



Biweekly Report

Jazmin Ortiz, Secretary/Treasure

9/07/2017

Meetings and Workflow:

1. Hurricane Relief :

- Met with Ashley, Zermeen and Jocelyn to begin our mission to help out victims with resources
- First goal is build relationships/contacts with different universities in the areas that are in danger
- Reached out to clubs organizations and families who are interested in volunteering

2. Keeping ASI members Accountable:

- Reaching out to students who have not completed biweeklies or state of affairs
- Making sure office hours are uploaded on the shared excel sheet
- Sent reminders when biweeklies are due and helped a few students with filling out biweeklies

3. Visited the Glazer Family Dreamers Resource Center:

- Reached out to Luz Borjon Montalvo, Coordinator at Dreamers Resource Center, to ask if she needs ASI members assistance for any upcoming events or labeling
- Waiting on her response when trainings will take place in order to help students fill out Renewal forms

Projects:

1. Workflow and Biweekly Ad Hoc Committee:

- Will meet with Intef on Monday to discuss ideas and updates in meetings
- Will reach out to BOD members to apply in order to get different workflow perspectives

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2. Meeting with Secretary from Long Beach- Jonathan Wanless
 - My goal is to understand different perspectives, responsibilities and workflow from ASI members in different universities
 - Get Ideas for the Workflow and Biweekly Ad Hoc Committee
3. Strategic Planning Committees
 - Will prepare for the next meeting with Intef and Barnaby Peake



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