



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

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

Office Reorganization

- Awaiting the Budget Priority approval to proceed with the Office re-wiring and furniture purchase (mobile pedestal files).

Student Staff Evaluations

- Additional Policy 115 updates.
- Student Evaluations - Start the process to evaluate the following students:
  - o Natalia Torres – January 3, 2018
  - o Trudy Santos – December 1, 2017
  - o Christina Mia Mendez – December 1, 2017
  - o Amanda Maldonado – not until February 18, 2018

Process GIA – Fall Distribution II

- Processed the last of the regular GIA Distributions.
- Updating Master Worksheet with new appointees.

ASI Monthly Financials

- Work with Intef to reconcile the monthly Unaudited Financial Statements
- Submit to Business Financial Services office transfer requests as needed.

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 October.
- Overseeing the submittal of past US Bank weekly charges.
  - o We are currently down to our last 4 and we will be completely caught up. Looking to have this completed within the next two weeks.

Travel

- Process the upcoming ASI Travel
  - o CSSA San Luis Obispo

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- NASPA Regionals - November 2017 - Travel Claims to be completed within two weeks of return
- AOA Annual Conference - January 5-10, 2018 – Travel Requests completed.
- 99U Conference - June 2018 – Working with Gus on revisions to be able to put together the Request for Travel
- Continued work on closing & reconciliation of 2016-2017 & 2017-2018.

#### 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
  - Personnel
  - Executive
  - Strategic Planning
  - Finance (attend only)
  - Funding Committee (attend only)
  - ASI Secretary/Treasurer, Exec Director Strategic Planning
  - Ad Hoc – biweekly process
  - Funding Workshop – October 16
  - Other meetings to include: Administrative Meetings with Student Life
- Meeting with Executive Director (one on one) – Wednesdays (bi-weekly)
- Pro Staff Meetings –Thursday’s (biweekly)
- All Staff Meetings (Pro Staff & Student Assistants – Prepare & Finalize the Schedule of meetings for the rest of the academic year. Next meeting to be scheduled in December 2017 (looking at Friday after finals-December 15).

#### Other:

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