



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

PROJECT LIST – MARCUS A. RODRIGUEZ

CABINET OF COLLEGE REPRESENTATIVES

De-Stress 2018

- Consider logistics of balcony build-out with cocktail tables, music, games and ambiance (Marcus)
- Determine and arrange activities including games, yoga, massages (COCR and Marcus)
- Coordinate partnership with Cafe 47 (Marcus)
- Purchase healthy foods (Marcus)
- Consider logistics of an oatmeal bar (Marcus)
- Manage the College Rep volunteer sign-up sheet - (COCR)
- Generate College specific name badges for volunteers (Gus and Marcus)
- Secure giveaways including pencils, lanyards, stress balls, beanies (Gus and Marcus)
- Arrange for a mobile cart unit to dispatch on the hour from the Library homebase (COCR and Marcus)
 - La Kretz Hall
 - Salazar Hall
 - ECST Courtyard
- Criminal Justice Building
- Tie-In to Housing Tranquility Lounge program (COCR and Marcus)
- Create grab and go “snack packs” (COCR-build | Marcus - supply purchase)

2020 CENSUS HIGHER EDUCATION SUB-COMMITTEE

- Develop Cal State LA Outreach and Education Strategies
- Design Census Action Kiosks
- Develop Census Survey
- Recruit Census Goodwill Ambassadors
- Create Peer-to-Peer Communication Templates for Clubs and Orgs
- Identify local community stakeholders and partners
- Target Low Response Score Areas
- Launch a Social Media Campaign
- Partner with Center for Engagement
- Create Messaging for High Traffic Student Portals (e.g. GET)

SENIOR COORDINATOR SEARCH

- Correspond with phone interview candidates regarding the search conclusion
- Correspond with on-campus interview candidates regarding the search conclusion
- Deliver appreciation cards to Jen, Nancy and Sesley
- Send out status update to those not selected for interviews
- Contact HR regarding the intake process
- Prepare the “first two weeks” schedule



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California State University, Los Angeles

COLLABORATION: WRITING YOUR PERSONAL STATEMENT

- Connect with the Writing Center regarding promotions and day-of logistics
- Connect with Writing Center staff and faculty participants to assure direct contact with ASI staff
- Distribute marketing materials campus-wide and create targeted emails
- Request all needed tech from the Writing Center and/or ITS
- Submit a video request to ITS
- Order/create supply (e.g. scorecards, etc.)
- Arrange staff and faculty appreciation gifts

VETERANS AFFAIRS

Veterans Campus Climate Survey

- Incentive order (iPad) placed and waiting for delivery (Marcus)
- Provide new Lucky Prize Winner form to the front desk staff
- Retrieve methods and winner selection process details from the VRC
- If a spring survey is conducted, request an ASI-specific (or student involvement) question

Possible Vet Net Ally training for ASI members

- Looking into needed time investment and scheduling (Matthew)

Veterans Appreciation Week

- November 5 through November 8
- Design and distribute Operation Gratitude Postcards (Gus and Matthew)
- Create publicity for events w/ focus on Veterans Day (Gus and Matthew)
- Solidify details regarding a Vet Day VIP Luncheon or Mixer (Matthew and Marcus)
- Secure ASI volunteers for Veterans Day and Operation Gratitude tabling (Matthew and Jourdan)

ENVIRONMENTAL AFFAIRS

Tabling and EPC Outreach

- Simple table w/ 3 chairs and the ASI linen - dry cleaned (Marcus)
- November 8 on the main walkway adjacent to library south
- Snacks and giveaways requested – order and delivery w/ permit (Marcus)
 - Tumblers and lanyards are ready, tote bags are on order (Marcus)

Earth Day

- April 22 - Main Campus Walkway
- Seek campus partners (Javier and Marcus)
- Reach out to interested Faculty and Staff (Marcus)
- Arrange activities and giveaways (EPC)
- Design and purchase Giveaways (Gus and Marcus)

DIVERSITY & INCLUSION

Indigenous Peoples Day

- October 8 at 3 pm in the U-SU Plaza
- Secure participation from the CCC and clubs/orgs (Nataly)
- Secure guest speakers and distinguished guests (Nataly)



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California State University, Los Angeles

- Secure Golden Eagle Radio and live entertainment (Marcus)
- Select and secure food trucks and other vendors (Nataly and Marcus)
- Create event rundown and secure volunteers (Nataly)
- Prepare the hut with prizes and giveaways (Marcus)

AIDS Walk

- October 21 at 8 am in West Hollywood
- Connect with the leads for the Cal State LA Health Center team (Krystal)
- Registration link on the ASI event page (Marcus)

