



# Biweekly Report

David Garcia, Vice President for Administration

9/7/2017

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## Meetings and Events

1. Meeting with Dr. Dani Molina, Director of the Veterans Resource Center
  - a. Appointment process for the Veterans Affairs Commissioner, craft the language in COC codes of procedures to align with the direction.
  - b. Support to the VRC, included bottled water, representation, advocacy, and student scholarships.
2. ASI Tabling during the 2<sup>nd</sup> week, 8/28/17 & 8/30/17, which provided students with ASI planners, calenders, information on committees, screaming eagles, and alternative break. Also, there was a small increase in followers on ASI social media during these tablings.

## Upcoming Events/Meetings

1. Public Relations & Markering
  - a. ASI Tabling/Classroom presentations: ASI members partipating and being proactive at provding vital information to the student body. Next month, October, there is going to be a changed in the tabling schedule to accommodate to the evening/night class students (TBD).
2. Spirit & Pride
  - a. Pinks Volleyball Game- October 13<sup>th</sup>,2017- sponsoring them by getting Golden Eagle Radio. Sport events are great to network and build connections with our student body.
3. Meeting with Rebecca Palmer, Director of Housing and Residence Life.
4. Meeting with Robert Lopez, Executive Director, Communications and Public Affairs
5. Daryl gross, Executive Director, Intercollegiate Athelicts
6. Meeting with Wendy Baker, Executive Director, Luckman Fine Arts Complex

## Projects

1. Public Relations & Marketing

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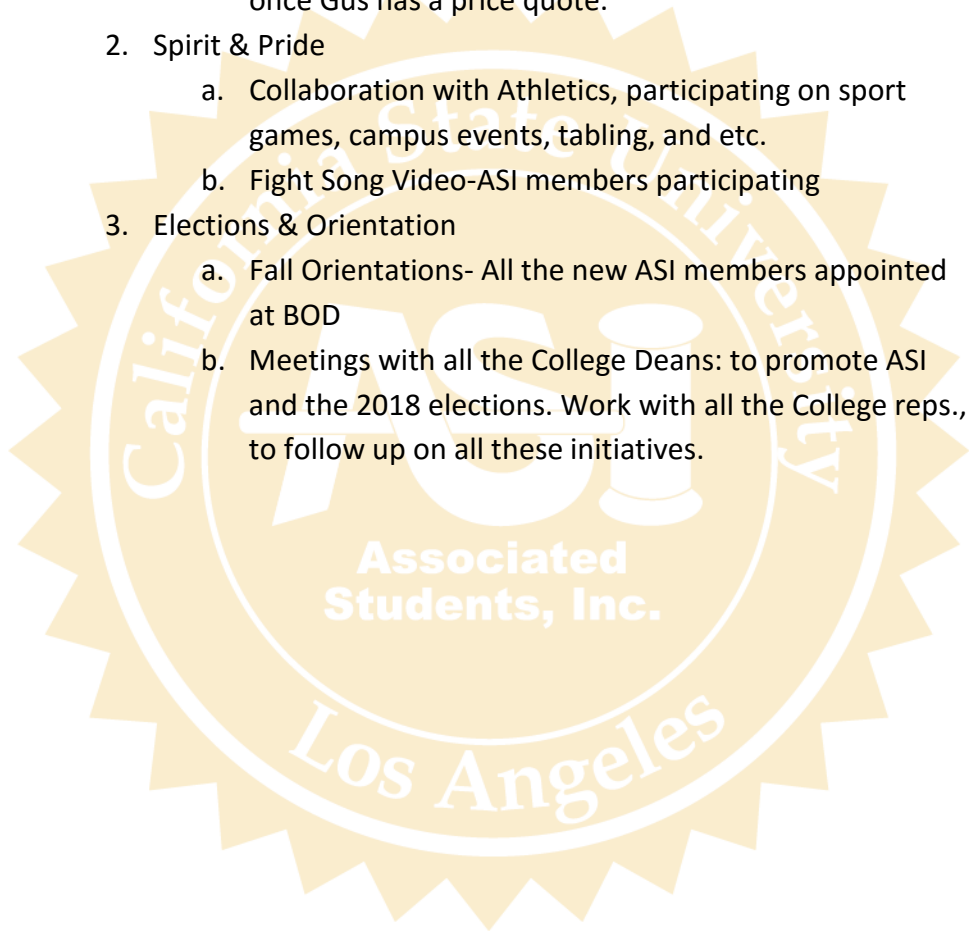
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- a. Class Room Presentations, Max is crafting a list of professors: **ASI members provide professor's email/information.** Promotion and support for students, inform them of all the activities in ASI.
  - b. Press Release, all Executives need to provide information/initiatives that will like to be added on the Fall press release.
  - c. Promotional Items, on Tuesday, Sept. 5, the Branding and Marketing meeting discussed on acquiring new ASI promotional items. The possible items are, Drawstring bags, water bottles, Fidget cubes, ASI towels, Grocery bags, and supplies box. The items will be decided on once Gus has a price quote.
2. Spirit & Pride
    - a. Collaboration with Athletics, participating on sport games, campus events, tabling, and etc.
    - b. Fight Song Video-ASI members participating
3. Elections & Orientation
    - a. Fall Orientations- All the new ASI members appointed at BOD
    - b. Meetings with all the College Deans: to promote ASI and the 2018 elections. Work with all the College reps., to follow up on all these initiatives.



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