



A.S.I. Executive Director Strategic Project and Task List March 2017

Ongoing General Tasks Managed Recently:

- Summer Planning - Working with staff to develop a dynamic leadership and development experience for the 2017-18 leadership
- Assist with the creation of agendas for BOD, Personnel, Executive, Bylaws, JRC, and Strategic Planning Committee with respective Committee Chairs
- Oversee success and challenges outlined on all fulltime staff project lists and responsibilities
- Review student assistant evaluations & ETR's for merit
- Manage eligibility check; follow up, student counseling, paperwork, etc.
- Process benefits and payroll for fulltime, part-time, and student assistant staff
- Update Annual Calendar of Meetings
- Review month ticket sales reconciliation (provided by Dena)
- Review and sign all RPP's
- Securing final signature for the approval of the approved Budget Priorities.
- In consultation with the VPF and President submit 6&6 2016-17 Budget Review to the Finance Committee
- In consultation with the VPF and President develop the 2017-18 Proposed Operating Budget – approval needed by May 5, 2017.
- Club Funding Payment Review
- Strive to ensure everyone has fun even on our toughest days
- Support management of Executive Officers and College Reps (Ashley provides direct staff support to College Reps.) (goal setting and assessment, effective oversight meetings, providing praise/constructive feedback, and performance assessment)
- Review all applicable COP and policies and provide recommended changes.
- Future Trainings to Develop:
 - How to lead with integrity.
 - How to manage a professional staff team effectively.

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Area, Position, and Staff Project and Task Oversight List:

A.S.I. President – Kayla Stamps

- Update reclassification job descriptions and provide to Kayla and Pablo for next Personnel Committee meeting.
- Coordinate meetings between the University President and A.S.I. members.
- Coordinate Strategic Planning Committee efforts with Kayla, Barney Peaks, and Bonnie Lee.
- Student Staff –
 - The procedure manual is still in development
 - Cross training is ongoing
- Coordinate with staff and students the reorganization of the office. Spring break completion.
- A.S.I. Ad Hoc Committee Updates
 - Next Steps Budget Discussions
 - Had a successful first meeting with Dr. Wada-Mckee, Lisa Chavez, VPF and A.S.I. President.
 - Workflow and Biweekly Ad Hoc Committee – Pending – searching for solutions to move the reports online.
 - Scholarship & Awards Ad Hoc Committee – Pending but thanks to Dena our scholarship is now in Academic Works.

A.S.I. VPF – Aaron

- Review all Finance Committee policies and update
- Alternative Funding and Referendum Ad Hoc Committee – Work with VPF to develop a proposal to the 2017-18 Finance Committee to consider once their term begins.
- Manage and oversee budget priorities and review
 - 3&9 budget review – not needed
 - Budget Priority Budget – approved and in process
 - 6&6 budget review – in process
 - 9&3 budget review –
 - Annual budget review 2017-18 – in process
- Ensure club funding request and efficiency (Dena provides essential staff support)
- Ensure A.S.I. expends funds efficiently stretching the student dollar-ongoing
- Develop Grants & Donations Game Plan – Work with staff in researching the development of our donation and grant program. Work with Dena and Aaron to identify grant and donation opportunities for A.S.I. in collaboration with the Cal State L.A. Foundation.

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A.S.I. VPAG – John

- Work with Marcus to support VPAG and Shared Governance area.
- Review budget allocations for 2016-17 incentive funding allocation
- Ensure the timely creation and distribution of appointment memos to the campus (ongoing) – Due to lack of staff support this has been challenge.
- Develop marketing for open A.S.I. and Committee positions for 2016-17 – in progress
- Expand support of Academic Senators and vehicle to share what is going on in the Academic Senate with the general campus community .

A.S.I. VPEAA - Marcos

- Assisted with timely travel coordination to CSSA and CHESS ensuring Cal State L.A.'s student voice is representative (Dena)
- Develop a concrete recruitment plan to expand Cal State L.A. student's leadership presence at CSSA
- Expand Lobby Corp involvement campus and state wide
- Increase student understanding of how to engage civically
- Market local CSSA meeting to Cal State L.A. students and encourage attendance

A.S.I. Secretary/Treasurer – Bonnie

- Review Appointment Process and make needed recommendations via policy
- Biweekly Ad Hoc Committee support
 - GIA Processing and Accountability Oversight (Dena)
 - Address challenges with processing GIA payments ontime (Dena)
 - Assist with GIA cost of living adjustment for A.S.I. student leaders
- Long term planning and agenda development for Strategic Planning Committee (5 year plan). Manage the Big Picture
- Clarify role and support the Secretary/Treasurer should be offering to A.S.I. President
 - Increase availability in the office and support of A.S.I. President
- Ensure the history of A.S.I. 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 A.S.I. Members
- Oversee the review of every A.S.I. Policy and make recommended suggestions with Q2S in mind
- Ensure A.S.I. complies with Gloria Romero Act
- Support Associate Justice team with grievances

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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

Dena:

- Monthly reconciliation of A.S.I. Budget
- Club Funding reconciliation
- Travel Review and Reconciliation
- US Bank Reconciliation
- In progress - Selection Process for ED Administrative Assistant

Marcus, Ashley, and Gus

- VPA – Leo
 - Ensure student input into the administrative operations of the organization.
- Evaluations for spring programs and initiatives
- Calendar and leadership development curriculum for 2017-18 Board of Directors.
 - Summer Training
 - Retreat Plans
 - CSUnity
- Alternative Break 2018 planning
- Develop marketing priorities for 2017-18
- Social Media Report showing out overall foot print
- Ensure committee are being guided and supported to accomplish their individual charges.

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