



ASI Executive Director Strategic Project and Task List October 2018

Project and Task List:

- (Frangelo) Support Committee Chairs with management of BOD, Personnel Committee, Bylaws, JRC, Cabinet of College Representatives, Cabinet of Academic Senators, two Ad Hoc Committees, and Shared Governance,
- (Marcus) Set up regular Executive Officer Strategic Planning meetings
 - Assist Executive Officers with agenda development, updating and posting supporting documents (ASI President, VPA, VPAG, and ASI Secretary/Treasurer)
 - Ensure the successful development and implementation of the ASI Strategic Plan for 2018-23.
- (Frangelo) Manage application collection, distribution, and posting on website
 - Work with Keomi to review eligibility of candidates prior to sending out.
- (Frangelo) Manage eligibility submission on a biweekly and semester schedule
 - Assisted two students with eligibility challenges October 3-5th
- (On hold) ASI Administrative Assistant to the Executive Director Search
 - Confirm committee availability to interview candidates the week of October 8th - October 3rd
 - Confirm 4 candidates availability to interview the week of October 8th - October 3-5th
 - Set up parking October 5th
 - Sent confirmation emails to candidate and interview committee October 5th
 - Copy candidate information for committee October 8th
- (Betty) Develop Implementation Plan and Management Responses regarding Internal Audit with ASI Staff –
 - Next to final draft of Management Responses, Policy Updates, and Supporting



Documents – Week of October 8th

- Schedule follow up meeting with Student Life –Week of October 15th
- Policy Review and Approval by Thursday, October 18th
- Present Management Responses, Policy Updates, and Supporting Documents to Executive Committee – October 23rd
- Complete ASI Response to Internal Audit by Thursday, October 31st.
- (Marcus) Policy Updates – Make approved cosmetic and position changes approved by the BOD.
 - Administrative, Personnel, Finance, and Judicial
- (Completed) Clarified University President Designee assignments to ASI Committees with University President Designee
- (Marcus) Cabinet of Commissioner Support
 - PR & Marketing
 - Working with Jourdan and Gus to develop an Online ASI New Letter that will incorporate all the major areas of ASI.
 - Reviewing final edits to Social Media Guidelines and determining the cost and funding for an ASI Social Media phone – iPhone.
 - General Elections
 - Working with Jessal to approve Elections COP and Timeline with a goal of providing students access to the application to apply by November 1st
 - Had a meeting with ITS regarding moving General Elections to late March.
- (Dena) Grants & Donations – Develop memo requesting ASI's ability to accept and manage grants and donations with University support and guidance.
 - Provide Nia with policy and memo draft – Week of October 1st
 - Once University approval is secured, work with the VPF to develop the grant & donation initiative game plan.
 - Assist VPF with Alternative Funding and Referendum Ad Hoc Committee



o Incorporate Referendum budget projections into new budget format fee indexing projections of student body fee, – October 10th

- o Update Ballot Language – Week of October 8th
- o Review Referendum/Fee Indexing Marketing Game Plan with Aaron and Marketing

Team – Week of October 8th

- Meet with ITS regarding setting up online petition for referendum and hosting a special election to vote on the referendum in February.
 - o New Initiative Development to offer if fee is indexed/increased
 - o 3&9 budget review development
 - o Schedule representative to educate Finance Committee regarding the VEBA Trust. – Coordinate with Aaron for November or February

• (Dena) Biweekly Ad Hoc Committee support

- o Assist with updating the GIA Payment Process and Accountability Oversight (Dena)
- o Ensure 5th 10th and 15th week GIA payments are on time (Dena)

• (Marcus) Strategic Planning Committee

- o Secure 2018-19 Goal Worksheets from ASI members
- o Secure Doc-U-Sign for Biweekly, State of Affairs, and Transition Folder
- o Develop Annual Report

• (Frangelo) CSSA Plenary Meeting Planning

- o Timeline Development - completed
- o Memo to U-SU requesting waiver of some or all of the facilities fee – Draft 2
- o Memo to President Covino confirming and requesting financial support – Draft 1 pending conversation with Olga who returns next week.

• (Marcus) BOD Speaker Requests

- o Thursday, October 18 – Rebecca Palmer
- o November 1 – Daryl Gross (Pending)



o November 15 – Dr. Mahoney

o November 29 – Chris Lenz

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- (Dena for minutes, Marcus for other) Ensure the history of ASI is recorded and maintained
- (Frangelo) Ensure collaboration with new member orientation with Elections and Orientation Commissioner is managed well
- Chief Justice
 - o Develop a Roberts Rule Certification Process for JRC and ASI Members
 - o Ensure ASI complies with Gloria Romero Act
 - o Support Associate Justice team with role as parliamentarian
- (Frangelo) Manage eligibility check; follow up, student counseling, paperwork, etc.
- (Frangelo/Betty) Process benefits and payroll for full-time and student assistant staff
- (Gus) Update Annual Calendar of Meetings
- (Marcus/Betty) Review and sign all RPP's and Travel Requests
- Review month ticket sales reconciliation (provided by Dena)
- Club Funding Payment Review
- Processing two student requests for recommendation letters.

(Frangelo) University Committees or Involvement

- UAS Executive Director Search – Four candidates – 10/2, 10/3, 10/5, and 10/11
- Attend Student Life Council meeting – biweekly
- Fulltime Staff Meetings – biweekly
- All ASI Staff Meetings (Dena)