

Name	SUA/SCOC Position (e.g. SUA Chair)	Supervising Officer	Please specify what you did for the hours you worked (e.g 1/17 2 hours: I met with the chief of police on campus safety, 1/17 1 hour: I met with sue matthews on residential life policies, 1/18 1 hour: I attended an open house with Congressman Sam farr, 1/21 2 Hours: I gave a robert rules presentation at an SUA task force meeting)
Kayla Oh Archavanich	IVC Chief of Staff	Max Hufft	10: Concert Planning meetings with David, and Max 5: Further communication with artist representatives etc. 5: Holi Festival Planning
Kawmongkolsi	SUA Treasurer	Shaz Umer	None for the period of 12/22/13 - 1/04/14
Brian Lam	College Ten SCOC Representative	Max Hufft	Hours: 3 - SCOC Meetings 2 - SCOC Information relaying to Colege Ten Senate 1 - Working on outreach event planning 0.25 - Working with committee members 1/8 -> scoc meeting 1/9 -> parliament reportback government stuff 1/11 -> SCOC sister college event planning 1/12 -> SCOC sister college event planning
Jansen Luu	SCOC Kresge representative	Max Huff	1/15 -> scoc meeting 1/16 -> parliament report back government shizz
Tem Velasquez Ysmael	SUA Recording Clerk	Shaz Umer	1/13 : Stapled agendas for 15 minutes. (.25) 1/14 : Took minutes for the SUA meeting and began formatting. (3.50) 1/15 : Created a excel list serve compiling the reps' e-mails. Finished cleaning up and formatting the minutes. Sent the minutes out. (3.75)

<p>Charlotte Achen</p> <p>Resource Center Coordinator for the Commissioner of Diversity</p>	<p>Charlsie Chang</p>	<p>The following 17 ½ hours were completed between 01/05 and 01/18</p> <p>3 hours total on 1/07 and 1/13: Formatting / creating a list of all 151 Student Organizations on campus and their main contact information into an alphabetized excel spreadsheet.</p> <p>2 hours: Creating the first draft of an “End Discrimination & Hate / Bias” flier on 1/11: This flier detailed the ways students can report any hate / bias or discrimination they experience on campus.</p> <p>3 hours: Resource Center Advisory Council meeting on 01/06/14: At this meeting we were given updates on the resource centers, had a presentation by Herbie Lee on how few students actually report hate / bias in the classroom. Also was able to inform Nancy Kim, director of AAPIRC regarding the Cruz Fit T-shirt design.</p> <p>2 hours: Commissioner of Diversity Intern Meeting on 1/17: discussed range of issues regarding planning for the upcoming intern mixer, hate / bias campaign, and other related service projects. During this time I also was able to print out the Hate / bias fliers which will be distributed at the 01/21 SUA meeting.</p> <p>1 Hour: Attended the Cantu Queer Center’s Winter Mixer on 1/17: While we were unable to stay the entire time because of the SUA meeting, I was able to meet with several of the interns there and learn more about the Cantu center.</p> <p>3 Hours: Attended S.T.A.R.S. Open House on 1/17: For this event I was able to tour the new STARS office location, meet and network with many of the college advisors on campus, met individuals from Rainbow Theater and learn more about their program, and also was able to get some feedback from transfer students regarding their UCSC experience. Because of being engaged in so many conversations, I stayed longer than the event was held for. There were also no other apparent SUA representation at this event.</p> <p>3 ½ Hours Total (1/05 – 1/18): These hours are for spending approx. 15 minutes each day answering emails, compiling list of upcoming resource events, contacting these resource centers for any additional information, visiting these resource centers and in general, any miscellaneous tasks. The 15 minutes for 1/17 and 1/18 are estimated, given that I submitted my time sheet early on Friday.</p>
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Kayla Oh	IVC Chief of Staff	Max Hufft	<p>1/6/14: 2 hours (1 hr subcommittee on TAPS, 1 hr CHP interview and catch up and organize meeting)</p> <p>1/7/14: 1 hour (planning UCSC's Got Talent)</p> <p>1/8/14: 3 hours (2 hour concert meeting with Jose to make action plan and assess progress, 1 hour concert subcommittee on location)</p> <p>1/9/14: 2 hours (1 hour planning Spring Holi Festival collab with COD and TKE, 1 hour college visits)</p> <p>1/10/14: 2 hours (1 hr subcommittee on safety/security, 1 hour IVC staff meeting)</p> <p>1/13/14: 3 hours (1 hour subcommittee on TAPS, 1 hour meeting with TAPS about slug shuttle, 1 hour meeting with office execs)</p> <p>1/15/14: 2 hours (1 hour meeting with jose, 1 hour Executive steering committee meeting)</p> <p>1/16/14: 2 hour (College visits Merrill, College 9, Porter)</p> <p>1/17/14: 1 hour (1 hour subcommittee on vendors)</p>
Justin Lardinois	SUA Chief Justice	SUA Chair Shaz Umer	<p>1/14 3 hours: I attended the SUA meeting to provide support for the Chair and the Assembly.</p>
Kaysi Wheeler	SCOC Oakes rep	Max	<p>Meet with college senate Monday nights: 4 hours total</p> <p>SCOC meetings: 4 hours total</p> <p>Met with College 8 rep to plan SCOC event: 3 hours total</p>
Jewel Gasca	SUA Internal Affairs Outreach Coordinator	Max Hufft	<p>1/8 1 hour: Concert Subcommittee meeting for the Spring Music Festival location.</p> <p>1/10 1 hour: IVC office meeting to report back regarding all concert subcommittee meetings.</p> <p>1/17 2 hours: Concert information session planning and relating concert information to potential volunteers.</p> <p>1/08 (2 Hours): I went to the Event Locations subcommittee meeting for the Spring concert. I took notes.</p> <p>1/09 (3 Hours): I visited various college councils/senates with Max. I informed them of the meet and greet with the contractors that are working on the amphitheater.</p>
Diana Vega	IVC Outreach Coordinator	Max Hufft	<p>1/10 (1.25 Hours): I went to the IVC Office meeting to report back on concert subcommittee business.</p> <p>1/08 (3 Hours): SCOC meeting.</p> <p>1/09 (2 Hours): SCOC reportback to Stevenson.</p>
Diana Vega	SCOC College Council Representative	Max Hufft	<p>1/13 (1 Hour): I met with Cowell to plan our SCOC event in the spring.</p> <p>1/14 (1 Hour): I met with Cowell to plan our SCOC event in the spring.</p> <p>1/15 (3.25 Hours): I met with Cowell to plan our SCOC event in the spring and attended the SCOC meeting.</p> <p>1/16 (2 Hours): SCOC reportback to Stevenson.</p>
Alexis Bartels	Crown Rep	Max	<p>1/6 1.5 h - reported SCOC events to Crown college senate</p> <p>1/8 2 h - attended the SCOC meeting, appointed candidates and started winter planning</p> <p>1/9 1h - Planning for sister college event</p> <p>1/13 1.5h - reported SCOC events to Crown College Senate</p> <p>1/15 4h - Worked on planning for the sister college meeting with Merrill rep. Attended SCOC meeting.</p> <p>1/16 1h - emailing and researching for sister college outreach event</p>

