

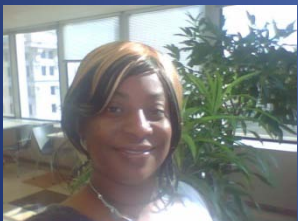
Internal Operations & Diversity Business Enterprise Overview



Ivan Hudson - Director



Ana Rodriguez – Administrative Analyst



Tewanda Kinchen - Courier

Diverse Business Participation

- Act 1222 Administered by AEDC Small & Minority Business Division
- Monthly ALCLOC Reports
 - Fiscal Year 2010 - \$1,600,550.07
 - Fiscal Year 2011 - \$503,806.77
 - Fiscal Year 2012 (Through Q1) - \$107,246.16

Additional Supporting Activities/Events

- Little Rock Regional Chamber of Commerce Minority Enterprise Development (MED) Week
- Hola! Arkansas Business Expo
- Arkansas Economic Development Commission (AEDC) – Small & Minority Business Division
- Arkansas Procurement Opportunities Conference

INTERNAL OPERATIONS

Functional Areas and Activities

Administrative Support & Customer Service

- Ana Rodriguez – Administrative Analyst
- Face and Voice of ASL
- Provides assistance on administrative functions across different divisions
- Schedules Meeting Rooms

Postal & Courier Services

- Tewanda Kinchen – Postal Courier
- Post Office Mail Runs
- Higher Ed
- UALR Print Shop
- Advertising & Marketing Packages
- Administrative Support

Strategic Energy Plan (STep)

- Reduce Energy Consumption in all State Agencies (Act 1494)
- Administered by AEDC Energy Office – Ed Ellis
- ASL Headquarters Has Full-lease
- Claim Centers Subject to Act 1494

Facilities Management

- Building Services
- Equipment Maintenance
- Emergency Evacuation
- Cleaning/Janitorial Services

Supply/Vendor Management

- Daily Business Needs
- Office Supplies
- Unique Purchases

Fleet Management

- Oil Change
- Interior/Exterior Maintenance
- Mileage Log

**QUESTIONS?
COMMENTS?**