



PROJECT LIST – MARCUS A. RODRIGUEZ

PERSONNEL MANAGEMENT

Student Staff Job Descriptions & Evaluations: Learning Outcomes and Professional Development

- Present argument for embedding learning outcomes into student jobs
- Present a toolkit for student staff supervisors
- Implement a student employee development program

Entry to Mid-Level Staff Evaluations: Professional Competency Areas

- Present argument for the expansion of full-time staff evaluation expansion
- Competency Areas: Advising and Supporting; Assessment, Evaluation, and Research; Personal and Ethical Foundations; History, Philosophy, and Values; Human and Organizational Resources; Law, Policy, and Governance; Leadership; Social Justice; Student Learning and Development; Educational Technology

LEADERSHIP DEVELOPMENT

Parliamentary Procedure Workshops

- Prepare for the Committee Chairs Session
- Capture and post resources and materials
- Support research and funding for National Association of Parliamentarians training and learning opportunities for Associate Justices

Summit on (De)Institutionalizing Islamophobia

- Support preparation, on-site networking, and debrief

City Impact Lab

- Promote Social Impact Breakfasts and identify new programming collaborations

PBI Policy Conference

- Support registration, preparation, on-site networking, and debrief

Student Leadership Trainings and Summer Retreat

- Assess and report back on Retreat Surveys
- Prepare a pitch for an off-campus Winter Leadership Training experience
- Vet new off-campus locations for the 2018 Summer Leadership Retreat

CSI Club Mini-Conference

- Review the assessment from the Fall effort in anticipation of the Spring program
- Help identify possible sessions, learning outcomes, and assessment opportunities
- Align student leadership training and ASI club support workshops
- Secure funding for spring hospitality

ACADEMIC SENATE AND SHARED GOVERNANCE COUNCIL



ASI Academic Senate Fall Training

- Continue work on the Shared Governance PowerPoint w/ image update
- Introduce Student Impact Statements mirrored on the City of Los Angeles Neighborhood Impact Statements
- Support the development of the Resolution in Support of Campus Accessibility for Students w/ Visual Impairment

Open Deliberation Event

- Complete UAS Hospitality and equipment order
- Monitor event partner outreach, recruitment, and tabling placement
- Oversee the development of publicity and marketing
- Produce event program and/or moleskin takeaway with info pages
- Create event evaluation forms

ON HOLD: OSD, Academic Senate (AS), ASI Town Hall/Workshop

- Process presentation materials provided by Isis Stansberry (OSD)
- Convene a meeting between AS, ASI, and OSD
- Secure mutually agreed upon dates (OSD, AS, ASI) and venue space
- Produce presentation materials and publicity campaign
- Build a template for other themed Town Halls/Workshops
- Support programming maps for the visually impaired

CABINET OF COMMISSIONERS

Spirit Collaboration Group

- Understand and collectively decide upon the purpose and function of this campus-wide committee
- Prepare the SCG for Homecoming planning benchmarks
- Connect Student Athlete Advisory Committee and Cal State LA Cheer

Commissioner Positions Assessment and Viability

- Veterans Commissioner: Appointments are on hold until we formally define the position in relationship to the Veterans Resource Center
- Housing Commissioner: Appointments are on hold until we formally define the position in relationship to the Resident Hall Association
- Environmental Affairs Commissioner: Pending appointment we need to formally define the commissioner's relationship with the Cal State LA Campus Sustainability Committee

Housing Climate Assessment Survey

- Look at survey results through the lens of the ASI Strategic Plan and possible referendum

PR & Marketing Commissioner Rolodex

- Build the campus "influencers" network



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- Have Max join the Cal State LA Social Media Group
- Prepare a smart phone app update for the ASI Board

Elections and Orientation Commissioner

- Monitor and report back on any restructuring conversations within the Exec Committee
- Refurbish the debate format and advertisement

