



Biweekly Report

Jazmin Ortiz, Secretary/Treasurer

10/05/2017

Meetings and Workflow:

1. Strategic Planning Committee
 - a. Phone call meeting with Intef and Barnaby Peake discussed agenda items for 10/03/2017 meeting
 - b. SPC Members are going to report their notes and edits on the Fall 2017 and Spring 2017 strategic plan
2. Keeping ASI members Accountable:
 - a. Performance Evaluation meetings-Met with ASI members that did not turn in their biweekly reports and their Direct Reports
 - b. Reached out to members that did not turn in reports for reminders and accountability
3. Workflow and Biweekly Ad Hoc Committee:
 - a. Met with Intef and Dena over the current removal process and biweekly process
 - b. Met with Alix, E.D assistant, and developed a list of all the 23 ASI California State Universities
 - will use list to reach out to more campuses
4. The Resolution on Support of the Dream Act of 2017 was mailed to appropriate stake holders

Projects:

1. Workflow and Biweekly Ad Hoc Committee:
 - Will meet with Intef and Dena on 10/09/2017 to discuss ideas and updates on meeting time/dates
 - Research and develop a new biweekly template based on current ASI members' activeness

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- Will reach out to current members to confirm the official date/time

2. Strategic Planning Committee:

- a. Meeting with Aaron to review and edit the Internal and Financial plan section on 10/05/2017 at 6 pm
Location: ASI Conference Room
- b. Will prepare for the next meeting with Intef and Barnaby Peake on 10/09/2017 at 2:30 pm
Location: ASI Conference Room
- c. Review the combined notes on Fall 2017 and Spring 2017 Strategic planning notes

3. Keeping ASI members Accountable:

- a. Performance evaluation meetings



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