

				Alix Alcazar	
Type	Description	Start Date	End Date		
Administrative					
Applications	Receive, review and process applications	Jun-17	Ongoing		
Memorandum	Draft and scan appointment memos	Jun-17	Biweekly		
Upkeep Databases	Update information based on appointments	Jun-17	Ongoing		
Room Requests	Contact various departments and submit room requests for meetings	Jun-17	Until all meetings have a designated room		
Upkeep Website	Update positions based on appointments	Jun-17	Ongoing		
Draft Minutes	Transcribe audio	Jun-17	Biweekly		
Upkeep Eligibility		Jun-17	Biweekly		
Projects					
Database Improvement	Improve committee database structure	Jul-17	Aug-17		
Meeting equipment	Search for vendors to buy and engrave gavels	Jul-17	Mid October (depends on Exec Director's approval)		
Update College Specific Committees and Contact List	Contact colleges to confirm college specific committees and point of contact	Aug-17	Ongoing		
Research					
Assist Strategic Planning Committee with Historical Milestones for A.S.I.	Research A.S.I.'s history for milestones	Aug-17	Ongoing		
Farmers Market Grants	Research grant opportunities	Sep-17	Ongoing		
Government Grant Subscriptions	Research local, state and federal websites and join their grant subscriptions	Sep-17	Ongoing		