



## **ASSOCIATED STUDENTS, INC.**

California State University, Los Angeles

### 2018/19 ASI PROGRAM AND PROJECT LIST - MARCUS A. RODRIGUEZ | NOVEMBER

#### ASI CALENDAR

- Generate final event blurbs
- Manage space reservations
- Review Services and Tickets text
- Review Elections layout
- Review Spirit Week layout
- Review Farmers Market layout
- Review Meetings text
- Review ASI President Message text

#### INTERNAL AUDIT

- November 13 - Manager's Response Review with Internal Auditors
- New Policy Revisions (e.g. Policy 210 Request for Payment)
- New Procedure Clarification (e.g. Club Funding)

#### ASI iPHONE ACCESS AND PROCEDURES

- Verizon accounts update
- ASI President
- Former ED
- Hardware update for PRMC use
- Phone use guidelines and check-out procedures

#### ASI GENERAL ELECTION

- |                                   |  |
|-----------------------------------|--|
| ● Thursday, Nov 1                 | Applications Available                           |
| ● Thursday, Nov 1-Thursday, Feb 7 | Application Filing Period                        |
| ● Thursday, November 22           | Board Approval of Code Changes                   |
| ● Tuesday, Jan 29                 | "Rise Up and Represent!" Workshop                |
| ● Friday, Feb 1                   | "Rise Up and Represent!" Workshop                |
| ● Monday, Feb 5                   | "Rise Up and Represent!" Workshop                |
| ● Thursday, Feb 7                 | Deadline for Applications                        |
| ● Monday, Feb 11                  | Extended Applications are available              |
| ● Monday, Feb 11-Sunday, Feb 17   | Extended Application Filing Period               |
| ● Tuesday, Feb 12                 | Rise Up and Represent!" Workshop                 |
| ● Sunday, Feb 17                  | Extended Application Deadline                    |
| ● Monday, Feb 18                  | Applications delivered to VP Student Life Office |
| ● Monday, Feb 25                  | Candidate eligibility verification completed     |
| ● Friday, Mar 1                   | Eligibility verification letters issued          |
| ● Thursday, Mar 1                 | Manage eligibility remedies                      |
| ● Thursday, Mar 7                 | Mandatory ASI Candidate Briefing                 |
| ● Friday, Mar 8                   | Mandatory ASI Candidate Briefing                 |



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- Monday, Mar 12-Wednesday, Mar 27 Candidates Campaign
- Wednesday, Mar 13 All Candidate Meet & Greet
- Thursday, Mar 14 Mandatory Q&A ASI College Reps
- Tuesday, Mar Mandatory Q&A ASI Sen/Reps-at-Large
- Wednesday, Mar 20 Mandatory Q&A ASI Presidential/Execs
- Tuesday, Mar 26-Wednesday, Mar 27 General Election-Voting
  - 3/26 Election Event
  - 3/27 Election Event
- Wednesday, Mar 27 Grievances due
- Thursday, Mar 28 BOD to approve results
- Thursday, Mar 28 Election Results Announcement U-SU Plaza
- Wednesday, Apr 12 Deadline for campaign material removal
- Friday, Apr 12 ASI Winners Roundtable Discussion
- Tuesday, June 18 Inauguration 2019

### **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**

- In Progress: HR bundling of Senior Coordinator Applications
- In Progress: New search committee member invites extended
- NOV 12-23: Search committee convenes to review applications
- NOV 26-DEC 7: On-campus interviews with selected candidates
- DEC 10-21: Finalist selection and offer extension
- JAN 14-18: New hire onboard
- Prepare the “first two weeks” schedule

### **BUSINESS AND FINANCES**

- Review ASI Detailed Reports and match with recorded programming expenditures
- Status Review: Outstanding ASI Invoices
- TM Accounts: Track the signature process
- Status Review: US Bank reconciliation
- Travel Processing: AOA, NASPA, and CSSA
- Club Funding: Request for Payment procedure refinement



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- Ticket Contracts and Consignments: Track remaining balances and ticket count
- CSURMA AORMA: Complete the onboarding process
- Monitor Student Hours Report and ETRs to ensure compliance

### **LEGAL COUNSEL VETTING**

- Mark Bookman
  - Endorsement from Humboldt regarding training and ASI orientation sessions
  - Contract under review, insurance details
- Andrew Beechko
  - Waiting to hear back from San Bernardino

### **PRESIDENT COVINO'S OFFICE**

- ASI President's Monthly Meeting for Spring Semester
- ASI Attendance: CSU Trustees at Cal State LA
- ASI Attendance: Pizza with the President
- CSSA Plenary Meeting: President hosted dinner
- Homecoming: President's attendance

### **2020 CENSUS HIGHER EDUCATION SUB-COMMITTEE**

- Create a Student Government Resolution
- 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)

### **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)



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- 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
- Arrange for mailing: Operation Gratitude Postcards (Marcus)
- 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)
- 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

- Verify final check payout

#### Migration is Beautiful

- November 29 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)



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- 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

- Review submission with the LAAC
- Identifying costs and appropriate funding line items (Thelma)
- Creating the proposal template (Marcus)
- Presentation to the ASI Finance Committee (Vero and Krystal)

### HOUSING

#### 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)
- Find at De-Stress tie-in for the Cabinet of College Reps (Marcus)

### CIVIC ENGAGEMENT

#### LA County Vote By Mail Drop-Off Program

- Ensure timely pickup and contract for 2020

#### Alternative Break

- 202 Info Session
- Create 2020 presentation with course specifications (Marcus)
- Secure, Risk Management Director, Dean and VPSL signoff (Marcus)
- Identify and invite chaperones w/ management sign-off (Marcus)
- 2020 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)

#### Art and Politics Exhibition

- November 26 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



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

### **PUBLIC RELATIONS & MARKETING**

#### Photo Contests

- Arrange prizes and winner forms (Marcus)
- Create winner announcement campaign (Jourdan and Marcus)

#### Electrify Dance Competition

- Manage Practice-Run Venue (Marcus)
- Manage venue audio and tech (Marcus)
- Finalize judging rubric (Marcus and 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)

### **HEALTH AND HUMAN SERVICES**

#### 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
- Process pre-event survey data (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)

### **CHARTER COLLEGE OF EDUCATION**

#### Taco Tuesday Outreach Event

- Date TBD, adjacent to KH Lecture Hall 2



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- Create MOU with the CCOE Dean (Marcus)
- Order catering and secure hospitality w/ permit (Marcus)
- Create event rundown and secure volunteers (Raul)

### 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)
- 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, and 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 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)



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- 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)

###