Migration is Beautiful

- November 8 at 4:30 pm in the U-SU Plaza
- Secure participation from the Dreamers Resource Center and clubs/orgs (Nataly)
- Secure guest speakers and distinguished guests (Nataly)
- Secure Golden Eagle Radio and live entertainment (Marcus)
- Select and secure food trucks and other vendors (Nataly and Marcus)
- Create event rundown and secure volunteers (Nataly)
- Prepare the hut with prizes and giveaways (Marcus)

Launch Pad Program Investment Proposal

- Mid-September (LAAC-internal draft deadline)
- Identifying costs and appropriate funding line items (Thelma)
- Creating the proposal template (Marcus)
- Presentation to the ASI Finance Committee (Vero and Krystal)

ASI GENERAL ELECTION

Code Review

- Suggested policy updates (Jessal and Intef)

Workshops

- October 16 and 23 | November 6 and 13
- Align with and complement the U-SU efforts (Candice, Jessal and Intef)
- Prepare presentation materials (Jessal and Intef)
- Order catering and secure hospitality w/ permit (Marcus)

HOUSING

Harvest Festival

- October 30 at 7:30 pm in the Housing Phase II Lounge and Conference Room
- Purchase games/supply and secure hospitality/catering w/ permit (Marcus)
- Create event rundown and secure volunteers (Caitlin)
- Find at De-Stress tie-in for the Cabinet of College Reps (Marcus)

Think Tank Takeover and Tranquility Lounge

- December 11 at 7 pm in the Housing Phase II Lounge
- Purchase supply and secure hospitality/catering w/ permit (Marcus)
- Create event rundown and secure volunteers (Caitlin)



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California State University, Los Angeles

CIVIC ENGAGEMENT

LA County Vote By Mail Drop-Off Program

- Starting October 9 in the Library
- Secure location (Marianne and Matthew)
- Develop ad campaign (Marcus)

Alternative Break

- Info Session (POSTPONED)
- Create presentation with course specifications (Marcus)
- Secure Dean and VPSL signoff (Marcus)
- Identify and invite chaperones w/ management sign-off (Marcus)
- 2019 contract with EF (Marcus)
- Manage accrued points and student scholarships (Marcus)
- PaGE course registration module (Marcus)
- Fundraising campaigns and weekend meetups (Marcus)
- Travel paperwork processing (Dena)
- Peru exhibition in the Fine Arts Gallery (Gus and Marcus)

National Voter Registration Day

- September 25 at 11 am in the U-SU Plaza
- Manage band payment, parking and load-in (Marcus)
- Manage tech riders sound/stage (Marcus)
- Welcome and introduce LA County Registrar's guests (Nataly and Marcus)
- Print additional voter pledge cards (Gus)
- Manage ASI tablets for online registration (Marcus)
- Greet and direct on and off campus clubs and orgs (Nataly and Vero)
- Greet and direct POWER 106 (Marcus)
- Introduce County Clerk Dean Logan and speak about the event in intervals (Nataly and Vero)
- Manage event rundown and direct volunteers (Nataly and Vero)
- Setup catering and secure Homegirl Cafe (Marcus)
- Welcome and direct T-shirt screen printing and art prep (Marcus and Gus)
- Prepare the ASI Hut with prizes and giveaways (Marcus)

Student Mobility Forum

- Student Leader Participation
 - Outreach: Nataly, Veronica, Krystal and Nia (ASI); additional outreach by Marc
 - Student Participation Info: Marcus (ASI); additional info retrieval by Marc | Email all info to Annabelle
 - Student Leaders Contact Master List: Annabelle
 - Parking Requests and Directions: Marcus (ASI)
 - Final Participant Contact/Info List: Annabelle
 - Final Seating Chart and Name Table Tents: Annabelle
- Student Leader Participation Pre-Event Package
 - Mobility Initiatives, News and Current Events: Marc
 - Required Readings: Marc



