

## Rodriguez, Marcus

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**From:** Rodriguez, Marcus  
**Sent:** Tuesday, March 21, 2017 1:33 PM  
**To:** Rodriguez, Marcus  
**Subject:** RE: Project List – March 21, 2017

### Congressional District 34 Runoff Debate

- Confirm Green Room Spaces in the CCC and ASI
- Verify receipt of candidate confirmation return form
- Verify security confirmation with Chief Wall
- Identify off-campus security detail
- Secure parking for candidate entourage
- Identify media coverage and needs (e.g. satellite stations on-site)
- Connect with Cal State LA Public Affairs
- Build-out webpage
- Develop pre and post-event press release
- Decide on live coverage and production team
- Meet with Cal State LA ITS – Alex Hardwood
- Secure UAS Hospitality for pre and post-event provisions
- Reserve UAS Loading Dock for Candidate Entrance
- Verify PBI outreach to President Covino, Chief Wall, and Jose Gomez
- Build out U-SU Reservation to anticipate (media and question vetting stations)
- PBI additional equipment vendor (podiums and apple boxes)
- Identify number of ASI volunteers and responsibilities (handlers, ushers, etc.)
- Create student leader VIP list
- Identify student leader roles (panel, question reviewers, etc.)
- Secure backstage passes for candidate entourage and event VIPs
- Develop a publicity campaign with ASI Graphics and step and repeat purchases
- Create event brochure
- Contract official photographer or use ASI Graphics
- Podium setups (water, pens, notepads, etc.)

### Student Life Strategic Planning Committee

- Create an inventory of Community Building programs and services
- Identify gaps in programming, support, and services
- Recommend and/or prioritize needs

### Transition Folders

- Have Ashley forward all template docs to Bonnie
- Meet with Bonnie to relay expectations
- Forward materials to members with clear directions
- Follow-up as needed, collect outstanding folders

### Cal State LA Golden Eagles vs. Cal State San Marcos Cougars Baseball Tailgate – May 4

- Secure funding from the ASI Finance Committee
- Develop presentation for the broader event planning committee
- Manage purchases and delivery
- Ensure a publicity campaign in corporation with Public Affairs

- Develop a volunteer roster and responsibilities

#### Protest the Possible Tuition Increase at the March Board of Trustees Meeting

- Secure and pick up the vehicles for the van service – Enterprise
- Double down on social media interaction
- Ensure waiver, shirt and snack distribution
- Place anticipated lunch order
- Create a mobile group for messaging (departure times and emergency communication)

#### CSI and ASI Club Mini-Conference

- Provide Candice Vernado (CSI) the ASI Summer Training Curriculum
- Identify possible sessions, learning outcomes, and assessment opportunities
- Align student leadership training and ASI club support workshops
- Secure funding for hospitality (1 meeting per semester quarter)

#### Student and Pro Staff Development | Leadership Trainings

- Incorporate learning outcomes into job descriptions
- Incorporate professional competencies into staff evaluation sessions
- Finalize summer leadership training dates
- Follow-up on proposed session template (trainings and retreat)
- Complement CSUnity Leadership Conference sessions
- Prepare the ASI President for The Panetta Institute for Public Policy
- Outreach to campus partners
- Approve retreat location and timeframe
- Approve final draft of the training and retreat agendas

#### OSD, Academic Senate (AS), ASI Town Hall/Workshop

- Facilitate meeting: Isis Stansberry (OSD) and Leslie Mendez (ASI)
- Gain perspective on possible presentation
- Secure mutually agreed upon dates (OSD, AS, ASI) and venue space
- Produce presentation materials and publicity campaign
- Build a template for other themed Town Halls/Workshops

#### Student Representative Numbers on the Cal State LA Academic Senate

- Introduce the (6) student senator model to the Senate Execs
- Gain Perspective from all Stakeholders
- Prepare a proposal for the AS and ASI

#### ASI Academic Senate Summer Training

- Work with the Cal State LA AS Executives to develop a student senator training
- Work with the Cal State LA AS Executives to develop a student committee training

#### Veterans Resource Center Hospitality Build-Out

- Solicit purchase proposal from the ASI VAC

#### Veterans Roundtable

- Monitor process and extract ASI support suggestions and opportunities

#### Housing Climate Assessment Survey

- Review proposed topics/questions from the ASI HC
- Build out the survey tool on the ASI website

- Present survey proposal to all stakeholders (Title IX Coordinator, Dean of Students, Housing)

#### Housing Commissioner Support Meeting

- Schedule a meeting w/ AD of Housing Services to review expectations
- Develop clear working relationship guidelines (ASI, RHA, and Housing)

#### Housing Spring Fest

- Solicit completed program proposal
- Gain feedback from RHA/Housing Advisor

#### Lobby Corps Clinic, Spring Initiative, and Activist Handbook

- Develop an activist's process map and resource guide
- Vet materials with campus stakeholders (CCC, Dean of Students, CARE Team, Public Safety)
- Publish Lobby Corps Clinic materials and resources
- Manage webpage updates
- Support Facebook Live events with closed captioning options

#### Food and Housing Security Task Force

- Setup EnrichLA Ranger visit and development
- Connect w/ LACOE and develop stop-gap measures
- Seek EBT Certification for Farmers Market
- Monitor CalFresh CA legislation

#### Earth Day

- Incorporate Professor Yuger's class project suggestions
- Include Cal State LA Tobacco-Free Initiative booth
- Include SHAC as a program partner
- Order event giveaways
- Follow-up with Suzie about UFC
- Solicit information about the climbing wall
- Expand the program to 11 am to 3 pm on the campus walkway
- Secure details about the Sustainability booth/exhibition
- Reach out to the Eco-car III and solar eagle contacts (incl. baja vehicles)
- Vet the event area map
- Finalize parking and load-in details

#### A.S.I. Strategic Plan

- Facilitate a meeting between Alex and Intef about the survey
- Publish a Programming Unit White Paper

#### Cal State LA, Here We Come!

- Support the A.S.I. presentation development

#### Alternative Break

- Follow-up on Peru approval letter
- Present the Federal Credit Union deferred loan option
- Submit the Wells Fargo grant application for 2018
- Approach the Alumni Association Board about funding support

#### Cabinet of Commissioners Policy 17 Refurbishment

- Follow through Bylaws Committee to Board

#### TEDxCalStateLA

- Manage Finance Committee Funding Request (UAS and A-1)
- Coordinate partner outreach (Stratiscope and Center for Engagement)
- Negotiate VIP and Featured Speakers Reception

#### Campus Partners Online and Social Media Advertisement

- Student Trustee Application Deadline
- Democracy in Action
- Soles4Souls
- First to Finish Symposium
- CivicSpark Climate Fellow – Earth Day
- CalFRESH and Food Pantry Opening

#### Campus Partners – Publicity Campaigns

- Cal State LA Sustainability Committee – Trash Sorting Publicity Campaign
- Career Development Center – Eagle iJobs Rebranding Campaign

#### Programming and Advocacy Budget

- Monitor the development of the 2017-18 Budget
- Identify new funding avenues (i.e. grants)

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