



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

Upcoming Projects and Tasks:

- Updated Committee Information on Website
 - Lobby Corp Application Online development
 - GPA Update semester vs cumulative
- Clarified University President Designee assignments to A.S.I. Committees with University President Designee
- Policy Updates
 - Administrative -
 - Personnel – Policies 110,
 - Finance Committee -
 - Judicial -
- 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 Frangelò Ayran
- 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:

A.S.I. President – David Zitser

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

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A.S.I. 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.
- Monthly Administrative Unit Meetings to coordinate organizational efficiency.

A.S.I. 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 A.S.I. and Cal State LA
- Assist with:
 - 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.

A.S.I. 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 will be central to this process.)
 - Set up meeting with Rosa Chavez – Administrative Assistant in 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 A.S.I. and Committee positions– (ongoing)

A.S.I. VPEAA - Marcos

- Assist with timely travel coordination to CSSA and CHES 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

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- Expand Lobby Corp involvement campus and state wide
- Ensure resolution development is vetted prior to BOD presentation
- Increase student understanding of how to engage civically
- Assist VPEAA with sharing criteria to attend CSSA with interested A.S.I. members
- Market local CSSA meeting to Cal State L.A. students and encourage attendance

A.S.I. 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 A.S.I. 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 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
- Ensure A.S.I. 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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Staff Oversight:

Dena:

- Monthly reconciliation of A.S.I. Expenses & Budget
 - US Bank
- Club Funding reconciliation
- 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:

- Evaluations for programs and initiatives
- Assess leadership development of Board of Directors, A.S.I. Members, and Committee Representatives.
 - Summer Training – Assessment
 - 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:

- Relaunch of A.S.I. 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 A.S.I. correspondence
- 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

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- Fulltime Staff Meetings – biweekly
- Ensure the successful development and implementation of the A.S.I. Strategic Plan for 2018-23.
- All A.S.I. 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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