Kelly Herron archavanich kawmongkolsi	Chief of Staff to the Chair	Shaz Umer	01/11: 45 minutes speaking to student about funding request, 45 minute with Deputy chief of Staff about questions for this quarter
			01/12: 90 minute meeting with Chair, 30 minutes checking Chair email
			01/13: 90 minutes with deputy chief of staff getting Ethnic Student Org contact information/drafting email
			01/14: 4 1/2 hours of SUA meeting setup/meeting/cleanup
			01/15: 2 hours working on Chair intern page, 90 minutes planning/discussing Ethnic Student Org meeting
			01/16: 1.5 hours working on chair intern page
			01/17: 1 hour checking emails
			01/18: 30 minutes checking/drafting emails
Ryane Campbell Valerie	Treasurer	Shaz Umer	3.5 hour on Jan 14 2014 for SUA meeting
	Outreach Prganizer	Charlsie Chang	1 hour was spent at our office meeting
	Intern	Max	1 hour was spent emailing different orgs under SOAR to confirm their weekly meeting times and request a quick meeting with them.
	IVC Intern		1/17/2014- Met with subcommittee for Vendors for the Music and Arts Festival in May

Johanna Guerra	Chief of Staff for CoAA	Vanessa Esteli	<p>JANUARY 6-18 HOURS: total, nine (9)</p> <p>1/7/14 meeting 2 hours</p> <p>- Discussed future project for winter quarter and how CoAA wants the emails on her account set up and read. After We discussed the next staff meeting, I sat down and went through her emails on the CoAA account and sorted some out. There were over 70 emails to go through.</p> <p>1/10/14 1 hour communication</p> <p>- I reached out to two possible interns for the office.</p> <p>1/10/14 staff meeting 2</p> <p>Projects of the quarter were discussed in more detail and also feedback on the ongoing projects were discussed. The quarter will pick up with lots of intern work for the office.</p> <p>1/17/14 staff meeting 1</p> <p>Updates were discussed and new material for the projects was introduced.</p> <p>1/10/14 Office hours 1</p> <p>- Looked over more emails, creating drafts for communication with the colleges.</p> <p>1/17/14 office hours 1</p> <p>- Discussed pay requirements, the applications for the new interns, library referenda information along with flyers, and more updates on the projects.</p> <p>1/17/14 Class survey meeting 1</p> <p>-Met with Anna and the graduate student reps tao discuss a draft of the survey questions and also the content of the survey.</p>
Carolyn Chuong	SCOC Outreach Intern	max	<p>1/8: (1.5 hours) I went to the SCOC meeting.</p> <p>1/9: (2.5 hours) I met with Lila and Grace and discussed possible outreach events we could host.</p> <p>1/15: (1.5 hours) I went to the SCOC meeting.</p> <p>1/16: (2.5 hours) I met again with Lila and Grace and discussed possibly trying to host a "Mr. Santa Cruz" pageant show as an outreach event and what actual events we would have if we did it.</p>
Grace Shefcik	SCOC Intern	Max H	<p>Wednesday, 1/08: 1.50 hours I attended the SCOC weekly meeting</p> <p>Thursday, 1/09: 2.5 hours I had an intern meeting with Lila and Carolyn regarding C4 and planning potential spring events</p> <p>Friday, 1/10: 1 hour I went to an IVC meeting regarding the spring concert</p> <p>Thursday, 1/16: 2.5 hours I had a continuing intern meeting with Lila and Carolyn regarding C4 and planning potential spring events</p>

Victor Garcia-Zepeda	Merrill SCOC Rep	Max Hufft	<p>1/8 3 hours I met with the SCOC to appoint applicants and discuss other pending applications.</p> <p>1/9 3.25 hours I met up with my sister college Crown rep to brainstorm ideas for the sister college event and filled out our hiring information for SCOC.</p> <p>1/15 3 hours SCOC meeting where more applicants were appointed and ideas for the sister college event were presented.</p> <p>1/16 3.25 hours Crown rep and I set up a budget for our event and made emails to be sent out to reserve a space for our event, also planned out the venue for the event.</p> <p>1/05 1 hour: I met with Police Chief Oweis, Larry Pageler of TAPS, our event coordinator Jose Olivas and Dean of Students Sifuentes to discuss transportation and parking for the IVC concert event.</p> <p>1/10 2 hours: I met with Police Chief Oweis, Larry Pageler of TAPS, our event coordinator Jose Olivas and Dean of Students Sifuentes to discuss safety and security for the IVC concert event for one hour. For another hour we had an IVC office meeting.</p>
Chris Sherman	SUA/IVC outreach coordinator	Max Hufft	<p>1/13 3 hours: I met with Police Chief Oweis, Larry Pageler of TAPS, our event coordinator Jose Olivas and Dean of Students Sifuentes to discuss transportation and parking for the IVC concert event for one hour. I met with the student governments of Crown College, Oakes College and College 8 to provide information regarding the IVC concert event for 2 hours.</p>
Yasameen Majid	Deputy Chief of Staff to the Chair	Shaz Umer	<p>1/16 1 hour: I met with Merrill Student government to provide information regarding the IVC concert event for 1 hour.</p> <p>1/08 1 hour: Sifting through emails and organizing the inbox</p> <p>1/09 1 hour: Discussion with Chief of Staff about future projects</p> <p>1/10 1 hour: Discussion with Chief of Staff about future projects and setting up a meeting with the chair</p> <p>1/11 2 hours: Meeting with Chief of Staff and Outreach Coordinator for Office of the IVC discussing potential projects between</p> <p>1/12 2 hours: Meeting with SUA Chair and Chief of Staff @Mchenry</p> <p>1/13 2 hours: Getting emails of all the ethnic orgs and forming a contact list</p> <p>1/14 4 hours: SUA meeting</p> <p>1/15 1.5 hours: Sending out the email to ESOC and drafting an email to the student councils to start the PR tour.</p>

David Pickard IV	Director of Student Life	Max Hufft	<p>1.5 Hour 1/6 - Internal Affairs Trans/Parking Subcommittee Music Festival Planning 1.5 Hour 1/8 - Internal Affairs Event Location/Facilities Subcommittee Music Festival Planning 1 Hour 1/10 - Internal Affairs Safety/Security Subcommittee Music Festival Planning 1.5 Hour 1/13 - Internal Affairs Trans/Parking Subcommittee Music Festival Planning 1 Hour 1/15 - Internal Affairs Music Festival Executive Steering Committee 1.5 Hour 1/17 - Internal Affairs Vendor Subcommittee Music Festival Planning 1 Hour 1/6 - Interview with City on a Hill Press to Promote Spring Music Festival 2 Hours 1/8, 1/15 - Actively plan Music Festival Talent aspects with Production manager/IVC/COD 3 Hours 1/10, 1/17 - Office Hours in Stevenson Cafe 2 Hours 1/17 - Plan and Host Music Festival Info Sessions for Student Body 1 Hour 1/6 - Led IVC Office Meeting with Max and Kayla 1/17 1 hour. I updated a few more quarterly reports that were sent to the Organizing Director and updated some of the</p>
Glenn Dayton	SCOC Web Intern	max	<p>Met with Harman, Configured SCOC website contents on Fatcow, Started to build new SCOC website with HTML & CSS templates, began transferring current website concepts into new website</p> <p>Week #1 1/20 4 hours: Programmed website on localhost 1/21 4 hours: Programmed website on localhost 1/22 5 hours: Programmed old template version 1/23 2 hours: Prepared for meeting with Harman 1/24 4 hours: Met with Harman, researched hosting options, and emailed Harman</p> <p>Week #2 1/27 4 hours: Configured SCOC website contents on Fatcow & programmed. 1/28 3 hours: Programmed templates, HTML & CSS 1/29 4 hours: Started transferring contents from old website into new version. 1/30 4 hours: Programmed website on localhost 1/31 4 hours: Programmed website on localhost</p>
Chris Sherman	Outreach Coordinator	Max Hufft	<p>SUN 1/19/14: Listed the 6 hours spent touring the wellness center facilities with Alma Sifuentes and OPERS staff. We went to UCD and SJSU.</p> <p>WED 1/22/14: Even Location Subcommittee and walking tour of event site for one hour</p> <p>MON 1/27/14: Met with Larry Pageler from TAPS, Jose Olivas and Police Chief Nader to discuss parking and transportation details of the event for one hour. IVC office meeting for one hour to discuss status of current projects.</p> <p>FRI 1/31/14: Safety and Security subcommittee met for one hour.</p>

