterms and finals (Week 5, Week 9). 2) Have decorative hand sanitizers. → More emphasis on washing your hands. 3) Provide more informational posters for information on student health.
- **Yoel:** 1) Bring a couple of speakers to campus. 2) Have a monthly documentary for issues with different sectors of diversity. 3) Sit on the committee of enrollment and admissions → Abolishing SAT scores because they don't measure aptitude but instead measure money. [Make it a UC-wide change] → work on things that will increase the diversity and equity on campus. 4) Week of Action (Feb. 2013) Demonstration to Sacramento to protest budget cuts.
- **Abby:** 1) E-Coalition 2) Installing green roofs on campus. 3) Composting project 4) Freshman seminars with professors and recognizing those professors.
- **Ryan:** 1) Where is your A.S. money going? (Transparency) → Do something similar for the whole school for fees
- **Amanda:** 1) Survey 2) Documentary on crashing classes. 3) Have faculty be more present on campus as a resource for their experience on campus and discuss the changes that have happened and how has their research been effective? “Coffee Hours” or Storke

Plaza Meet and Greets [Mark Shishim] 4) Online classes → 5) Publicizing class costs around the bike paths.

***Keep things professional!! [Tell the Nexus, “If you’re not going to print exactly what we say, then please don’t print it”]**

IDEA! Having Extravaganza for a cause; make it a benefit show. Making it free for UCSB students and charging other people who are not students here. Finding a donor who can match our proceed funds. Have A.S. sell Extravaganza tank tops for a cause. → Suggested donations? [Spring Quarter]

Show and Tell Questions:

- How do you like to receive feedback?
- How do you typically give feedback?
- How do you handle stress?
- How do you respond to conflict?
- Why do you hold your specific position?
- What are your strengths and weaknesses?