



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

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

Office Reorganization & Inventory

- Working with Jonson for the upgrade and setup of additional computer systems. Will begin with Exec's computers.
- Work with IOS to get new pedestals ordered and installed.
- Re-visiting the original Storage design to enclose the storage area. Working with Operations and vendor.
- Begin the inventory project that will update existing file in preparation for 2018 audit.

Student Staff

- o Completion of Student Staff Evaluations per the updated & approved Policy 115.
- o Working with Human Resources on the new hire's paperwork.
- o Begin hire process for new student assistant due to student assistants graduating

Process GIA – Spring Distribution

- Processed the initial Spring Distribution II. Working on processing the remaining students.

ASI Monthly Financials

- Completed the reconciliation of the February 2018 Unaudited Financial Statements
- Working with Executive Director on the 9&3 as well as the 2018-2019 Budget figures to be provided to VPF

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 March 2018
- Overseeing the submittal of past US Bank weekly charges.
 - o We are currently down to our last 2 and we will be completely caught up.



Travel

- Processed the upcoming Travel of
 - o Sacramento – April 2-4
 - o CSSA Long Beach – April 6-8
 - o 99U Conference - June 2018 – Working with Gus on revisions to be able to put together the Request for Travel
- Supervise the completion of outstanding Travel Claim(s)

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
 - 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) – Tuesdays (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 June 2018.

Other:

- Manage & Approve the Request for Payment Process (RPP)
- UAS Hospitality Requests
- Begin the process to award the Associated Students Inc. Scholarship and the Associated Students scholarship. Working with Student Financial Service to allocate the scholarship to the students account.
- Work on the plan to bring the Raul Henderson Scholarship awarding timeline in compliance university guidelines. Submit plan to Tom Enders by the end of Spring Semester.

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