Tem Velasquez Ysmael	Recording Clerk	Shaz Umer	<p>1/27: Printed out agendas. (.25) 1/28: Took minutes at the meeting. (5.00) 1/29: Editing/making the minutes look visually "sexy". (4.00) 1/30: Finalized the minutes. (1.00)</p>
			<p>Total: 10.25 hrs</p>
Kayla Oh	IVC Chief of Staff	Max Hufft	<p>1/20 2 hours: We held an info session on volunteering at the concert 1/22 3 hour: We had a concert subcommittee meeting and a UCSC's Got Talent meeting 1/23 2 hours: We met with Alma to talk about the concert planning and next steps 1/24 2 hours: We held a work group on vendors and had a conference call with Seth from AdultSwim FunHouse 1/25 2 hours: We met with a student org called WASH about being involved in the concert 1/26 2 hours: I worked on/designed the concert website and wrote content for each page 1/27 2 hours: We had an IVC staff meeting with all of our interns to explain the progress, get feedback, and discuss the coming weeks 1/28 1 hour: We met with the director of KZSC to see how the radio station can help us with the concert 1/30 1 hour: We held a meeting with OPERS representatives Todd and Michael to see how feasible a funhouse event is and what we need to do to make it happen 1/31 2 hour: I worked on slug shuttle efforts and planned the next weeks meeting. I also met with the Oakes CPC to see what concerns their senate has so I can take the questions back to the IVC.</p>
			<p>1/20 1.5 hours: Information session with student interested in participating in Music Festival 1/21 1.5 hours: UCSC's Got Talent Planning 1/22 2 hours: SFAC Presentation and Event Location/Facilities Field Tour 1/23 1 hour: Meeting with IVC and Alma (Dean of Students) 1/24 3 hours: Community Relations and Vendor Subcommittee and DoSL Office Hours in Stevenson Coffee Shop 1/27 3 hours: Transportation and Parking Subcommittee and IVC Staff Meeting 1/28 2 hours: KZSC and IVC Meeting/Collaboration 1/29 2 hours: Referendum Meeting w/ Lucy and Editing 1/31 1 hour: DoSL Office Hours in Stevenson Coffee Shop</p>
David Pickard IV	Director of Student Life	Max Hufft	<p>1/22- 1 our emailed Carolyn and Grace about C4 event (food, theme, decor) 1/23 - 1.5 hours met with Carolyn and looked up possible catering places for C4 1/27 - one hour - attended IVC meeting about spring concert 1/29 - 1.75 hours attended the SCOC meeting and emailed Crown/Merrill reps about their Winter Event 1/30 - 4 hours - met with Carolyn to discuss and create draft for Crown/Merrill SCOC outreach event and then went to a meeting with Lila and Carolyn to further discuss C4, draft a potential menu and figure out the next steps for it as well as continued the planning of the potential "Mr. Santa Cruz" 1/31 - 2.5 hours edited / emailed/ and finished crown merrill poster with all requested revisions. Discussed future plans for decorating the event day of.</p>
Grace Shefcik	SCOC Intern	Max H	

Carolyn Chuong	SCOC Outreach Intern	Max Hufft	<p>1/22 - (1 hour) Emailed Lila and Grace about C4 event</p> <p>1/23 - (1.5 hours) Met with Grace and looked up possible catering places for C4</p> <p>1/29 - (1.75 hours) Attended the SCOC meeting and emailed Crown/Merrill reps about their Winter Event</p> <p>1/30 - (2 hours) Met with grace to discuss and create draft for Crown/Merrill SCOC outreach event.</p> <p>(2 hours) Met with Lila and Grace to discuss C4 and Mr. Santa Cruz plans.</p> <p>1/31 -(2.5 hours) Edited and finished crown merrill poster. Discussed future plans for decorating the event day of.</p>
Johanna Guerra	Chief of Staff for CoAA	Vanessa Esteli	<p>Collaborations and Planning - 1 Hour: January 24, 2014 CoAA and I spoke about the drafted emails that she required we have by the following Monday and the content of the emails. She also expressed that she was done editing the first batch of applications for for the SAS rep and the Class Survey Rep.</p> <p>Office hours - 1 Hour: January 24, 2014 No one attended my office hour. I research more of the constitutional bylaws for the Student Academic Senate to have a better understanding of the regulations and meeting times.</p> <p>Communication - 1 Hour: January 25, 2014 Drafted the emails for the Student Union Governance Board about the possibility of having the Student Union Building opened 24 hours during finals and midterms for students to utilize as study space. Also drafted an email for the SAS reps and asking for their availability to begin meeting and informing them the first meeting will run longer than usual.</p> <p>Paperwork/Web Page - 30 Minutes: January 25, 2014 Rearranged and organized the minutes and check list for the intern individual meeting that was to be posted in the drop box. Posted an announcement into the FB page of the CoAA and the Official Page of UCSC Students page.</p> <p>Office Hour - 1 Hour: January 31, 2014 No one attended my office hours. Discussed the impacts of recent events on students and student responses with CoAA and Library Liaison.</p> <p>Collaborations and Planning - 1 Hour: January 31, 2014 Discussed the outcomes of the drafted emails to the college governance and the intern applications. CoAA stated the monthly report is due on February 3rd.</p>

Mary "Nicky" England	Library Liaison	Vanessa Esteli Morales	<p>Collaboration and Planning- 1 Hour 1/24/14 CoAA and I spoke about and drafted emails that she required I have by the following Tuesday and the content of the emails. Also discussed next steps for some potential projects.</p>
			<p>Office Hours- 1 hour 1/24/14 Discussed details of the library referenda with the CoS. No one besides Johanna attended my office hours. I also replied to some work related emails.</p>
			<p>Communication- 1 hour 1/29/14 Communicated with Elizabeth Cowell, college governments, and Greg regarding library liaison projects.</p>
			<p>Office Hours- 1 hour 1/31/14 No one attended my office hours. Discussed the impacts of recent events on students and student responses with CoAA and CoS.</p>
			<p>Collaboration and Planning- 1 hour 1/31/14 We reviewed a couple drafts of emails before I sent them out and I wrote some additional emails. CoAA stated the monthly report is due on February 3rd.</p>
Alexis Bartels	SCOC Crown Rep	Max	<p>1/20 - 1.5h - Researched purchase information and created draft budget for C/M event</p>
			<p>1/21 - 2.5h - Met with Merrill rep to go over budget and brainstorm for event</p>
			<p>1/22 - 1h - Met with Merrill rep to finalize budget plans, 1h attended SCOC meeting</p>
Justin Lardinois	SUA Chief Justice	SUA Chair Shaz Umer	<p>1/23 - 2h - Met with Merrill rep to plan event details.</p>
			<p>1/27 - 1h - Met with Merrill rep to continue planning event details and create advertising for event, 1h reported to Crown Student Senate</p>
			<p>1/29 - 2h - Made advertising with Merrill rep and contacted venue and food providers</p>
			<p>1/30 - 1h - Planned logistics of event and sent out event help sign up google doc</p>
			<p>1/31 -1h - Sent advertising to appropriate colleges through campus mail, made large banners for event.</p>
			<p>1/21 3 hours: I discussed interpretation of the SUA government documents with Chair Umer</p>
			<p>1/28 4 hours: I attended the SUA meeting to provide consultation and support for the Chair and the SUA as a whole.</p>

