



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

March 3-16 Project List – Marcus A. Rodriguez

Internal Audit

- Manage review and responses to:
- Policy 216 – Contract and Procurement
- Policy 222 – ASI Ticket Program
- Policy 225 – ASI Signature Authorization
- ASI Alternative Break Chaperone Application

External Audit

- Audit Firms Interview – April 2
 - Clifton Larson Allen LLP
 - Cohn Reznick
 - Crowe

Impaction and Enrollment Management

- Identify CSU campus that have declared impaction and their feeder high schools
- Follow-up on Provost's response to the Academic Senate
- Follow-up on ASI Student Leader response to the CSU Enrollment Management Procedures
- Identify approvals needed for: GET hosted/ASI sponsored Moratorium Petition
- Continue to offer support on the development of a comprehensive ASI Resolution

ASI Referendum Petition

- Follow-up with ITS
- Follow-up with University Support Areas
- Create campus-wide email proposal

April CSSA Plenary Meeting

- Manage the room and tech rental costs
- Assist with Run of Show editing
- Communicate with CSSA and facilitate venue walk-through
- Follow-up with graphics and design requests
- Assist with the development of a registration module
- Assist with the development of a 'things to do' guide

Division of Student Life – Student Leader Appreciation Event

- May 9 at 3:15 pm (proposed before the BOD)
- Manage tech and venue specifics



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- Submit the BEO with GE Hospitality
- Follow-up with Run of Show

Strategic Planning

- Complete Cal State LA Data Survey and FERPA
- RAP Report: Create an ASI template for 2019-20
- CAS Standards: Create an ASI Strategic Plan Implementation Roadmap that corresponds with Division expectations
- Division Assessment Model: Create an ASI template for 2019-20
- ASI Event Evaluation and Assessment: Refurbish existing templates
- US Bank Travel Card: Seek approval and enter into new agreement
- Docusign: Ready for ASI Travel approvals 2019-20
- Data Warehouse: Expand ASI Budget Tracking and Reporting
- Move our ITS agreements from Academic Affairs and Cal State LA to Division of Student Life (maintain contract for ASI Election)
- Revisit the U-SU Room Rental Agreement
- Maintain ASI student assistant positions on Cal State LA Handshake

Farmer's Market

- Inter-campus and Lot 4 Loading
- Tax Registration Certificate
- Public Health Operating Permit
- Seller Permit
- Liability Insurance with: University-Student Union, CSULA, UAS, the California State University, Los Angeles, the Trustees of the California State University, the State of California, and their officers, employees, and volunteers, named as Additional Insured.
- California Certified – EBT Accepted

Student Leader Election

Wednesday, March 6 at 1 pm

Mock Ballot & Mandatory Candidate Briefing

- PowerPoint
- Hospitality

Thursday, Mar 7 at 1 pm

Mock Ballot & Mandatory Candidate Briefing

- PowerPoint
- Hospitality

Friday, Mar 8 at 1 pm

Mock Ballot & Mandatory Candidate Briefing



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- PowerPoint
- Hospitality

Wednesday, March 13

All Candidate Meet & Greet

- Golden Eagle Radio
- On stage:
 - Announcements Podium
 - ASI hut
 - U-SU tent
 - Golden Eagle Radio

Thursday, March 14

ASI College Reps: Election Debate/Q&A

- Run of Show and Script
- Setup and Hospitality

Tuesday, March 19

ASI Senators and Reps-at-Large: Election Debate/Q&A

- Run of Show and Script
- Setup and Hospitality

Wednesday, March 20

ASI Presidents and Executives: Election Debate/Q&A

- Run of Show and Script
- Setup and Hospitality

Tuesday, March 26

In & Out Voting Party

- Golden Eagle Radio
- On stage:
 - Announcements Podium
 - ASI hut
 - U-SU tent
 - Golden Eagle Radio
 - Stage Banner

Wednesday, March 27

Voting Party Pt. 2

- Golden Eagle Radio
- Baja Cali (fish tacos, vegan option, asada, carne fries) - contract and handler
- On stage:
 - Announcements Podium
 - ASI hut
 - U-SU tent



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- Golden Eagle Radio
- Stage Banner

