



Biweekly Report Template

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Secretary/Treasure

Date: July 2, 2017

Meetings and Events

1. Meetings and Events that you participated in the next 2 weeks.

- a. BOD
- b. Orientation for new members
- c. Personnel & Exec
- d. Finance Meeting

2. Date of Event

6/22 BOD Meeting-3:15-5:45 pm

6/27 Orientation for new Appt. 2-3:00 pm

6/27 Personnel & Exec.-3:15-5:45 pm

6/30 Finance Meeting-12:30-2 pm

a. Description of Event

- a. BOD-First BOD meeting for the summer, people got appointed to our team.
- b. Orientation- New appointees filled out missing forms and learned more about ASI.
- c. Personnel & Exec-Went over each exec. members goals and staff goals.
- d. Finance meeting- We successfully discussed the whole agenda included online. One of the goals that was accomplished was funding the ALPFA club for their competition.

Upcoming Events

1. Space to include upcoming events and meetings in the next 2 weeks.

- a. CSSA

2. Date of Events

CSSA Meeting-July 14th-16th

a. Description of Event

CSSA- Having power to vote and looking over how other ASI from different Universities function.

Projects

1. Projects that you in your position will be working on like initiatives and proposals.

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A new proposal is to fund the docusign forms for biweeklies.

2. Name of Project

Docusign Biweeklies

a. Description of project and why it needs to be accomplished

I want to turn all forms into pdf/docusign forms. It will be easier for each member to type and turn in on time. Using word doc is too complicated and time consuming to type in all our valuable information. Members will know what to fill out and allow them to see their progress being in ASI.

Next Steps

1. What do you plan on accomplishing in the next 2 weeks.

For the next two weeks I plan on getting new appointed members aware of their responsibilities, signing forms, and learning more about ASI. Also, I plan on switching all the Biweeklies into PDF forms and docusigns so it can be easier for all members to turn in their work. Lastly, I want to

2. Title of Next Step

- Orientations
- PDF Biweeklies

a. How do you plan on accomplishing next step

Orientations- I will send out emails as reminders to the new members that are appointed in the next BOD to attend mandatory orientation. Also, I will have all the forms ready for each member to fill out and create a mutual schedule for all new members. I will include the next mandatory phase which is to make new members meet with their direct report in order to understand their specific job positions.

PDF Biweeklies- Continue to ask Intef and Dena when they can help me turn the forms into PDF before Fall begins. Check with staff every week or each time I'm doing service hours as reminders.

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