Diana Vega	SCOC College Council Representative	Max Hufft	<p>1.22.14 (2 hrs): SCOC meeting and college event report backs.</p> <p>1.23.14 (2 hrs): SCOC report back to Stevenson College.</p> <p>1.24.14 (1.5 hrs): Meeting with Cowell Rep. to plan sister college event.</p> <p>1.27.14 (3 hrs): Meeting with Cowell Rep. to plan sister college event.</p> <p>1.29.14 (2 hrs): SCOC meeting and college event report backs.</p> <p>1.30.14 (2 hrs): Meeting with Cowell Rep. to plan sister college event.</p>
Diana Vega	SUA Internal Affairs Outreach Coordinator	Max Hufft	<p>1.22.14 (3.25 hrs): Event location meeting; walking tour of OPERS for concert map planning.</p> <p>1.27.14 (3 hrs): Meeting to talk about waste and sustainability for concert. IVC office meeting to report on different subcommittees and to plan further.</p> <p>1/21- 1 hour met with college</p> <p>1/22- 2 hours met with SCOC</p> <p>1/24- 2 hours met with 8 rep</p> <p>1/27- 3 hours met with college and 8 rep</p> <p>1/28- 1 hour met with 8 rep</p> <p>1/29- 2 hours met with SCOC</p>
Kaysi Wheeler	Oakes rep SCOC	Max	<p>1/30- 1.5 hours met with 8 rep</p> <p>1/20 - sent e-mails to various people helping with spring quarter event</p> <p>1/21 - met with sister college representative to lay out a plan for event</p> <p>1/23 - attended cowell senate and reported latest SCOC news</p> <p>1/24 - sent emails to catering services around the santa cruz area</p> <p>1/27 - met with sister college rep again to discuss the event</p> <p>1/30 - made several phone calls to party planning companies to get price quotes</p>
Alex McCutcheon	Cowell SCOC Rep	Max Huft	<p>1/31 - went to programs office of both cowell stevenson asking to reserve the courtyard outside the dining hall</p> <p>1/20 1 hour: I created a google doc for budget on SCOC event</p> <p>1/21 1 hour: I called Swank to get movie rights</p> <p>1/22 2 hours: Meeting with Crown Rep and discussed event</p> <p>1/23 2 hours: Set up a mock poster for the event and edited our budget</p> <p>1/24 .25 hours: Emailed swank to get extension on po</p> <p>1/27 2 hours: Met up with Crown rep to discuss venue and food for event</p>
Victor Garcia-Zepeda	SCOC Merrill Rep	Max Hufft	<p>1/29 4 hours: Called Swank, woodworm party supplies, and pizza my heart to put in orders</p> <p>1/30 .25 hours Printed out flyers for the event</p> <p>1/21 - 2 hours: OPERS meeting</p> <p>1/22 - 1 hour: Event Location meeting</p> <p>1/22 - 2 hours: OPERS meeting</p> <p>1/23 - 2 hours: OPERS meeting</p> <p>1/24 - 2 hours: Community Relations & Vendor meeting</p> <p>1/27 - 1 hour: IVC office meeting</p>
Jewel Gasca	IVC Outreach Coordination	Max Huft	<p>1/28 - 3 hours: IVC rep for lowering the threshold</p> <p>1/29 - 2 hours: OPERS meeting</p>

Sophie Seiberth	SUA Internal Affairs Outreach Coordinator	Max Hufft	1/20 1 hour: met with volunteers for spring concert
			1/22 3 hours: met with Rashad for UCSC's got talent, and planned for flyers and banner details for event
Valerie Vance	IVC Outreach Intern	Max	1/24 2 hours: met with Donna Blitzer for community relations subcommittee and outreach planning for concert
			1/25 1 hour: met with WASH club and IVC office
			1/27 1 hour: met with IVC office
			1/31 1 hour: met with safety & security subcommittee for concert egress planning
			1/22/2014-Referendum Presentation (1 hour)
			1/22/2014-UCSC Got Talent Meeting (1 hour)
			1/24/2014-Concert Sub-Committee Meeting: Community (1 hour)
			1/24/2014- Concert Sub-Committee Meeting: Vendors (1 hour)
			1/25/2014- WALSH/Concert Planning Meeting (1 hour)
			1/27/2014-IVC Staff Meeting/Planning for the Concert (1 hour)
Kelly Herron archavanich kawmongkolsi	Chief of Staff to the Chair	Shaz Umer	1/31/2014-Concert Sub-Committee Meeting: Safety/Security (1 hour)
	Treasurer		1/31/2014-IVC Concert meeting with Jose (1 hour)
			1/21 - SUA Administrative Assistant application selection for interviews, emailing chosen candidates, emailing candidates not chosen for interview, creating interview questions (4)
			1/22 - SUA/CSC meeting (.5)
			1/26 - Interviews for SUA administrative assistant (.5)
	1/27 - Making name cards (.5)		
	1/28 - SUA Meeting/set-up & cleanup (5)		
	1/31 - Elections Commissioner application selection (1)		
Sara Campbell	Outreach Organizer Intern	Charlsie Chang	1/28 Meeting
			I went to the engaging education dinner on January 24th to talk to org leaders and take notes. The program was from 6-8PM.
			I met for an intern meeting on 28th of January for an hour
Angelica Montes	SUA Historian	Ivan Medina (Organzing Director)	An intern mixer for 29th of January For one hour
			I met with Ataat, CAD at their weekly meetings and arranged more meetings via email throughout last week and this week, which overall accounts for two hours
			1/22 2 hours: I met with the Organizing Director to establish a reverse timeline of objectives for USSA and UCSA campaigns. 1/23 1 hour: I contacted the Santa Cruz city council to establish contact between our offices and try to set up a resolution in the city council for one of our campaigns. 1/27 1 hour: Contacted Watsonville city council, spoke to city clerk about a resolution. 1/28 3 hours: SUA Meeting. 1/30 2 hours: continued work planning resolutions to present to local city councils, started planning educational events that are due soon. 1/31 1 hour: Gathered research for educational event, as well as updates on legislation.

