

Intef W. Weser Executive Director Project List - 4/3/18

<ul style="list-style-type: none"> <li>• 2018-19 Budget Consultation Meeting with Aaron, David, and Dena – pending <ul style="list-style-type: none"> <li>○ Provide recommendations based on annual spending and staff expense projections</li> <li>○ Provide salary projections and recommendations</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Finalized SPC Proposal for SPC Committee and the BOD for final approval - ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with the GIA Increase Proposal - pending</li> </ul>
<ul style="list-style-type: none"> <li>• Make sure all the policies that were voted upon by the BOD are updated - ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• ASI &amp; Committee Member Eligibility Checked - completed</li> </ul>
<ul style="list-style-type: none"> <li>• Finish cleaning up past &amp; current due travel claims (Dena) – Nearly completed</li> </ul>
<ul style="list-style-type: none"> <li>• Training for ASI President on how to manage - completed</li> </ul>
<ul style="list-style-type: none"> <li>• Develop Policy Priority List – This will be used for training new members 2018-19</li> </ul>
<ul style="list-style-type: none"> <li>• Create Information Sheet on the power of a chair and committee member when it comes to the Agenda – pending review with President; will be used for future Executive and Member trainings</li> </ul>
<ul style="list-style-type: none"> <li>• 360 Evaluation for Executives – in progress</li> </ul>
<ul style="list-style-type: none"> <li>• Designs for VRC requested by President should be completed (Gus)</li> </ul>
<ul style="list-style-type: none"> <li>• Follow-up with Exec Officers on Task lists - Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• Create an index for policies and brief summaries for future training of ASI members</li> </ul>
<ul style="list-style-type: none"> <li>• See if Nancy Wada-McKee can be involved in Evaluation process - completed</li> </ul>
<ul style="list-style-type: none"> <li>• Time for Essential Tasks list – In Progress</li> </ul>
<ul style="list-style-type: none"> <li>• Referendum – assist Aaron with addressing new wrinkle from Administration</li> </ul>
<ul style="list-style-type: none"> <li>• Follow-up talk with Lawyer regarding Ballot Language – Pending reply from legal</li> </ul>
<ul style="list-style-type: none"> <li>• Reconciling February Financials - completed</li> </ul>
<ul style="list-style-type: none"> <li>• 6&amp;6 Budget Review – Budget Office follow Up – Pending review</li> </ul>
<ul style="list-style-type: none"> <li>• SHAC Website Language Update – completed – SHAC will split from peer health advisor program; Website currently being updated by SHAC Advisor</li> </ul>
<ul style="list-style-type: none"> <li>• Develop expectations on Orientation for Committee members – Alix will be working with Jackie to develop for future</li> </ul>
<ul style="list-style-type: none"> <li>• Incentive-benefit analysis - completed</li> </ul>
<ul style="list-style-type: none"> <li>• Formal Memo on how to establish a Committee with the proper information - completed</li> </ul>
<ul style="list-style-type: none"> <li>• Update Committee Member agreement for Shared Governance Council - pending</li> </ul>
<ul style="list-style-type: none"> <li>• Update Committee Verification Form - pending</li> </ul>
<ul style="list-style-type: none"> <li>• Committee Attendance and Report Tracker will be updated - completed</li> </ul>
<ul style="list-style-type: none"> <li>• Update Language regarding Policy 020 with steps on mediation - pending</li> </ul>
<ul style="list-style-type: none"> <li>• Create a Tracking system to better archive ASI's history (Alix) - ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• Supporting the SPC development of the Roadshow</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with year-end recognition events for ASI elected/appointed and committee members.</li> </ul>
<ul style="list-style-type: none"> <li>• Review 2018-19 Summer Meeting &amp; Training Curriculum drafted by Marcus and Ashley</li> </ul>