



PROJECT LIST for Dena Florez, Office Manager Administration & Services
For: October 2017

The duties listed below represent the day to day tasks involved in the daily operations of ASI.

Office Reorganization

- Received the quote for the re-wiring of the office space. Submitted the proposal and awaiting for Finance Committee approval
- Submitted quote for additional pedestal file drawers
- Submitted quote for computer upgrades
- Follow-up on chairs – ETA week of October 23.
- Working with IT to reconnect the office systems to the new copiers. Several have already been connected, still need some more. Working with schedule of the IT staff.

Student Staff Evaluations

- Policy 115 updates.
- Student Evaluations (none at this time until January/February)

Process GIA – Fall Distribution I

- Processed the last of the regular GIA Distributions.
- Working on some corrections that need to be submitted.

Ticket & Sales Audit

- Oversee the Ticket count and audit.

US Bank

- Manage the weekly process of the US Bank
- Oversee the reconciliation of the US Bank for September.
- Overseeing the submittal of past US Bank weekly charges.

Travel

- Process the upcoming ASI Travel
 - o CSSA Sonoma
 - o NASPA (Trip: November 2017) – Travel Request(s) done
 - o AOA (Trip: January 2018, registration opens August 1)
 - o 99U Conference (Trip June 2018) – Received the information, need to put together the Request for Travel
- Continued work on closing & reconciliation of 2016-2017



Vice President Finance – (biweekly basis)

- Work with Vice Chair to review the Club Funding Requests.
- Post Agenda for the Funding Committee & Finance Committee.

Meetings: (to begin this semester)

- Recording Secretary
 - o Personnel
 - o Executive
 - o Strategic Planning
 - o Finance (attend only)
 - o Funding Committee (attend only)
 - o ASI Secretary/Treasurer, Exec Director Strategic Planning
 - o Ad Hoc – biweekly process
 - o Funding Workshop – October 16
 - o Other meetings to include: Administrative Meetings with Student Life
- Meeting with Executive Director (one on one) – Wednesdays (bi-weekly)
- Office Staff Meeting – Pro Staff – Thursday’s (biweekly)
- All Staff Meetings (Pro Staff & Student Assistants – Prepare & Finalize the Schedule of meetings for the rest of the academic year.

Other:

- Manage & Approve the Request for Payment Process (RPP)
- Hospitality Requests

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