Chris Sherman	Outreach Coordinator	Max Hufft	<p>Wednesday 1/22: 2 hours. Meeting with department heads, Jose and a walking tour of event site.</p> <p>Friday 1/24: 2 hours. UCSC's got talent meeting with dean of students office.</p> <p>Saturday 1/25: 2 Hours. IVC and WASH meeting to discuss event volunteering possibilities with student organizations.</p> <p>Monday 1/27: 2 Hours. IVC office meeting to discuss current events. Waste & sustainability subcommittee to discuss zero waste event possibilities.</p> <p>Friday 1/31: 2 Hours. Safety and security subcommittee to discuss frontgate entrance procedures.</p>
			<p>PAY REPORT</p> <p>sun. 1/19</p> <p>mon. 1/20</p> <p>tues. 1/21 applications review (4 hrs)</p> <p>wed. 1/22 csc and sua meeting (1 hr) meeting with shaz (.5 hr) emails (.5 hr)</p> <p>thurs. 1/23 shopping for kid's request to ucsc+getting po from lucy, calling woodstocks and placing order (1 hr) college council pr tour (2 hr) esoc meeting (1hr) sua admin assistant confirmation emails (1 hr)</p> <p>fri. 1/24 office hours (2 hrs)</p> <p>sat. 1/25 sua admin assistant interviews (3 hrs)</p> <p>sun. 1/26 sua admin assistant interviews (5 hrs)</p> <p>mon. 1/27</p> <p>tues. 1/28 sua meeting (4 hrs) iso meeting (2 hrs)</p> <p>wed. 1/29</p> <p>thurs. 1/30</p> <p>fri. 1/31 office hours (2 hrs)</p> <p>sat. 2/01</p>
Yasameen Majid	SUA Deputy Chief of Staff	Shaz Umer	TOTAL: 29 HOURS
Brian Lam	SCOC College Ten Representative	Max Hufft	<p>2/9 1 hour: I worked on planning the College Nine and College Ten SCOC event.</p> <p>2/10 1 hour: I worked on planning the College Nine and College Ten SCOC event.</p> <p>2/11 1 hour: I worked on emails, and I worked on planning the College Nine and College Ten SCOC event.</p> <p>2/12 2 hours: I attended the SCOC meeting, and I worked on planning the College Nine and College Ten SCOC event.</p> <p>2/13 1.25 hours: I worked on emails, I worked on planning the College Nine and College Ten SCOC event, and I contributed to report backs for SCOC for College Ten Senate.</p>

Jansen Luu	SCOC Kresge Rep	Max	<p>2/5 SCOC</p> <p>2/6 Parliament meeting</p> <p>2/8 Sister college carnival planning/ budgeting</p> <p>2/9 Sister College carnival budgeting</p> <p>2/12 SCOC</p> <p>2/13 Parliament</p> <p>2/2 1 hour: Campus Student Govt. Fee Increase Referendum Work</p> <p>2/3 1 hour: SUA Internal Affairs Office Meeting</p> <p>2/6 1 hour: UCSC's Got Talent Meeting</p> <p>2/7 2 hours: Office Hours in Stevenson Coffee Shop</p> <p>2/10 1 hour: SUA Internal Affairs Office Meeting</p> <p>2/11 2 hours: UCSC's Got Talent Meeting w/ Lucy</p>
David Pickard IV	Director of Student Life	Max Hufft	<p>2/13 3 hours: Campus Student Govt. Fee Increase Work and Kresge Parliament Sponsorship</p> <p>2/14 2 hours: Office Hours in Stevenson Coffee Shop</p>
Grace Shefcik	SCOC Intern	Max H	<p>2/04 - 1.5 hours - drafted c4 flyer for Lila</p> <p>2/07 - 3 hours - sister college event Up set up and start of event</p> <p>2/12 - 1.75 hours - SCOC meeting and exchange with Porter/Kresge about graphic design needs for upcoming event</p> <p>2/3 3hr: Resource Center Advisory Council meeting</p> <p>2/4 1hr: UCSC's Got Talent meeting</p> <p>2/5 2hr: Concert progress meeting</p> <p>2/6 2hr: UCSC's Got Talent meeting</p> <p>2/7 2hr: Safety/Security work group</p> <p>2/10 2hr: Transportation and parking work group</p> <p>2/11 2hr: Website work</p> <p>2/12 3hr: Meeting with Lucy about UCSC's Got Talent, referenda research and graphic compilation</p>
Kayla Oh	IVC Chief of Staff	Max Hufft	<p>2/13 2hr: IVC college government visits seeking sponsorship for referenda</p> <p>2/14 1hr: Working on website and logistics for UCSC's Got Talent</p> <p>2.6.14 (2 hrs): SCOC report-back to Stevenson college.</p> <p>2.7.14 (5 hrs): Volunteered at Crown/Merrill screening of "UP."</p>
Diana Vega	SCOC College Council Representative	Max Hufft	<p>2.10.14 (1.5 hrs): Met with Cowell to plan for sister college event in the Spring.</p> <p>2.12.14 (2 hrs): SCOC meeting; committee appointments and sister college event report-backs.</p> <p>1.13.14 (2 hrs): SCOC report-back to Stevenson college.</p> <p>2.3.14 (2.25 hrs): IVC meeting to recap on committee business and discuss music festival planning, referenda, and UCSC's Got Talent.</p>
Diana Vega	IVC Outreach Coordinator	Max Hufft	<p>2.10.14 (2 hrs): IVC meeting to recap on committee business and discuss music festival planning, referenda, and slug shuttle.</p> <p>2.13.14 (2 hrs): College tour to talk about referenda.</p>

			4 Hours: Attendance / participation at the 2/04 and 2/11 Intern meetings for the Commissioner of Diversity. Topics included the upcoming Holy Festival and our participation in the upcoming Week of Compassion.
Charlotte Achen	Resource Center Coordinator	Charlsie Chang	2 Hours: Attendance to the "Appetizers with Administrators" event on 2/05. Here I was able to discuss several pertinent student issues and get further advice on the projects I'm working on.
			2/3/14 Monday: IVC office meeting to take group picture and discuss slug shuttle, referendum and the concert.
			2/10/14 Monday: IVC office meeting to discuss slug shuttle, referendum and the concert. We planned a meeting with our project manager as well.
Chris Sherman	SUA/IVC outreach coordinator	Max Hufft	2/15/14 Saturday: IVC office meets with Jose Olivas and his production staff to form concert work groups.
			2/3 - 1h - Reported SCOC activities to crown college senate
			2/4 - 1h - Attended Meeting with Allen Bushnell to reserve Cultural center at merrill for C/M event
			2/5 - 2h - Went shopping at coscto for prizes, food and drinks for C/M event, 1h - attended SCOC meeting
			2/6 - 2h - Went shopping at Bay Tree for prizes for C/M event
Alexis Bartels	Crown Rep	Max	2/7 - 5.5h - C/M UP movie event. Set up, hosted, organized volunteers, and cleaned up.
Tem Velasquez	SUA Recording Clerk	Shaz Umer	2/3: Printed and stapled agendas and various files (.25)2/4: Took minutes for SUA meeting. (3.50)2/5: Worked on SUA mee
			2/2 - Met with sister college rep to go over plans for event
			2/3 - sent emails to volunteers
			2/4 - sent emails to volunteers
			2/5 - SCOC meeting
			2/6 - Senate
			2/7 - Attended Crown/Merrill SCOC event and helped
			2/9 - Sent emails, typed up budget
			2/10 - Met with cowell programs office
			2/11 - Met with sister college rep
			2/12 - SCOC meeting
			2/13 - Senate, also met with cowell programs office about event
Alex McCutcheon	SCOC Cowell Rep	Max Hufft	2/14 - continued work on budget

