



Student Union Assembly (SUA), Office of the Chair

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

March 31st, 2014

Dear Student Union Assembly,

Under my duties as Chair of the Student Union Assembly and Article III Section A of the SUA Constitution, I present my March 2014 monthly 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.

Goals and projected timeline for the month of January between pay periods of March 2nd – March 29th, 2014

- SUA Elections February – June (In Progress but delayed from original timeline)
- ISO Org Support March – April (In progress)
- Chair Advisory Council: February to June (In progress but delayed from original timeline)
- Student Judicial Affairs (SJA) Director Hire: March 20th – April 28th (in progress)
- Leg Con Logistical Lead: March 14th – March 17th (Completed)

Completed projects, campaigns, events, or activities

- We're still working on creating a solid procedure for payroll. Since our Full Time Staff member left the position, all of the work has fallen onto the Chair and Associate Dean of Students. Its taking a long time for us to become more independent, by trying to figure out a system that will satisfy everyone's needs. This includes clear communication on deadlines, including reminders and expectations, any changes due to breaks or holidays, and a system that will check for audit and university requirements.
- Presentation to Stevenson '26' classroom of about 40 students – I spoke on the student government and opportunities. Following this presentation I went to the ISO social event to interact with several members including their core leadership. They are requesting to have a room on campus for their board to have meetings. They do represent a large portion of diverse students on campus, and are orgs that have well attended events. I am working with their organization through my Deputy Chief of Staff who will be working on getting a small permanent meeting place for them
- I am currently the Undergraduate Representative on the SJA or Student Judicial Affairs hiring committee. We are working through applications to invite candidates to interview. Our SJA staff member left earlier this year, and current the assistant director has been filling their place.



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- Student Regent Northern Commission: I have been working with Anne Shaw, Associate Secretary to the Regents in getting a hold of all of the applicants who were selected to move onto the interview portion of their application. This meeting will be held on April 19th at UC Berkeley.
- Leg Con – Legislative Grassroots Conference: I was the logistical lead which meant getting everyone to the Washington Court Hotel in D.C from UC Santa Cruz and back safely. We had a few hiccups with transportation such as accounting for everyone since much of the delegation would split up into small groups and our flight was delayed due to a snow storm. We took Shuttles from Quarry Plaza to San Francisco International Airport, Delta Flights from SFO with layovers to our final destination at Reagan National Airport, then Taxis from Reagan to the Washington Court.
- Update from Denise and Lucy, I had a meeting with some of the EA's, AA's and Treasurer on SUA's current fiscal budget and began the process for drafting SUA's FY 14-15.'
- Admissions Receptions: Over the course of the next week I'll be traveling to three cities across California to meet with admitted high school/transfer students to UC Santa Cruz. This includes Oakland, Fresno, and Long Beach. Admissions has organized these events to have the Chancellor, myself, Director of Admissions, Financial Aid, and an Alumnus

Total number of hours worked: 95 hours (minimum required 38 hours: 19 hours per week and finals/spring break is not included for this pay calculation)

March monthly review and areas of improvements:

- SUA Election packets had a two week delay from it originally being made public. It was officially released on Monday March 10th around 12:10am. This was due to multiple reasons: 1st) I received complaints on the commission that had to be investigated and/or solved 2nd) there were problems with the formatting of the bylaws, integration with the new elections packet 3rd) Delay in confirming all of the college elections commissioners 4th) The approved bylaw amendments from last year needed to be included in this year's elections packet, one which included no classroom flyering. This was updated in section of campaigning in bylaws. This was delegated to the SUA Chief Justice, who drafted the bylaw which was then approved by both the SUA Commissioner and Ex-officio (SUA Chair). The Bylaw itself was approved spring 2013, but the language wasn't written yet 5th) I received multiple complaints due to the minimum 20 day deadline, however, this was a similar timeline used last year. It is unfortunate that these days due include finals and spring break, but it also allows full business days for anyone to declare for candidacy during the first week back. Another campus wide email will be going out shortly.



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- I've hired 12 students as both administrative assistants and executive assistants. The role of an administrative assistant is to assist both the SUA Chair and one of the SUA officers with regards to clerical duties around the SUA office. They are also responsible in having shifts in the SUA office as the official office secretary or clerk. This was intended to keep the office open 12 hours a day. However, there have been communication problems in making sure everyone is making their shifts, and creating responsibilities for them to do in the SUA office. The role of the executive assistant will be to manage all payroll and financial transactions. There has been much delay in getting them all hired, and maintaining effective communication.

In conclusion, I provide this summary as my detailed report for the month of March 2014. If you have any questions, feel free to contact me.

Respectfully,

Shaz Umer
Student Union Assembly Chair

CC: Student Union Assembly
SUA Officers
SUA Advisor