

What	How	When	Partners	Status
Read Cal Poly Report	Weekly campus-wide newsletter that comes to your email each Wednesday during the academic year	Ongoing		
Understand Role and Key Personnel of SA	Set up 15 min meet & greets to start building network, and relationships	Begin week of July 12th	Kelli	
Job-Specific Trainings	Examples include: Pro Card, SkillSoft compliance training, etc.			
Welcome Lunch	Discuss department priorities, culture	Week of July 19th	Kelli	
Department/Campus Involvement & Engagement	Committees & Task Forces for Membership for Consideration: <ul style="list-style-type: none"> <li>▪ University-wide Standing Committees</li> <li>▪ Student Affairs Professional Development Committee</li> </ul>	1-3 months	Joette	
Review Budget Requirements	Set up training with VPSA – understand current & future budget projections, periodic reporting processes and deadlines	July – Aug.	Joette	
Review the Cal Poly Fact Book	Find online: <a href="http://www.ir.calpoly.edu">www.ir.calpoly.edu</a>	Aug. – Sept.	Sam	
Meet Campus/Division Partners	Set up meet and greet with Amy in Administration and Finance	Aug. – Sept.	Amy	
Action Planning: Short & Long Term	Identify priorities, timelines, quick wins	Sept. – Oct.	Yukie	





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