



ASI Executive Director Strategic Project and Task List November 2017

Upcoming Projects and Tasks:

- Research and identify online evaluation tools.
- Policy Updates – Make approved cosmetic and position changes approved by the BOD.
 - Administrative
 - Personnel – Policies 110, 106, 114, 117
 - Finance Committee
 - Judicial
- Clarified University President Designee assignments to A.S.I. Committees with University President Designee
- Currently reviewing and developing essential functions for all staff positions
 - Review current versions and ensure in alignment with job descriptions – September - October
 - Developing essential functions for Graphic Designer, Senior Coordinator of Student Engagement and Outreach, and Executive Director Administrative Assistant – Oct - Nov
 - Set up meetings with each staff member to review and HR – Oct - Nov
 - Present to Personnel Committee – December 5th
- Process Map Updates
 - Appointments and Applications
 - GIA
 - Performance and Removal
- Student Activities Audit working with Frangelo Ayrán
- Ensure posting of Funding Committee and Finance Committee funding approvals are shared effectively and timely for BOD.
- Initiative and Program Proposal Review by Area
- Oversee the procedural implementation of the approved 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:

ASI President – David Zitser

- Assist with the development of Student Government Moodle Platform to improve ASI connection with students.
- Grants & Donations – Develop memo requesting ASI's ability to accept and manage grants and donations with University support and guidance.
- Student College Council Development – Support effort to establish a council in each college.

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ASI VPA – David G.

- Ensure Cabinet of Commissioner support during transition of focus and purpose.
 - Assist with position development and appropriate payment of the new representative positions.
- Set up monthly Administrative Unit Meetings to coordinate organizational efficiency.

ASI VPF – Aaron

- Alternative Funding and Referendum Ad Hoc Committee
 - Referendum budget projections development with VPF
 - fee indexing projections of student body fee,
 - Referendum/Fee Indexing Marketing Game Plan
 - Flat rate and index budget development
 - New Initiative Development to offer if fee is indexed/increased
 - Children’s Center - Market as pride and joy of ASI and Cal State LA
- Assist with:
 - Review funding requests for various department areas: EOP, Veterans Resource Center, and the Dreamers Resource Center
 - Budget Priorities review and approval offered by students, staff, and university departments.
 - 3&9 budget review development
- Schedule representative to educate Finance Committee regarding the VEBA Trust.
- Once University approval is secured, work with the VPF to develop the grant & donation initiative game plan.

ASI VPAG – Neyda

- Assist Neyda with strengthening and reorganizing the process that the Academic Senate and University Divisions request student representation on Campus Wide committees, (Alix is central to this process.)
 - Reschedule meeting with Rosa Chavez – Administrative Assistant for the Division of Student Life.
 - Clarify Student Health Advisory Committee structure and overall management.
- Review budget allocations for 2017-18 incentive funding allocation
- Ensure the timely creation and distribution of appointment memos to the campus (Alix, ongoing)
- Develop marketing for open ASI and Committee positions– (ongoing)

ASI VPEAA - Marcos

- Update new Representative-At-Large Positions throughout ASI documents and on the website.

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- 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
- Increase student understanding of how to engage civically
- Assist VPEAA with sharing criteria to attend CSSA with interested ASI members
- Market local CSSA meeting to Cal State LA students and encourage attendance

ASI Secretary/Treasurer – Jazmin

- Biweekly Ad Hoc Committee support
 - Assist with updating the GIA Payment Process and Accountability Oversight (Dena)
 - Ensure 5th 10th and 15th week GIA payments are on time going forward (Dena)
 - Assist with GIA cost of living adjustment for ASI student leaders
- Strategic Planning Committee
 - Support the communication between the SPC Consultant, committee members, and the Board of Directors
- Clarify role and support the Secretary/Treasurer should be offering to ASI President
 - Increase availability in the office and support of ASI President
- Ensure the history of ASI 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 ASI Members
- Oversee the review of every ASI Policy and make recommended suggestions
- Ensure ASI 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

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University Administrative Committee Meetings

- Student Life Council Meeting - biweekly
- Student Life Assessment Work Group – biweekly
- Welcoming and Inclusive Campus Consultative Group – TBD
- Event Prep Coordination Group - TBD

Auxiliary Organizations Association- AOA

- Trustee for Auxiliaries Multiple Employer VEBA
- Auxiliary Organizations Association – AOA ASI/SU/Rec – January 2018

Staff Oversight:

Dena:

- Monthly reconciliation of ASI Expenses & Budget
- Travel Request and Claim Review
- Monthly sales audit of tickets
- Ensure club funding requests are managed efficiently (Dena provides essential staff support)

Marcus and Ashley:

- Review spring calendar listing
- Evaluations for programs and initiatives
- Assess leadership development of Board of Directors, ASI Members, and Committee Representatives.
 - Winter Training schedule review
 - Spring Training Plans
- Work with Marcus to determine the game plan to support VPAG and Shared Governance area.
- Work with Marcus to ensure VPA has budget support to accomplish initiative and program goals.

Marcus and Gus:

- Spring Calendar Development
- Relaunch of ASI App development of a solid improvement plan
- Develop marketing priorities for 2017-18

Alix:

- BOD Minutes
- Perfect the appointment process
 - Manage application collection, distribution, and posting on website
- Collection of all ASI correspondence

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- Manage eligibility submission on a biweekly and semester schedule
- Member updates on website
- Appointment memos
- Support special projects
- Research requests

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 ASI Strategic Plan for 2018-23.
- All ASI 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
- Executive Officer meetings
- Assisted Executive Officers with agenda development, updating and posting supporting documents

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