



## A.S.I. Executive Director Strategic Project and Task List August & September 2017

### Ongoing General Tasks:

- Oversee success and challenges outlined on all fulltime staff project lists and responsibilities
- Attend Student Life Council meeting – biweekly
- Fulltime Staff Meetings – biweekly
- Ensure the successful development and implementation of the A.S.I. Strategic Plan for 2018-23.
- All A.S.I. Staff Meetings (lead by Dena)
- Review student assistant evaluations & ETR's for merit
- Manage eligibility check; follow up, student counseling, paperwork, etc.
- Process benefits and payroll for fulltime and student assistant staff
- Oversee the development of the summer leadership & retreat planning.
- Update Annual Calendar of Meetings
- Review month ticket sales reconciliation (provided by Dena)
- Review and sign all RPP's
- Club Funding Payment Review
- Support management of Executive Officers, College Reps (Ashley provides direct staff support to College Reps), Reps-at-Large, Associate Justices, and Cabinet of Commissioners. (goal setting and assessment, effective oversight meetings, providing praise/constructive feedback, and performance assessment)
- Review all applicable COP and policies
- Ongoing Training:
  - How to lead with integrity.
  - How to manage professional staff team.
- Website Improvements:
  - Update Committee membership and view – completed
    - Committee Position View will show
      - University Wide Committees
      - Academic Senate Committees
      - College Specific Committees
  - FAQ Development - Ongoing

### Task Managed:

- Retreat Preparation
- Emailed Nancy and Mae regarding Alternative Funding
- Set up Anna Bing Arnold Visits with Center Director and notified members (list dates)
- Executive officer meetings in July with President, VPF, VPAG, ST

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- Work Plan & Project List
- Assisted President with Agenda development, updating and posting supporting documents
  - Update and post polices 001, 002, and 005. 020 for Executive Committee
- Assisted President and VPF with Agenda development, updating and posting supporting documents
  - Updated and posted Alternative Funding documents for meeting
  - Updated and posted finance committee polices for meeting
  - Club Funding Forms
  - Club Funding Website Text
  - Deadline to submit funding requests
  - Reviewed Mandatory Funding Workshop Power Point
- Referendum and Alternative Funding Planning
  - Flat rate and index budget development
  - Children's Center - Market as pride and joy of A.S.I. and Cal State LA
- Updated GIA Deadlines and share with ST
- Updated Committee Information on Website
  - Lobby Corp
  - University Wide Committees
  - College Specific Committees
- Clarified University President Designee assignments to A.S.I. Committees with University President Designee
- Policy Updates
  - Student Assistant Classification and Pay Plan Updates
  - Finance Committee
  - Personnel
- Currently reviewing and developing essential functions for all staff positions
  - Review current versions and ensure in alignment with job descriptions
  - Create essential functions for Graphic Designer, Senior Coordinator of Student Engagement and Outreach, and Executive Director Administrative Assistant
  - Set up meetings with each staff member to review and HR
  - Present to Personnel Committee
- Solidified staff schedules and distribute
- Set Priority registration notice to students
- Manage student eligibility and extended support through the process
- Reviewed 30 tablets to ensure they are in working condition for meetings
- Distributed University Support Area Trust Memos
- Updated application deadline for meetings on website
- Secured Richard Bromley for BOD Legal Training on Monday August 24
- VEBA Trustee Meeting
- Annual Audit

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- Meeting with Auditors
- Provided necessary paperwork and answered questions upon request
- Campus wide e-mail regarding Peru distributed

#### A few additional Tasks in Progress:

- Send OSD Get Involved and Open Position Invitation.
- Agenda and Policy Development Timeline and cycle for staff
- Branding Committee & Marketing Goals:
  - Campus A-Frames
  - Meeting in Progress for A.S.I. Meetings, Conference Room plastic cover to slide list of days meetings; created by front desk at end of day)
- Process Map Updates
  - Appointments and Applications
  - GIA
  - Performance and Removal
- Frangelo Ayran follow up regarding Spirt
- Ensure posting of Funding Committee and Finance Committee approvals are shared effectively and timely for BOD.
- Referendum game plan
- Initiative and Program Proposal Review by Area
- Assisting with the approval and procedural implementation of the Resolution in Support of Campus Accessibility for students with Blindness/Limited Vision/Low Vision/Partially Sighted/Visually Impaired presented by Kenya

