November 14th, 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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate tabled at college night</td>
<td>10/30</td>
<td>complete</td>
</tr>
<tr>
<td>Held weekly office hours at college library</td>
<td>11/1 - 12/2013</td>
<td>In progress</td>
</tr>
<tr>
<td>Organizing a forum on Campus safety with chief of police</td>
<td>11/20/2013</td>
<td>In progress</td>
</tr>
</tbody>
</table>

(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