



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

ASI PROGRAM AND PROJECT LIST – MARCUS RODRIGUEZ

CROSS-UNIT COLLABORATION

ASI Town Hall: Parking on Campus

- October 17 from 2 to 3 pm
- Find a location on campus - USU booked
- Submit specialized graphics project request
- Create webpage and feedback portal
- Deliver questions by October 12 to participating administrators
- Negotiate room setup and technology
- Arrange catering and additional supplies

Alumni Gala

- Submit the names of ASI participants ASAP (Nia and Marcus)
- Provide Gala award recipient information to ASI participants (Marcus)
- Support with context and event expectations (Marcus)

ASI LEADERSHIP TRAININGS AND RETREAT

- Solidify January location with a focus on The Broad, MOCA and Downtown Campus
- Ensure three bids for both January and August venues
- Apply for additional insurance for both January and August events
- Negotiate contracts for January and August
- Secure catering and supply needs
- Negotiate room setup and technology
- Publish event rundown and schedule
- Manage publicity and giveaways
- Invite featured speakers and/or invited guests

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

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



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- 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)

CABINET OF COLLEGE REPRESENTATIVES

De-Stress 2018

- December 4 from 6 to 10 pm in the Library and main campus walkway
- 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)

VETERANS AFFAIRS

Veterans Campus Climate Survey

- Follow Up regarding publishing and distribution of the official survey results (Marcus)

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)
- Distribute publicity for events w/ focus on Veterans Day (Marcus and Matthew)
- Solidify details regarding a Vet Day VIP Luncheon in the Golden Eagle (Marcus)
- Finalize catering order, room setup and technology (Marcus)
- Secure ASI volunteers for Veterans Day and Operation Gratitude tabling (Matthew and Jourdan)

ENVIRONMENTAL AFFAIRS

Tabling and EPC Outreach

- November 8 on the main walkway adjacent to library south
- Table w/ 3 chairs and the ASI linen - dry cleaned (Marcus)



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- Snacks and giveaways requested – order and delivery w/ permit (Marcus)
 - Tumblers and lanyards are ready, tote bags are on order (Marcus)

Earth Day and Student Mobility Fair

- April 22 - Main Campus Walkway
- Seek campus partners (Javier and Marcus)
- Reach out to interested Faculty and Staff (Marcus)
- Negotiate program presentation details with Metrolink (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
- Closeout the prize drawing with Lucky Prize Winner Forms and W-9s (Marcus)
- Collect the Post-Program Evaluation from program leads (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
- Meeting with student club stakeholders and create campus messaging (Nataly and Marcus)
- Secure participation from the Dreamers Resource Center and clubs/orgs (Nataly)
- Secure guest speakers and distinguished guests (Nataly)
- Secure both on and off-campus partners and resource providers (Nataly and Marcus)
- Create event rundown and secure volunteers (Nataly)
- Prepare the hut with giveaways and drawings (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)



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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)

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)

Student Mobility Forum

- Student Leader outreach post event (Marcus)
- Next steps and upcoming events e.g. Student Mobility Fair on April 22 (Marcus)

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)



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- Secure ASI leadership participation (Marcus)
- Negotiate speaker honorarium (Marcus)
- Develop a student-focused advertisement campaign (Marcus)

LEGISLATIVE AFFAIRS

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)

Electrify Dance Competition

- Manage tryout location (Marcus)
- 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)



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- 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)
- Connect with positive promotions to secure rally towels (Marcus)

HEALTH AND HUMAN SERVICES

Town Halls

- October 9 at 2:30 pm - mobile outreach unit
- 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)

Next Session: Personal Statement Writing Workshop II

- 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

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)



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CHARTER COLLEGE OF EDUCATION

Taco Tuesday Outreach Event

- Date TBD, adjacent to KH Lecture Hall 2
- 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 - NEW COLLABORATION EVENT

- October 11 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
- 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
- Connect with faculty, students, clubs/orgs (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 (Marcus, Smit and Edgar)
- Invite special guests and speakers list (Smit and Edgar)



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- 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)

SHARED GOVERNANCE | ACADEMIC SENATORS

Campus Climate Surveys

- TBD
- Shared Gov, COC, Referendum (Medrik, Jesus, Aaron)

Graduate Studies Office - De-Stress, Library North (A???)

- Week before finals - 2 days in the breakfast hours (date/times needed) (Medrik)
- Resources (e.g. ASI publicity, open positions, and committee involvement information) (Marcus)
- Supplies (e.g. snacks, giveaways, drinks, notepads, bluebooks, scantrons, pencils) (Medrik)
- Presentation to the Cabinet of College Reps (Marcus)

Faculty and Grad Students Reception

- April 14 (or 17/18) (date needed) from 3 to 5 pm (Medrick)
- Presentation to the Cabinet of College Reps (Medrik)
- Design, printing and publicity costs (Medrik, Gus, Marcus)
- Hospitality and Catering cost share (Medrik)
- ASI Student Recognition List (Medrik)
- Prepare the 2019-20 budget presentation (Medrik, Marcus)

ASI Shared Governance Tabling

- October 18 from 1 to 3 pm on Library South (in front of the railing)
- Space Reservation (Marcus)
- Supplies: table, chairs, snacks, water, table linen, scantrons, shared gov cards (Marcus)
- Committee Reports examples (Diana)
- Business Cards (Diana)

ASI Senators Info Session/Mixer: What We Do: Function and Role

- November 8 from 1 to 3 pm in the Library A119 – Innovation Hub (Diana and Marcus)
- Room Reservation: includes whiteboards (Diana)
- Food and Drinks: duplicate the mixer BEO (Marcus)
- Bringing in 15 extra folding chairs (Marcus)
- Event Rundown (Diana and AnaLiz)

Open Deliberation

- March 7 from 5:30 to 7 pm
- Secure administrator participation (Jackie)
- Identify venue space and submit permits (Marcus)
- Manage room setup and technology (Marcus)
- Submit and direct catering order and delivery (Marcus)
- Specialized promotional campaign (Gus and Marcus)



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