



TO: President Adesanya, Vice President Hurtado, Senate Chairman Ramsaran, Acting Chief Justice Thomas, Election Commission Chairwoman Quian, Chief of Staff Bhatti, Director of IT RamjiSingh
FROM: The 2020-2021 Board of Finance
SUBJECT: SA Website Transparency Strategic Plan
DATE: 9/10/2020

Making transparency and accessibility a high priority. The Board of Finance holds the firm belief that the Student Association should be as transparent as possible and foster an environment where our fellow undergraduate students have easy access to our public records. The Board of Finance recommends that all branches, boards, committees, and commissions of the Student Association should work to the best of their ability to establish a strategic plan with the IT Director and Chief of Staff to upload their public agendas, minutes, documents, vote counts, and meeting videos (if applicable) to the SA website.

Leading the charge; setting the bar high: Our strategic plan. In order to efficiently and effectively reach our goal of accessibility and transparency, the Board of Finance will commit to our Website Transparency Strategic Plan: 1) For the email announcement of a public regular/special Board of Finance meeting, the IT Director (sainformationstechnology@albany.edu) and Chief of Staff (sachief@albany.edu) will be CCed to notify them and allow them access to the agenda. The agenda and zoom link (if applicable) will also be sent through the *submission form* at the time of the announcement. 2) The Board of Finance will keep record of accurate, approved, and public; minutes, agendas, attendance & vote counts, and bills/documents in its own digital storage center for simple internal access (These items will be in PDF form in most cases). Zoom videos will be recorded as much as possible and saved and stored. Executive/confidential documents will be stored safely in the same secure internal storage center, in the case of student FOIL requests and/or Student Association/external subpoenas. 3) Every Friday (excluding holidays or other reasonable exceptions), the Board of Finance will submit a *submission form* to the IT Director with any approved minutes, public documents, or public information ready to be uploaded to the website. We hold the expectation that the submitted materials should be up on the website within 7 days.


Why is this important? For years, students and campus organizations have struggled to interact with the Student Association's information and documents. Now, with the recent hard work of the IT Director and executive branch partners, there is an opportunity for all parties of SA to utilize the new website to its fullest extent. Therefore, an efficient and professional system of transparency operations must be set-in-stone to ensure agenda, minutes, documents, and videos are being uploaded and updated in a timely manner. The Board of Finance actively chooses to take the first step towards a more transparent future and is excited to see all the other branches, boards, committees, and commissions follow in-suit.

Thank you,
The 2020-2021 Board of Finance


Acting Chairman Tanner McCracken


Acting Vice-Chairwoman Amy Zhang


Board Member Purvish Patel


Board Member Nicholas Chin


Comptroller Isaiah James