Thursday, March 28

Election Results Announcement

- Run of Show and Script
- Golden Eagle Radio
- On stage:
 - Announcements Podium
 - ASI hut
 - U-SU tent
 - Golden Eagle Radio
 - Stage Banner

ASI Alternative Break

- Complete Risk Management Overview
- Sign 2019-20 Agreement with EF Tours
- Sign 2019-20 MOU with the College of Professional and Global Education
- Prepare 2019 Info Session

Programs and Initiatives

Tuesday, March 12

Health & Human Services Alumni Panel

- Secure Hospitality and Permits
- Follow-up on Publicity and Marketing
- Follow-up on honorarium

Tuesday, March 20

Womxn of Color Make Hxstory in 2018 Election

- Secure ticket booth from CSI
- Secure March 19 run-through time
- Solidify meeting with Ron to do the tech run-through
- Follow-up on the Run of Show
- Secure hospitality and permits
- Secure parking and VIP load-in

Thursday, March 21

Women Veterans Appreciation Luncheon

- Manage hospitality and UAS BEO

Wednesday, March 27

Women Appreciation/Advocacy Day



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- Solidify contract and RPP
- Manage hospitality and UAS BEO
- Secure parking and VIP load-in
- Follow-up on the Run of Show

Tuesday, April 9

Sexual Health: A Conversation with Dr. Jackson and Professor Ruybal

- Follow-up on the Run of Show
- Secure hospitality and permits

Wednesday, April 10

Basic Needs Resource and Service Fair

- Follow-up on the Run of Show
- Secure hospitality and permits
- Secure parking and VIP load-in

Thursday, April 11

An Evening with Dr. Sengupta

- Solidify meeting with Ron to do the tech run-through
- Follow-up on the Run of Show
- Secure hospitality and permits
- Secure parking and VIP load-in

Tuesday, April 16

Graduate Student and Faculty Mentor Recognition Reception

- Manage the ASI Recognition Awards with the Academic Senate Executive Committee
- Follow-up on the event booklet design and printing
- Follow-up on Run of Show

Tuesday, April 16

Food Culture Day

- Follow-up on the Run of Show
- Secure hospitality and permits

Friday, April 19

HHS Olympic Games

- Follow-up on the Run of Show
- Secure space permit with amplified sound request
- Secure hospitality and permits

Monday, April 22

10th Annual ASI Earth Day Celebration



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- Follow-up on the Run of Show
- Secure space permit with amplified sound request
- Secure hospitality and permits
- Solidify contracts and RPPs
- Secure parking and VIP load-in

Wednesday, April 24

NSS Alumni Panel

- Follow-up on Run of Show
- Secure Hospitality and Permits
- Follow-up on Publicity and Marketing
- Follow-up on honorarium

Golden Avant Garde: An A&L Arts Showcase

May 1 through May 17 - opening reception on May 1 at 5 pm

- Follow-up on Run of Show
- Secure Hospitality and Permits
- Follow-up on Publicity and Marketing
- Follow-up on honorarium

Tuesday, May 7

Resource Center Info Night

- Follow-up on Run of Show
- Secure Hospitality and Permits
- Follow-up on Publicity and Marketing
- Follow-up on honorarium
- Solidify contracts and RPPs
- Secure parking and VIP load-in

Leadership Trainings and Events

- **Winners Roundtable**
 - Secure space and look for crossover agenda with the U-SU
- **Inauguration**
 - Secure space and tech
 - Secure VIPs
 - Look for crossover agenda with the U-SU
- **Allyship and Specialized Trainings**
 - UndocuAlly
 - Vet Net Ally
 - Mental Health First Aid
 - LGBTQIA+ Ally



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- Financial Stewardship for Aux Orgs
- ASI Retreat
 - Complete CampDoc Training for Thousand Pines
 - Pull additional insurance from Alliant
 - Develop Camper Guidelines
 - Prepare RPP for 2019 participants

Signature, Review and Tracking

- Travel
 - Ashley Joseph
 - Neyda Umana
 - CSSA San Francisco
 - Gus Salazar
- US Bank
- 6&6 Budget Review: Currently w/ John Tcheng
- ASI-internal ticket tracking
- Incoming Invoices
- Club Funding RPPs
- Financial Reports and Actuarial
- University Support Areas: Proposed 2019-20 allocations
- January 2019 Bank Reconciliation