



## David Garcia, Vice President for Administration

11/30/2017

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### Meetings/Events:

1. CSSA November Plenary Meeting; 17-19<sup>th</sup>.

### Personnel Committee:

1. Updated Policy 110 Personnel Training & Development & Policy 106 Personnel Performance Appraisal.
2. A mid-year evaluation will be conducted for all ASI Staff, by the approval of the BOD, the evaluation will take place during the Winter break. All BOD members please check your emails during the Winter break for additional info.

### Cabinet of Commissioners:

1. ASI Commissioners & Representatives:
  - a. Environmental Affairs; Valerie Kryger Environmental Affairs Commissioner conducted the first EPC meeting, which it was successful and new initiatives are in the works with partners on campus.
  - b. Housing & Residence Life: Janielle Eisma will be up at the BOD for appointment. On Tuesday, Nov 28th, Janielle conducted the "Donut Dstress" in housing, which they provided finals essentials to students.
  - c. Public Relations & Outreach: Max is working on a strategic tabling plan for the Spring Semester, which will involve more collaboration among ASI members. Still working on any last press releases, memos that members have requested. In addition, planning more dynamic class room presentations for all ASI programming and initiatives.
  - d. Election & Orientation: Adriana, conducted the first 2018 general election info sessions on Nov. 13th & 15th. The cabinet of commissioners will work during the winter break to establish a strategic and marketing plan for the upcoming elections, which will involve BOD members and other ASI members.
  - e. Spirit & Pride: Diana, conducted the Pinks Volleyball game and the Cheer Premier, which they were very successful events since many students participated. The COC will work on a plan for the Spirit Week and any other events in Athletics and on campus in general.

### Upcoming Events/Projects/Meetings:

- a. Winter training & planning with the Cabinet of Commissioners for the Spring Semester.

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