



PROJECT LIST for Dena Florez, Office Manager Administration & Services
For: February 2018

The duties listed below represent the day to day tasks involved in the daily operations of ASI.

Office Reorganization

- Office rewiring is complete.
- Following up on the updated figures for the phone equipment.
- Working with Jonson for the setup of additional computers in the office for ASI Member use.
- Work with IOS to get furniture fixed
- Purchasing of the materials to complete the Storage setup (Home Depot).

Student Staff Evaluations

- o Need to complete the Student Evaluations.
- o Policy 115 needs to be re-visited and finalized.

Process GIA – Spring Distribution I

- Process GIA – due February 23, 2018

ASI Monthly Financials

- Completed the reconciliation of the December 2017 Unaudited Financial Statements
- Submitted to Business Financial Services office transfer requests as needed.
- Worked with ASIVPF & ED on the 6 & 6 Budget figures

Ticket & Sales Audit

- Oversee the Ticket count and audit.

US Bank

- Manage the weekly process of the US Bank
- Oversee the reconciliation of the US Bank for January 2018
- Overseeing the submittal of past US Bank weekly charges.
 - o We are currently down to our last 4 and we will be completely caught up. Looking to have this completed within the next two weeks.
 - o Having challenges with the lost packets (April 2017).



Travel

- Process the upcoming ASI Travel
 - o CSSA Cal Maritime
 - o SDSU Leadership Summit
 - o CHESS
 - o Alternative Break – Peru
 - o 99U Conference - June 2018 – Working with Gus on revisions to be able to put together the Request for Travel
- Training & oversee Trudy to take-on the closing of Travel Claims

Vice President Finance – (biweekly basis)

- Work with Vice Chair to review the Club Funding Requests.
- Post Agenda for the Funding Committee & Finance Committee.

Meetings: (to begin this semester)

- Recording Secretary
 - o Personnel
 - o Executive
 - o Strategic Planning
 - o Finance (attend only)
 - o Funding Committee (attend only)
 - o ASI Secretary/Treasurer, Exec Director Strategic Planning
 - o Ad Hoc – biweekly process
 - o Funding Workshop
 - o Other meetings to include: Administrative Meetings with Student Life
- Meeting with Executive Director (one on one) – Wednesdays (bi-weekly)
- Pro Staff Meetings –Thursday's (biweekly)
- All Staff Meetings (Pro Staff & Student Assistants – Prepare & Finalize the Schedule of meetings for the rest of the academic year. Next meeting to be scheduled March 27, 2018 (Spring Break)

Other:

- Manage & Approve the Request for Payment Process (RPP)
- UAS Hospitality Requests
- Raul Henderson Scholarship – manage the applications and ensure they are prepared for the scholarship committee