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- Email to Participants: Annabelle
- Elected Officials Participation
 - Cal State LA Public Affairs Notification: Marcus (ASI)
 - Event Press Release: Marc | Marcus (ASI) will provide to Public Affairs
 - Elected Official Invitations and Final Guest List: Alex
 - Parking Requests and Directions: Marcus (ASI)
- Student Brainstorming Session/Focus Groups
 - Room Setup and Tech Request: Annabelle
 - Space Reservations, Operations Meetings: Marcus (ASI)
 - Parking Requests and Directions: Marcus (ASI)
 - Table 1: Transit Facilitator: Alex and Annabelle
 - Table 2: Other Mobility Modes Facilitator: Alex and Annabelle
 - Table 3: Highway Facilitator: Alex and Annabelle
 - Focus Group Prompt Questions: Annabelle
- Mobility Forum Venue: U-SU Board Room
 - Room Setup and Tech Request: Annabelle
 - Space Reservations, Operations Meetings: Marcus (ASI)
 - Parking Requests and Directions: Marcus (ASI)
- Mobility Forum Catering by UAS
 - Menu selection: Marc
 - Final Order Submission and Delivery: Marcus (ASI)
 - ASI Chargeback to Metrolink: Marcus (ASI) and Marc
- Mobility Forum Script and Rundown
 - Event Rundown: Annabelle
 - Welcome and Introductions: Art
 - Shared Vision and Q&A Lead In (Script for the ASI President): Marc
 - Q&A Session (Prompts for the ASI President): Marc
 - Next Steps & Program End (Script for the ASI President): Marc
- Mobility Fair Venue: U-SU Plaza
 - Plaza Setup and Tech Request: Marcus (ASI)
 - Space Reservations, Operations Meetings: Marcus (ASI)
 - Parking Requests and Directions: Marcus (ASI)
 - Clubs/Orgs Participation: Nataly, Veronica, Krystal and Nia (ASI); additional outreach by Marc
 - Off-Campus Partners: Marc
 - College of ECST Participation: Marcus (ASI)
 - Golden Eagle Radio: Marcus (ASI)
 - Special Guests and Speakers: Nataly, Veronica, Krystal and Nia (ASI)
 - Food and/or Dessert Trucks: Marcus (ASI)
- Mobility Forum/Fair Promo at September 25 National Voter Registration Day
 - 11 am to 3 pm in the U-SU Plaza
 - ASI will provide a canopy, table and two (2) chairs



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California State University, Los Angeles

- Plaza Setup and Tech Request: Marcus (ASI)
- Parking Requests and Directions: Marcus (ASI)
- Space Reservations, Operations Meetings: Marcus (ASI)

Art and Politics Exhibition

- October 25 at 6 pm in the Library
- Connect with the Art and Political Science Departments (Nataly)
- Create rule and submission requirements (Marcus)
- Create submission webpage (Marcus)
- Work with the library to create the installation space (Marcus)
- Invite special guests and speakers list (Nataly)
- Create event rundown and secure volunteers (Nataly)
- Order catering and secure hospitality w/ permit (Marcus)

Pat Brown Institute Annual Conference: Election 2018

- November 15 at 8 am in the GE Ballrooms
- Secure sponsors table recognition (Marcus)
- Secure ASI leadership participation (Marcus)
- Negotiate speaker honorarium (Marcus)
- Develop a student-focused advertisement campaign (Marcus)

LEGISLATIVE AFFAIRS

LAAC Meet & Greet

- August 29 at 4:30 pm in the LA Room
- Create event rundown and secure volunteers (Vero)
- Order catering and secure hospitality w/ permit (Marcus)

Lobby Corps Advocacy Clinic

- October 17 at 3:30 pm in the U-SU Theatre
- Secure guest presenters OR CSSA will provide resources (Vero)
- Arrange parking/directions for guests (Marcus)
- Create event rundown and secure volunteers (Vero)
- Order catering and secure hospitality w/ permit (Marcus)

PUBLIC RELATIONS & MARKETING

Animation and Photo Contests

- September 1 through October 31
- Create rule and submission requirements (Jourdan and Marcus)
- Create submission webpage (Marcus)
- Create judging rubric (Marcus and Jourdan)
- Recruit judges (Jourdan)
- Arrange prizes and winner forms (Marcus)
- Create winner announcement campaign (Jourdan and Marcus)

Eagles Electrify Dance Competition

- Manage tryout location (Marcus)



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

- Secure Practice-Run Venue (Marcus)
- Coordinate planning committee (Jourdan)
- Manage publicity artwork and campaign (Jourdan)
- Secure club participation (Jourdan)
- Manage venue audio and tech (Marcus)
- Create rule and submission requirements (Jourdan and Marcus)
- Create submission webpage (Marcus)
- Create judging rubric (Marcus and Jourdan)
- Recruit judges (Jourdan)
- Create Release of Liability forms (Marcus)
- Arrange prizes and winner forms (Marcus)
- Create winner announcement campaign (Jourdan and Marcus)
- Order catering and secure hospitality w/ permit (Marcus)

