



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

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

Office Reorganization

- Working with Jonson for the setup of additional computers in the office for ASI Member use.
- Work with IOS to get furniture fixed (chairs in VPA, VPF, and my office) & new pedestals ordered
- Working with Operations on the finalization of storage setup.

Student Staff Evaluations

- o Need to complete the Student Evaluations.
- o Follow through on Policy 115. Approved at Personnel and Bylaws. Needs BOD approval.
- o Interview for the Administrative Assistant position. Front desk, Tuesday and Thursday, morning.

Process GIA – Spring Distribution

- Work with Secretary Treasurer and Executive Director for the Biweekly process.

ASI Monthly Financials

- Completed the reconciliation of the January 2018 Unaudited Financial Statements
- 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 February 2018
- Overseeing the submittal of past US Bank weekly charges.
 - o We are currently down to our last 3 and we will be completely caught up. Looking to have this completed before the end of this month.
 - o Having challenges with the lost packets (April 2017)

Travel

- Process the upcoming ASI Travel

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- Supervise the Travel Claim(s) for:
 - CSSA Cal Maritime
 - SDSU Leadership Summit
- Travel Requests submitted for CHESS
- Alternative Break – Peru
- 99U Conference - June 2018 – Working with Gus on revisions to be able to put together the Request for Travel

Vice President Finance – (biweekly basis)

- Work with Vice Chair to review the Club Funding Requests.
- Oversee the posting of the Agenda, and other documents for the Funding Committee & Finance Committee.

Meetings: (to begin this semester)

- Recording Secretary
 - Personnel
 - Executive
 - Strategic Planning
 - Finance (attend only)
 - Funding Committee (attend only)
 - ASI Secretary/Treasurer, Exec Director Strategic Planning
 - Ad Hoc – biweekly process
 - Funding Workshop
 - 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 candidate selection made and announced. Working with Student Financial Service to allocate the scholarship to the students account.