			<p>FEBRUARY 1-15 HOURS: TOTAL, five (6.5)</p> <p>2/07/14 - Office Hours (1 Hour) I changed my office hours and during this hour I worked on my monthly report to CoAA. I put together the biweekly reports from the month and presented them in my monthly report.</p> <p>02/11/14 - Intern Applications Reviews (3 hours) Met with the CoAA to review intern applications, she had condensed the pile of applications and together we were to single out the best possible potential intern hires.</p> <p>02/11/14 - Communication (1.5 Hours) After we agreed on possible interns, I reserved room in McHenry to have the interviews and emailed all the applicants with time slots as they replied.</p> <p>02/13/14 - Communication (1 Hour) Sent out emails to schedule college governance presentations amongst the staff of the office and Elizabeth Cowell and Greg Careaga and replied to inter interviewers to schedule their interview times.</p>
Johanna Guerra	chief of Staff for CoAA	vanessa Esteli	
Kaysi wheeler	Oakes scoc rep	Max	<p>2/3- 2 hours met with college</p> <p>2/5- 1 hour scoc meeting</p> <p>2/6- 2 hours met with sister college</p> <p>2/10- 2 hours met with college</p> <p>2/12- 1 hour scoc meeting</p>
archavanich kawmongkolsi	SUA Treasurer	Shaz Umer	<p>02/03 Drafting SUA Employee Pay Report 1 hours</p> <p>02/04 SUA Meeting 4 hours</p> <p>02/10 Work on Fall Qtr Adjustment 3 hours</p> <p>02/11 SUA Meeting and creating winter internal RSO funding doc, reviewing and distributing all RSO funding proposal to all rep of SOFA. 6.75 hours</p> <p>02/12 SOFA Meeting 4 hours</p>
Jewel	Gasca	Max Huft	<p>2/3 - IVC Staff meeting and photo (2 hours)</p> <p>2/10 - Staff meeting (1 hour)</p> <p>2/13 - Referendum College Tour (1 hour)</p> <p>2/15 - IVC Staff Meeting</p>

Victor Garcia-Zepeda	Merrill SCOC Rep	Max Hufft	2/05 2 hours: I went to several companies to place orders for the sister college event
Alex McCutcheon	Cowell Rep SCOC	Max Hufft	2/07 6.25 hours: Set up for the event, decor, food, presentation and the event took place, plus clean up
Valerie	IVC Outreach Coordinator	Max	2/08 2 hours: returned all the materials that were used for the event and drove to get deposit return
Sophie Seiberth	IVC Outreach Coordinator Intern	Max Hufft	2/12 2.25 hours: Met up with Crown rep to count tickets from event Had a meeting in which we discussed various appointments and updates
			Same as the last submission but I had the wrong hours
			2/3/2014-IVC Meeting (Went over Concert)
			2/10/2014-IVC Meeting
			2/03 1 hour: met with whole IVC office
			2/10 1 hour: met with whole IVC office
			2/13 1 hour: college tour for referendum sponsorship
			2/15 3 hours: met with Jose Alveras and IVC office planning music festival task forces
			2/4 1.25 hours: Attended SUA meeting
			2/6 1 hour: Prepared and planned 2/9 SUA Chair Advisory Council meeting
			2/7 1 hour: Drafted agenda for 2/9 SUA Chair Advisory Council meeting
			2/8 1 hour: Conducted research for 2/9 SUA Chair Advisory Council meeting
			2/9 1 hour: Convened 2/9 SUA Chair Advisory Council meeting
			2/10 1 hour: Prepared presentation for 2/12 SOFA meeting
			2/10 1 hour: Prepared and planned 2/16 SUA Chair Advisory Council meeting
			2/11 2 hours: Prepared and planned 2/16 SUA Chair Advisory Council meeting
			2/11 2.5 hours: Attended SUA meeting and supervised Associate Elections Commissioner candidates
Justin Lardinois	SUA Chief Justice	SUA Chair Shaz Umer	2/12 3.5 hours: Attended SOFA meeting and presented on viewpoint neutrality
			2/15 3 hours: Conducted research for 2/16 SUA Chair Advisory Council meeting
			2/2 - Met with sister college rep to go over event plans
			2/3 - sent emails to volunteers
			2/4 - sent emails to volunteers
			2/5 - SCOC meeting
			2/6 - Cowell Senate
			2/7 - Attended Crown/Merrill SCOC event
			2/9 - sent emails, typed up budget
			2/10 - Met with cowell programs office
			2/11 - Met with sister college rep
			2/12 - SCOC meeting
Alex McCutcheon	SCOC Cowell Rep	Max Hufft	2/13 - Senate, also met with cowell programs office
Carolyn Chuong	SCOC Outreach Intern	Max Hufft	2/14 - continued work on budget
			2/7- (6 hours) Helped out with the Crown/Merrill Sister College movie night. Set up, helped throughout the event, and helped clean up after.
			2/12- (1 hour) Went to the SCOC meeting and discussed a flier for the Kresge/Porter Carnival.

<p>Israel Molina</p> <p>Chief of Staff to the Commissioner of Diversity</p>	<p>Charlsie Chang</p>	<p>2/03 2 hours: Stood in for CoD at the Resource Center Advisory Council Meeting and presented what we're working on, 1 hour worked on scheduling CoD calendar</p> <p>2/04 1 hour: Intern Meeting presenting Resource Center notes and introducing Compassion initiative, 1 Hour: Coordinating with Compassion University group, 2 Hours: Contacting organizations to work with</p> <p>2/05 2 hours: Talking to head of OPERS for Holi Festival and about possible referenda, 2 hours: Worked with TPS and QSU to change Queer Prom Date</p> <p>2/06 1 Hour: Reviewed Holi Festival planning meeting, 2 Hours: Coordination with Charlsie 1 Hour: Contacting organizations</p> <p>2/07 1 Hour: Meeting with CoD and IVC to present and plan restorative justice approach for Dean of Students, 1 Hour: iClicker program development</p> <p>2/08 1 Hour: Coordinating with Compassionate University Initiative, 1 Hour researching possible acts for Concert</p> <p>2/10 1 Hour Planning funding request to QSU for Mia Mingus Event, 2 Hours researching Compassionate University ideas and Concerts ideas, 1 Hour: Coordinating with Student organizations</p> <p>2/11 1 Hour Meeting with Compassionate University on how we can pass a Compassionate Initiative and on having a week of Compassion</p> <p>2/12 1 Hour Meeting and confirming date and payment with TPS for Queer Prom, 1 Hour Meeting to plan Compassion Week, 2 Hours Concert research and planning</p> <p>2/13 2 Hours meeting and coordinating with CoD on all events</p> <p>2/14 2 Hours revising Compassionate University Initiative, 2 Hours Coordinating with organizations</p> <p>2/15 4 Hour meeting and coordinating Concert planning efforts with Jose, CoD and IVC and IVC staff</p>
<p>Kelly</p> <p>Chief of Staff to the Chair</p>	<p>Shaz Umer</p>	<p>2/2: (3 hours) Interviews for Admin. Assistants</p> <p>2/3: (3 hours) 1 hour office hours, 1 hour looking over applicants, 1 hour sending/responding emails</p> <p>2/4: (2.5 hours) setup/cleanup/SUA Meeting</p> <p>2/5: (.5 hours) responding to emails</p> <p>2/6: (1 hour) Reviewing applications for Associate Commissioner</p> <p>2/7: (2.5 hours) Sending emails to associate commissioner, reviewing/answering emails, reviewing apps for exec assistants</p> <p>2/8: (1 hour) Responding to elections commissioner complaint, emailing students not chosen for assoc comm. interview</p> <p>2/9: (2.5 hours) 1 hour reviewing SUA bylaws about comm. complaint concerning the attendance of certain non-voting students, 1 hour attempting to edit SUA website/reading website editing binder/.5 hours reviewing emails</p> <p>2/10: (3 hours) 1 hour office hours, .5 hours checking emails, .5 hours answering questions about elections comm. complaint, 1 hour looking over applicants for exec assistant</p> <p>2/11: (3 hours) setup/cleanup/SUA Meeting</p> <p>2/12: (2 hours) Coordinating interviews for more exec assistants, reviewing applicants</p> <p>2/13: (2.5 hours) emailing candidates for exec assistants, responding to their questions concerning interviews, assigning time slots</p> <p>2/14: (.5 hours) emailing candidates for exec assistants</p>

