

Project List Tracker Updated 2/2/18

Projects to be completed by Executive Director	Projected Date of Completion	Date of Completion	Notes
General Operations & Maintenance			
Make sure all the policies that were voted upon by the BOD are updated	1/15	Completed	
Get Access from EH&S to our business continuity plan	Awaiting Response		Betty put request in
Board of Directors Agenda Revised & Posted	1/29,	1/29,	Completed
Executive Committee Agenda Revised & Posted	2/2,	2/2,	Completed
Policies Updated on Website			Completed
ASI & Committee Member Eligibility Checked	1/24	1/31	Ongoing; meeting with members with eligibility challenges
Oversight of Staff Project			
<i>Alix</i>			
Committee Attendance and Report Tracker will be updated	Alix has Completed	Completed	
Create a Tracking system to better archive ASI's history (Alix)	2/28		
<i>Marcus</i>			
Forward Student Health Center Letter regarding Fee Proposal to appropriate people	1/25	2/2	Completed
<i>Dena</i>			

Finish Cleaning up US Bank statements	Completed	Completed	
Office Rewiring	1/2	Completed	
Reconciling November Financials	1/8	1/1	
Install Storage Units for ASI	Wait until Dena confirms this person is arriving		Bought; U-SU Staff will be installing the week of 2/4
Finish cleaning up past & current due travel claims (Dena)	2/16		
Coordinating Travel for CSSA	2 weeks before each departure date		
Coordinating Travel for CHESS	2 weeks before each departure date		
Ashley			
Gus			
Designs for VRC requested by President should be completed (Gus)	Draft by Tuesday, January 30 (Moved to 2/26)		Managing eligibility requires the deadline to be moved 2/26
Text for Get Involved on the Website	2/6		
President			
Training for ASI President on how to manage	1/29 (Week of Feb. 12 th)		Original Date is 1/9; Training research is being gathered and is ongoing during various meeting with ASI President; Official Training date will be done the week of Feb 12th
Develop Policy Priority List	1/26 (2/26)		Original 1/15; Managing eligibility requires the deadline to be moved 2/26

Synthesis of Email to address ASI issues of harassment	1/26 (2/26)		Original date of 1/8; In development; Managing eligibility requires the deadline to be moved 2/26
Revise Draft Letter regarding Grievance	1/29	1/31	Original Date of 1/10 to schedule a meeting is amended to this Project. David Provided Letter late.
Create Information Sheet on the power of a chair and committee member when it comes to the Agenda	1/30 (2/20)		2/20; several other priority items came up needing my attention requiring moving this deadline.
360 Evaluation for Executives	Exec Committee considers structure on 2/6	2/6	Presented at Executive Committee
Follow-up with Exec Officers on Task lists	Ongoing		Following Up biweekly
Create an index for policies and brief summaries for future training of ASI members	5/21		

Executives

David G. & Personnel

See if Nancy Wada-McKee can be involved in Evaluation process	1/4	Completed	
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Aaron & Finances

Budget with updated Priorities sent to John Tcheng	1/2	Completed	
Draft of Letter to people notifying them on the status of their proposal	1/5	Completed 1/5	

Budget with updated Priorities sent to John Tcheng	1/2	Completed	
Budget with updated Priorities sent to Aaron	1/5	Completed 1/5 (Submitted to Budget Office for Review)	
Send recommendations to Aaron about which policies should be emphasized from the Index that Aaron is creating for the Finance Committee Policies	1/5	1/16	
Draft Referendum Timeline to Aaron	1/5	Completed 1/7	
Budget with updated Priorities sent to Lisa Chavez and President Covino	1/23	Completed	Delayed to due reviewing of budget. Original 1/5
Send Budget Priorities Letters	1/24		Completed
Determine repayment/purchase process for Budget Priorities Proposals	1/24	1/26	Original 1/12; Completed 1/26
Plan to promote our Meetings with Food (Finance Proposal)	2/1	Completed 2/1	
Follow-up talk with Lawyer regarding Ballot Language	2/8		
Send Aaron Updates to Travel Policy 214	2/9		
<i>Neyda & Academic Governance</i>			
SHAC Website Language Update (Pending meeting with Advisor)	1/25	1/23	Original date of 1/12; Completed on 1/23; Ongoing project
Develop expectations on Orientation for Committee members	1/31		Amend Current process for members to include committee members; Pending

			conversation with EOC & Ashley the week of 2/4
Incentive-benefit analysis	2/2		
Formal Memo on how to establish a Committee with the proper information	2/9		
Adjusting Committee Report Deadline from 3 days after to a set fixed date (work with Neyda) Update forms to reflect this change.	2/9		
<i>Marcos & Legislative Initiatives</i>			
CHESS Letters to Potential Travelers	2/5	2/2	
<i>Jazmin & Strategic Initiatives and Workflow</i>			
Acquire location for SPC Meeting on 1/4/18		(Meeting Canceled and moved to 1/11/18) USU Room reserved	
Update Language regarding Policy 020 with steps on mediation. *Fix-up Language on David's Draft*	2/2		Haven't had a chance to meet with Jazmin. Need to follow-up with Jazmin on expected date. Original 1/15
Supporting the SPC development of the Roadshow	Ongoing		

Completed on-time = **Green**

Late but properly notified = **Yellow**

Late with no Proper notification = Orange

Not submitted with no notification = **Red**