



# Biweekly Report

Jazmin Ortiz, Secretary/Treasurer

03/01/2018

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## Meetings and Workflow:

1. Strategic Planning Committee
  - a. The committee hosted two tabling events:
    1. 02/07/2018- By golden Eagle Statue (10am-2pm)
    2. 02/21/2018- By SH (3 pm -7pm)
  - b. SPC Members reviewed their feedback from stakeholders
  - c. We want to look into matrix for the SP initiatives
2. Keeping ASI members Accountable:
  - a. Emailed ASI members that did not turn in their biweekly reports and their Direct Reports
  - b. Made sure all biweekly reports were given to Dena on a timely manner
  - c. Created a new temporary biweekly template which was distributed to all members
  - d. Met with Intef and Dena to discuss new training strategies GIA increase and new accountability process
3. Workflow and Biweekly Ad Hoc Committee:
  - a. Met with Intef and Dena to set a date for the ad hocs first meeting in the Spring semester
  - b. Created a blue print to follow for the upcoming GIA increase proposal

## Projects:

1. Workflow and Biweekly Ad Hoc Committee:
  - a. Will meet with Intef and Dena on 03/17/2018 to discuss ideas and updates on meeting time/dates
  - b. Research and develop a new biweekly template based on current ASI members' activeness
  - c. Will reach out to current members to confirm the official date/time

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2. Strategic Planning Committee
  - a. Will prepare for the next meeting with Intef and Barnaby Peake on 03/06/2018  
Location: ASI Conference Room
  - b. Review timeline and new matrix ideas with SPC members
3. Keeping ASI members Accountable:
  - a. Will continue to meet with ASI members and Direct reports to increase communication with our team
  - b. Will enforce direct reports to have performance evaluation meetings with members that do not turn in their biweekly reports



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