

Executive Director Project List - 3/6/18

• Make sure all the policies that were voted upon by the BOD are updated - ongoing
• Get Access from EH&S to our business continuity plan - pending
• Board of Directors Agenda Revised & Posted
• Executive Committee Agenda Revised & Posted
• Policies Updated on Website
• ASI & Committee Member Eligibility Checked
• Finish cleaning up past & current due travel claims (Dena)
• Training for ASI President on how to manage - completed
• Develop Policy Priority List
• Synthesis of Email to address ASI issues of harassment
• Revise Draft Letter regarding Grievance
• Create Information Sheet on the power of a chair and committee member when it comes to the Agenda
• 360 Evaluation for Executives – in progress
• Update Website with new times for SPC & LAAC - completed
• Designs for VRC requested by President should be completed (Gus)
• Follow-up with Exec Officers on Task lists
• Create an index for policies and brief summaries for future training of ASI members
• See if Nancy Wada-McKee can be involved in Evaluation process - completed
• Time for Essential Tasks list – In Progress
• Budget with updated Priorities sent to John Tcheng - completed
• Draft of Letter to people notifying them on the status of their proposal - completed
• Budget with updated Priorities sent to John Tcheng - completed
• Budget with updated Priorities sent to Aaron - completed
• Send recommendations to Aaron about which policies should be emphasized from the Index that Aaron is creating for the Finance Committee Policies - completed
• Referendum – assist Aaron with addressing new wrinkle from Administration
• Reconciling January Financials
• Budget with updated Priorities sent to Lisa Chavez and President Covino - Completed
• 6&6 Budget Review – Budget Office follow Up
• Send Budget Priorities Letters - completed
• Determine repayment/purchase process for Budget Priorities Proposals
• Plan to promote our Meetings with Food (Finance Proposal)
• Follow-up talk with Lawyer regarding Ballot Language
• SHAC Website Language Update (Pending meeting with Advisor)
• Develop expectations on Orientation for Committee members
• Incentive-benefit analysis
• Text for Get Involved on the Website

<ul style="list-style-type: none">• Formal Memo on how to establish a Committee with the proper information
<ul style="list-style-type: none">• Update Committee Member agreement for Shared Governance Council.
<ul style="list-style-type: none">• Update Committee Verification Form
<ul style="list-style-type: none">• Committee Attendance and Report Tracker will be updated
<ul style="list-style-type: none">• Managing the Removal of Academic Senator with VPAG and DGLP
<ul style="list-style-type: none">• CHESS Letters to Potential Travelers
<ul style="list-style-type: none">• Update Language regarding Policy 020 with steps on mediation. *Fix-up Language on David's Draft*
<ul style="list-style-type: none">• Create a Tracking system to better archive ASI's history (Alix)
<ul style="list-style-type: none">• Supporting the SPC development of the Roadshow