



ASI Executive Director Strategic Project and Task List October 2018

Project and Task List:

- 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,
- 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.
- Manage application collection, distribution, and posting on website
 - Work with Keomi to review eligibility of candidates prior to sending out.
- Manage eligibility submission on a biweekly and semester schedule
 - Assisted two students with eligibility challenges October 3-5th
- 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
- 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.
- Policy Updates – Make approved cosmetic and position changes approved by the BOD.
 - Administrative, Personnel, Finance, and Judicial
- Clarified University President Designee assignments to ASI Committees with University President Designee
- 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.
- 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
 - Incorporate Referendum budget projections into new budget format fee indexing projections of student body fee, – October 10th
 - Update Ballot Language – Week of October 8th
 - 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.
 - New Initiative Development to offer if fee is indexed/increased



- 3&9 budget review development
- Schedule representative to educate Finance Committee regarding the VEBA Trust. – Coordinate with Aaron for November or February
- Biweekly Ad Hoc Committee support
 - Assist with updating the GIA Payment Process and Accountability Oversight (Dena)
 - Ensure 5th 10th and 15th week GIA payments are on time (Dena)
- Strategic Planning Committee
 - Secure 2018-19 Goal Worksheets from ASI members
 - Secure Doc-U-Sign for Biweekly, State of Affairs, and Transition Folder
 - Develop Annual Report
- CSSA Plenary Meeting Planning
 - Timeline Development - completed
 - Memo to U-SU requesting waiver of some or all of the facilities fee – Draft 2
 - Memo to President Covino confirming and requesting financial support – Draft 1 pending conversation with Olga who returns next week.
- BOD Speaker Requests
 - Thursday, October 18 – Rebecca Palmer
 - November 1 – Daryl Gross (Pending)
 - November 15 – Dr. Mahoney
 - November 29 – Chris Lenz
- Ensure the history of ASI is recorded and maintained
- Ensure collaboration with new member orientation with Elections and Orientation Commissioner is managed well
- Chief Justice
 - Develop a Roberts Rule Certification Process for JRC and ASI Members
 - Ensure ASI complies with Gloria Romero Act
 - Support Associate Justice team with role as parliamentarian
- Manage eligibility check; follow up, student counseling, paperwork, etc.
- Process benefits and payroll for full-time and student assistant staff
- Update Annual Calendar of Meetings
- 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.

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)