ARTS & LETTERS

Jazz in the Courtyard

- SPRING DATE TBD at 5 pm in the Music Courtyard
- Secure venue and submit space reservation forms (Marcus)
- Order catering and secure hospitality w/ permit (Marcus)
 - Waiting for Isai's choices directions
- Secure participation from the Music Department (Isai)
- Secure participation from the TV and Film Department (Isai)
- Secure audio and tech based on Music Department rider (Isai and Marcus)
- Create event rundown and secure volunteers (Isai)

SPIRIT AND PRIDE

Volleyball Breast Cancer Awareness Game

- October 19 at 7 pm in the gym
- Create event rundown and secure volunteers (Janelle)
- Order catering and secure hospitality w/ permit (Marcus)
- Prepare the hut with prizes and giveaways (Marcus)

HEALTH AND HUMAN SERVICES

Town Halls

- October 9 at 4:30 pm in Salazar Hall 276
- Secure participation from College Administrators (Rashad and Jocelyn)
- Create event rundown and secure volunteers (Rashad and Jocelyn)
- Order catering and secure hospitality w/ permit (Marcus)

De-Stress Finals Tabling

- December 4 at 6 pm on the main campus walkway
- Create event rundown and secure volunteers (Jocelyn)
- Order catering and secure hospitality w/ permit (Marcus)



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

- Prepare the hut with prizes and giveaways (Marcus)
- Secure scantrons and bluebooks (Marcus)

NATURAL AND SOCIAL SCIENCES

Town Hall: Do They Only Listen When We Protest?

- November 9 at 2 pm in the GE Ballrooms
- Create a survey by September 7 (campus-wide)
- Secure participation from clubs/orgs (Fritza and Davona)
- Secure participation from the Dean, Associate Deans (Fritza and Davona)
- Secure participation from faculty (Fritza and Davona)
- Secure participation from the Vice Provost and Student Life Division (Marcus)
- Create event rundown and secure volunteers (Fritza and Davona)
- Order catering and secure hospitality w/ permit (Marcus)

Additional Fall Programs

- Program proposals coming (Fritza and Davona)

CHARTER COLLEGE OF EDUCATION

Violence Prevention and Self-Defense Training

- September 29 at 6 pm in KH Lecture Hall 2
- Sign the contracts and prepare parking/directions (Marcus)
- Create MOU with the CCOE Dean (Marcus)
- Order catering and secure hospitality w/ permit (Marcus)
- Create event rundown and secure volunteers (Raul)

BUSINESS AND ECONOMICS

Mixer and Town Hall

- October 10 at 4:30 pm in the Salazar Hall Courtyard
- Update the campus Use of Facilities Committee about the “L” setup and sound request (Marcus)
- Event purpose: Intro the college and the associated clubs
 - second hit of welcome week
- Secure participation from clubs/orgs (Christopher)
 - Recruitment for Freshman that might have been Desensitized by Welcome Week
 - Pre-event meeting (Club Council) to go over shared objectives and outcomes
- Secure participation from the Dean, Associate Deans (Christopher)
 - Open recruitment for the Department Chairs
- Create event rundown and secure volunteers (Christopher)
 - background/ambiance music
 - ASI table w/ linen and ASI publicity
 - Event A-Frames (2)
 - Raffle tickets or stamps at the club tables
 - Grand Prize - drawing w/ Lucky Prize Winner Forms
 - Event evaluation cards



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California State University, Los Angeles

- Order catering and secure hospitality w/ permit (Christopher)
 - Food order for 150 (Christopher has the UAS Catering Menu)

ENGINEERING, COMPUTER SCIENCE & TECHNOLOGY

Mash-Up: Student Project Fair

- November 15 at 6:30 pm in the Library
 - Update needed with Library (Marcus)
- Connect with faculty, students, clubs/orgs (Smit and Edgar)
 - Reach out during the Welcome BBQ (Smit and Edgar)
- Secure participation from College Faculty & Administrators (Smit and Edgar)
 - Reaching out the college to get a Faculty list - working with T. Fox (Smit and Edgar)
 - Access to the College student listserve - forwarding publicity when it's ready (Smit and Edgar)
- Create rule and submission requirements (Smit and Edgar w/ Marcus)
- ~~Create submission webpage (Marcus)~~
- Work with the library to create the installation space (Marcus)
 - Tripod easels (3), tables, and catering/hospitality area (Marcus)
 - Perform a venue walk-through and event mapping (Smit and Edgar)
- Invite special guests and speakers list (Smit and Edgar)
- Create event rundown and secure volunteers (Smit and Edgar)
- Order catering and secure hospitality w/ permit (Marcus)
 - 60 persons??? (Marcus)
 - Selections from the menu (Smit and Edgar)

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