Yasameen Majid	Deputy Chief of Staff to the Chair	Shaz Umer	<p>PAY REPORT</p> <p>sun. 2/02</p> <p>mon. 2/03 CSC meeting (2 hrs)</p> <p>tues. 2/04 SUA meeting (2 hrs)</p> <p>wed. 2/05</p> <p>thurs. 2/06</p> <p>fri. 2/07 office hours (2 hrs), admin assistant orientation (1 hr) meeting with jocelyn (1 hr)</p> <p>sat. 2/08</p> <p>sun. 2/09</p> <p>mon. 2/10</p> <p>tues. 2/11 SUA (3 hours)</p> <p>wed. 2/12 executive assistant emails (1 hour)</p> <p>thurs. 2/13 meeting with chair (1 hr), emails and coordination with admin assistants (1 hour)</p> <p>fri. 2/14 office hours (2 hrs)</p> <p>sat. 2/15</p> <p>TOTAL: 16 hours</p>
Sara Campbell	Outreach Organizer Intern	Charlsie Chang	<p>Two, hour and a half intern meetings on tuesday the 4th and the 11th makes up three hours</p> <p>Compassion Week planning meeting for 1 hour</p> <p>Emails between acapella groups, kinetic poetics, ATAAT and Rainbow theater, requesting their participation in Compassion Week</p> <p>1hour</p> <p>Went to Kinetic Poetics to talk about funding requests and support 2 hours</p> <p>Appetizers with administrators 2 hours</p>
Brian Lam	College Ten SCOC Representative	Max Hufft	<p>2/19 - SCOC Meeting (1 Hour)</p> <p>2/20 - College 10 Senate SCOC Report & Budgeting (1.5 Hours)</p> <p>2/21 - SCOC event planning (0.75 Hours)</p> <p>2/24 - SCOC event planning (1 Hour)</p> <p>2/25 - SCOC event planning (1 Hour)</p> <p>2/26 - SCOC Meeting (1 Hour)</p>

			<p>2/17 1 hour: Debriefing with David after Saturday's meeting</p> <p>2/18 2 hour: Planning and presenting Slug Shuttle/fee increase referendum at SUA</p> <p>2/20 4 hours: 2 hrs Individual meeting with Jose to discuss my tasks and 2 hrs college government visits and debrief</p> <p>2/21 1 hour: Contacting and helping organize Outreach Coordinators</p>
Kayla Oh	IVC Chief of Staff	Max Hufft	<p>2/24 5 hours: 2 hrs Meeting with Bob and Steve a Baytree bookstore about ticket sales, 2 hrs staff meeting, 1 hr college government visits</p> <p>2/25 1 hour: organizing meetings and slug shuttle visits</p> <p>2/26 1 hour: working on logo and website writing info and FAQ</p> <p>2/27 4 hours: 2 hrs college government visits, 2 hrs meeting in Aptos with Jose about concert</p> <p>2/17 Monday 1 hour: IVC office meeting. Discuss progress on current events and referendum.</p>
			<p>2/20 Thursday 1 hour: College government tours</p>
Chris Sherman	SUA/IVC outreach coordinator	Max Hufft	<p>2/24 Monday 1 hour: IVC office meeting</p> <p>2/27 Thursday 4 Hours: College tours and a meeting with production staff in aptos.</p>
valerie vance	IVC Outreach Intern	Max	<p>2/24/2014-IVC Staff Meeting-1 hour</p> <p>2/27/2014-College Visit Porter-1hour</p> <p>2/27/2014-Concert Meeting with Jose-2hours</p> <p>Wednesday 2/19- one hour - SCOC Meeting</p> <p>Thurs 2/20 - 1.5 hours - met with Carolyn to draft flyer for Kresge/porter event. .5 hours after I corresponded with kresge rep to make necessary amends, adjustments, and ensure inclusion of the correct information / graphics</p>
Grace Shefcik	SCOC Intern	Max H	<p>Friday 2/21- 2.5 hours - SCOC retreat</p> <p>Saturday 2/22 - 6 hours - SUA retreat. (12-3, 5-8)</p>
			<p>2/18: Took minutes for 2/18 SUA meeting. (3)</p> <p>2/19: Took minutes for Winter SOFA meeting. (2.5)</p> <p>2/20: Cleaned up the minutes and sent them out. (5.0)</p>
Tem Velasquez Ysmael	SUA Recording Clerk	Shaz Umer	<p>2/25: Took minutes for 2/25 SUA Meeting. (3.5)</p> <p>2/26: Cleaned up the minutes and sent them out. (3.5)</p> <p>3/01: Will take minutes for Chair Advisory. See Justin for details. (3)</p>
archavanich kawmongkolsi	Treasurer	Shaz Umer	<p>2/18, 2/19 - SUA and SOFA meeting 7 hr</p> <p>2/23 2/25 2/26 2/28 1175 - Payroll Carry forward, Fall expense, SUA meeting, Sending award notification to all RSO for funding, and sending info to Lucy to transfer fund</p>
			<p>2/17 - 6h - Performed various clean up and organizational tasks remaining from C/M event</p> <p>2/20 - 2h - Read minutes from SCOC meetings and prepared report for CSS, responded to email</p>
Alexis Bartels	Crown Rep	Max	<p>2/24 - 2h - CSS report back</p> <p>2/27 - 2.5h - Helped set up for the C/M winter formal</p>

			<p>2/25 - 1 Hour for CoD Intern meeting where I was updated on several projects and given assignments for the week.</p> <p>2/26 - 1.5 Hours Met with Gary Dunn, Director of CAPS to discuss the program and gave feedback regarding concerns with a student's first impressions with the program. - .50 hour: worked briefly on edits to resource center pamphlet</p> <p>2/27 1.5 hours - met with Sally Lester, program director of S.T.A.R.S. and discussed transfer-related issues and any assistance that was needed by the program. - 2 Hours: Finished final draft of the resource center pamphlet, which will be distributed at the upcoming Resource Center meeting.</p> <p>2/28 - 2 Hours spent going through the various resource centers websites (the ones that were up to date atleast), facebook and newsletters for upcoming events for the following week. I then took those and put them into a single document and shared with the CoD and Interns.</p>
Charlotte Achen	Resource Center Coordinator	Charlsie Chang	<p>.50 hour - Sent emails throughout the week, including one to the author of the Compassion Charter and offered my assistance in helping with the "As resolved" portion of the charter, so far I have yet to receive a response though.</p> <p>2/19- 1 hour: SCOC Meeting</p> <p>2/20- 2 hours: Met with Grace to make flyer for Porter/Kresge Carnival</p> <p>2/21- 2.5 hours: SCOC Retreat</p> <p>2/22- 8 hours: SUA Retreat and Driving</p>
Carolyn Chuong	SCOC Outreach Intern	Max Hufft	