LEGISLATIVE AFFAIRS & CIVIC ENGAGEMENT

National Voter Registration Day

- Review new sound estimate and decibel level standards
- Secure five (5) 28 amp circuits
- Connect Mundy with Golden Eagle Radio for shared mixer use
- Review and sign Nueva Melodia contract
- Coordinate outreach standards with NVRD National
- Process MOU with PaGE – Winter Intersession Booth / Shaved Ice
- Process invoices for Pink's and Hit+Run
- Purchase table linen for partners in need (e.g. DRC, VRC, EPIC)
- Confirm ASI Conference Room - Green Room Space
- Verify security confirmation with Rick Wall and Jonathan Avalos
- Identify any major speaker off-campus security detail
- Secure parking for major speaker entourage
- Identify media coverage and needs (e.g. satellite stations on-site)
- Connect with Cal State LA Public Affairs
- Build-out webpage
- Develop pre and post-event press release
- Decide on live coverage and production team
- Secure UAS Hospitality for pre and post-event provisions
- Reserve UAS Loading Dock for major speaker entrance
- Verify outreach to Cal State LA Administration
- Build out Space Reservation to anticipate (media and question vetting stations)
- Identify number of ASI volunteers and responsibilities (handlers, ushers, etc.)
- Identify student leader roles (speakers, voter registration leads, talent and major speaker handlers, etc.)
- Develop a publicity campaign with ASI Graphics and step and repeat purchases
- Contract official photographer or use ASI Graphics
- Work with Cal State LA Public Affairs to create podium setups (including water, pens, notepads, etc.)

DACA Support

- Develop a multi-faceted approach using a letter, resolution, calls, video, press release

Lobby Corps Clinic and Activist Handbook

- Develop an activist's process map and resource guide



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- Vet materials with campus stakeholders (CCC, Dean of Students, CARE Team, Public Safety)
- Publish Lobby Corps Clinic materials and resources
- Manage webpage updates
- Support Facebook Live events with closed captioning options

Civic Learning & Democratic Engagement Knowledge Community

- Announce leadership to the region and national boards
- Formalize both sets of competencies notes
- Buildout the social media and info page
- Develop “WRC Spotlight” relationship
- Develop/Facilitate WRC Student Activists Roundtable
- Approach the CLDE Meeting Planning Team

Campus Affairs Representative Redirection

- Look at the position as ASI’s Chief Diversity Officer
- Apply diversity, equity, and inclusion into the focus of the position
- Seek inclusion on the Campus Climate Committee
- Develop campus programming survey in conjunction with the CCC and CSI pro staff
- Support the development of a campus major events committee

CAMPUS COMMITTEES AND COLLABORATIONS

Campus Partners – Publicity Campaigns

- Cal State LA Sustainability Committee – Trash Sorting Publicity Campaign
- Career Development Center – Eagle iJobs Rebranding Campaign
- Cal State LA Library – Window Decals and Imaging

Food and Housing Security Task Force

- Support Zermee as the newest member and help her introduce the homeless student care kits
- Follow-up on EnrichLA Ranger visit and development
- Follow-up on connection w/ LACOE and develop stop-gap measures
- Seek EBT Certification for Farmers Market
- Host CalFresh at the Farmers Market

Student Life Strategic Planning Implementation Committee

- Advertise upcoming presentation of this and other working group presentations
- Relate and offer as supplemental information to the ASI Strategic Planning Committee

ALTERNATIVE BREAK

Peru 2018

- Incorporate notes from PaGE leadership and prepare options for certification, independent study, special project



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- Revamp the curriculum using newly acquired Ask Big Questions resources, Civic Entrepreneurship Core Team input, CAPS questionnaire and presentation, SLO support
- Meet w/ the Federal Credit Union to discuss deferred loan option and contribution for 2018
- Build Donor Interest social media toolkit
- Develop an AB Risk Management Folder noting protocols, on-site resources, conduct and liability forms
- Approach the Alumni Association Board about funding support
- Assist in developing the 2018 chaperone team

BUDGETS AND FUNDING

Anna Bing Arnold Children's Center Garden Proposal

- Vet the proposal and prepare a presentation for the ASI Finance Committee

ASI Leadership Training and Retreat Budget Expansion

- Prepare two (2) proposals for Winter and Fall 2018 off-campus experiences

Homeless Care Kits

- Explore resources (e.g. <http://www.portlandrescuemission.org/get-involved/learn/pack-a-care-kit/>) and costs related to packaging and distribution

Programming and Advocacy Budget

- Monitor the development of the 2017-18 Budget
- Identify new funding avenues (i.e. obtainable government, corporate, and private grants)