



Student Union Assembly (SUA), Winfrey College

1156 High Street, Santa Cruz, CA 95064  
Student Union Assembly 2<sup>nd</sup> floor, c/o Soar

November 14<sup>th</sup>, 2013

**(Section 1 is the address to the chair)** Dear Chair Shaz Umer, **(Article III, Section A, 11, d)**

**\*\*\*Five sections to this report\*\*\***

**(Section 2 should be an introduction)** Under my duties as the “winfrey” representative of the Student Union Assembly and Article III Section A of the SUA Constitution, I present my 2013 fall quarter report and evaluation to the Assembly. I will outline all of my events, logistical planning, activities and constructive criticism, with areas of improvement in hopes of providing a detailed account in this month’s report.

**(Section 3) Quarterly update on events of the college/organization:**

Senate tabled at college night	10/30	complete
Held weekly office hours at college library	11/1-12/2013	In progress
Organizing a forum on Campus safety with chief of police	11/20/2013	In progress

**(Section 4) Fall Quarter review areas of improvements:**

- We didn’t have any preparation of Robert Rules of Order, and I had difficulties in understanding parliamentary procedure.
- The Chair is strict on procedure, which makes it difficult to speak on the assembly floor
- **Winfrey College** has suggested that SUA meetings should be on Monday evenings.
- I would like to see the SUA website updated with each representative’s office hours and monthly reports.

**(Section 5 is concluding statement and signature)** In conclusion, I provide this summary as my detailed report for Fall Quarter 2013. If you have any questions, feel free to contact me.

Respectfully,

**Oprah Winfrey**  
**Winfrey College SUA Representative**

Cc: **Winfrey College**  
Student Union Assembly  
Undergraduate Student Association