#### Continued Area, Position, and Staff Project and Task Oversight List:

##### A.S.I. President – David Zitser

- Managing relationship with President Covino – Establish series of productive meetings between the University President and the new A.S.I. administration.
- Grants & Donations – Develop memo requesting A.S.I.'s ability to accept and manage grants and donations with University support and guidance.
- College Council Development – Support effort to establish a council in each college.
- A.S.I. Ad Hoc Committee Support
  - Alternative Funding and Referendum Ad Hoc Committee
  - Strategic Planning Ad Hoc Committee
  - Workflow and Biweekly Ad Hoc Committee
  - Scholarship & Awards Ad Hoc Committee – 2017-18 direction needed

##### A.S.I. VPA – David G.

- Work with Marcus to ensure VPA has budget support to accomplish initiative and program goals.

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- Monthly Administrative Unit Meetings to coordinate organizational efficiency.
- Ensure Cabinet of Commissioner support during transition of focus and purpose.

#### A.S.I. VPF – Aaron

- Review all Finance Committee policies and update
- Alternative Funding and Referendum Ad Hoc Committee – develop timeline for presentation to the Board of Directors to following
  - referendum,
  - fee indexing of student body fee,
  - grant development game plan
  - donation initiative game plan
- Manage and assist:
  - Budget Priorities based on unrestricted funds
  - 3&9 budget review
  - 6&6 budget review
  - 9&3 budget review
  - Annual budget review 2018-19
- Ensure club funding requests are managed efficiently (Dena provides essential staff support)
- Ensure A.S.I. expends funds efficiently stretching the student dollar

#### A.S.I. VPAG – Neyda

- Work with Marcus to determine the game plan to support VPAG and Shared Governance area.
- Review budget allocations for 2017-18 incentive funding allocation
- Ensure the timely creation and distribution of appointment memos to the campus (ongoing)
- Develop marketing for open A.S.I. and Committee positions– (ongoing)
- Expand support of Academic Senators and vehicle to share what is going on in the Academic Senate with the general campus community

#### A.S.I. VPEAA - Marcos

- Assist with timely travel coordination to CSSA and CHESS ensuring Cal State L.A.'s student voice is representative (Dena)
- Recruitment plan to expand Cal State L.A. student's leadership presence at CSSA
- Expand Lobby Corp involvement campus and state wide
- Ensure resolution development is vetted prior to BOD presentation
- Increase student understanding of how to engage civically

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- Assist VPEAA with sharing criteria to attend CSSA with interested A.S.I. members
- Market local CSSA meeting to Cal State L.A. students and encourage attendance

#### A.S.I. Secretary/Treasurer – Jazmin

- Review Appointment Process and make needed recommendations via policy
- Biweekly Ad Hoc Committee support
  - GIA Processing and Accountability Oversight (Dena)
  - Ensure 5<sup>th</sup> 10<sup>th</sup> and 15<sup>th</sup> week GIA payments (Dena)
  - Assist with GIA cost of living adjustment for A.S.I. student leaders
- Clarify role and support the Secretary/Treasurer should be offering to A.S.I. President
  - Increase availability in the office and support of A.S.I. President
- Ensure the history of A.S.I. is recorded and maintained
- Ensure collaboration with new member orientation with Elections and Orientation Commissioner is managed well

#### Chief Justice – Jeo

- Develop a Roberts Rule Certification Process for JRC and A.S.I. Members
- Oversee the review of every A.S.I. Policy and make recommended suggestions
- Ensure A.S.I. complies with Gloria Romero Act
- Support Associate Justice team with grievances

#### Board of Directors:

- Ensure BOD members receives everything they need to be successful in their areas of responsibility
- Ensure BOD members understand their role and importance in shared governance at Cal State L.A.
- Ensure BOD members understand their role as a BOD member and legal responsibility

#### Dena:

- Monthly reconciliation of A.S.I. Budget
- Club Funding reconciliation
- Travel Review
- 2016-17 Audit preparation
- Monthly sales audit of tickets

#### Marcus and Ashley:

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- Evaluations for programs and initiatives
- Calendar and leadership development curriculum for 2017-18 Board of Directors.
  - Summer Training – nearly complete
  - Retreat Plans – Summer and Winter
- Alternative Break 2018 planning

Marcus and Gus:

- Develop marketing priorities for 2017-18

Alix:

- BOD Minutes
- Perfect the appointment process
  - Manage application collection, distribution, and posting on website
- Collection of all A.S.I. correspondence
- Manage eligibility submission on a biweekly and semester schedule
- Member updates on website
- Appointment memos
- Support special projects
- Research requests

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