			February 16 - March 1 HOURS: TOTAL, Nine (9)
			February 18, 2014 - Interview 2 Hours Interviewed two possible candidates for the position of the CLASS Coordinator intern. Both young ladies were very well qualified. I took my notes and reviewed them after they were gone.
			February 19, 2014 - Interview/Review Process 3 Hours Interviewed more potential candidates with Commissioner Esteli, attended part of the Academic Senate meeting, conducted another interview and continued to the review process.
			February 21, 2014 - Office Hour 1 hr No one attended my office hours but I did manage to further review my notes on the candidates who interviewed for the CLASS coordinator as well as go through emails of the CoAA office and sort them out.
			February 25, 2014 - Strategic Planning Meeting 2 Hours During this meeting with the Commissioner, we discussed what the new CLASS Coordinator roles were to be and the upcoming staff meeting. I also worked on paperwork for the office that needed to be turned in.
johanna Guerra	Chief of Staff for CoAA	Vanessa Esteli	February 28, 2014 - Office Hour 1 hr I had a discussion with a student about the CoAA Office and what it is like to be an intern, the SUA meetings, and the essential roles of the college representatives during the SUA meetings.
Victor Garcia-Zepeda	Merrill SCOC Rep	Max Hufft	2/18 2 hours: I made sure that all po receipts were in and delivered them to Lucy 2/19 .50 hours: Helped clean up the popcorn machine 2/24 2.5 hours: Went downtown to ups to return up movie 2/25 2.5 hours: Sent out info to college 9 on how to get movie rights 2/26 4 hours: Made emails and phone calls to all the people and companies that helped with our up event 2/27 1 hour: made a small presentation about what scoc is to students 2.16.14 (3 hrs): Hours from big concert meeting on Saturday, 12.15.14; meeting with Jose to assign specific tasks and go over scheduling, volunteers, budget, etc. 2.24.14 (1 hr): Internal office meeting to talk about referendum, Slug Shuttle, UCSC's Got Talent, and concert. 2.25.14 (1 hr): Meeting with Jose to talk about catering, artist hospitality, and volunteers. 2.27.14 (1.25 hrs): Meeting in Jose's office with internal office staff to discuss concert. 2.19.14 (2 hrs): SCOC meeting; appointments for Regulation, COT, and TAC. Sister college event report-backs. 2.20.14 (2 hrs): SCOC report back to Stevenson. 2.21.14 (2.5 hrs): SCOC retreat. 2.22.14 (3 hrs): SUA retreat. 2.24.14 (2 hrs): Meeting with Cowell to draft budget for sister college event. 2.28.14 (1 hr): Meeting with Cowell to draft budget for sister college event.
Diana Vega	IVC Outreach Coordinator	Max Hufft	
Diana Vega	SCOC College Council Representative	Max Hufft	

Jansen Luu	SCOC College Rep	Max	sunday 2/16 2.5 hours	SCOC Sister Carnival planning	
			Wed 2/19 1.5 hours	SCOC meeting	
			Thur 2/20 3 hours	Parliament Meeting	
			Sunday 2/23 1.5 hours	SCOC Sister Carnival planning	
			Wednesday 2/26 1 hour	SCOC meeting	
		Thursday 2/27 3 hours	Parliament meeting		
					Collaboration with Elizabeth Cowell- 1 hour 2/18/14
					Prepared for SUA presentation on Library Referenda to try and get sponsorships. Also discussed presentations with college governments to try and get additional sponsorships.
					SUA Presentation- 1 hour 2/18/14
					Presented to the SUA body to try and get a sponsorship for the 24/5 Library Referenda.
Nicky England	Library liaison	Vanessa		Communication- 1 hour 2/25/14	
				Discussed sponsorships of the 24/5 Library Referenda. Contacted Elizabeth Cowell regarding questions about the implementation of the 24/5 program.	
				Office hours- 1 hour 2/26/14	
				Held office hours in case anyone wanted to come and discuss the library referenda or other issues.	
				2/20 4 Hours: 1.5 Hour working on a sponsorship deal with Santa Cruz Weekly for the Edge of Eden Music Festival, .5 hour speaking with the UCSC Sign Shop for West Bridge Music Festival Sign, 2 Hours College Government Tours Seeking Referenda Sponsorship.	
David Pickard IV	Director of Student Life	Max Hufft		2/21 2 Hours: DoSL Office Hours in the Stevenson Coffee House	
				2/24 1 Hour: IVC Office Meeting	
				2/25 2 Hours: Follow Up with Santa Cruz Weekly, UCSC Sign Shop.	
				2/27 2 Hours: Driving to Aptos and Meeting with Jose regarding Edge of Eden Music Festival	
				2/28 2 Hours: DoSL Office Hours in the Stevenson Coffee House	
Jessica Flores	OD Intern- Director of Relations and Engagements	Ivan Medina		2/16 Met with individuals involved in the IGNITE Coalition	
				2/17 Called School Boards	
				2/18 Met with other Interns	
				2/19 Met with other interns and Organizing Director	
				2/20 Met with Organizing Director to discuss plans for future meeting	
				2/21 Met with members of other organizations	
				2/23 Worked on presentation of information	
				2/24 Met with Student Power Committee	
		2/25 Working on goals for upcoming meeting			

Israel Molina	Chief of Staff to the Commissioner of Diversity	Charlsie Chang	<p>2/18 1 Hour: Intern meeting, Delegating tasks and coordinating with other interns</p> <p>2/19 1 Hour: Meeting with compassion initiative to brainstorm and coordinate for compassion week</p> <p>2/20 1 Hour: Scheduling CoD calendar; 2 Hours: Coordinating with Charlsie; 1 Hour: Replying to emails</p> <p>2/21: 1 Hour: Researching for Concert; 1 Hour: Coordinating with Student Orgs; 2 Hours: Coordinating with Charlsie about next two weeks and about current events we are planning</p> <p>2/24 4 Hours: Compassion Week workshop with Visionaries crafting posters and printing flyers</p> <p>2/25 1 Hour: Intern meeting delegating tasks and keeping each other up to date</p> <p>2/26 2 Hours: Meeting with SFAC Rep and College 9 Rep</p> <p>2/27 3 Hours: Concert planning meeting, delegating and coordinating tasks</p> <p>2/28 1 Hour: Meeting with IVC and his Chief of Staff about joint events.</p>
		Max Huft	<p>2/18 (2 hours): Presentation to SUA for Sponsorship</p> <p>2/20 (1 hour): IVC Office Meeting</p> <p>2/24 (1 hour): IVC Office Meeting</p> <p>2/25 (2 hours): Meeting with Jose & Volunteer coordinating for Music Festival</p> <p>2/27 (2 hours): IVC Office Meeting with Jose</p>
Sara Campbell	Outreach Organizer under Commissioner of Diversity	Charlsie Chang	<p>Tuesday the 18th i had an intern meeting for an hour and a half</p> <p>Wednesday the 19th I met from 11-12 to plan compassion week</p> <p>Thursday the 20th-Sunday 22nd I accumulated an hour of work corresponding via email/facebook with Kinetic poetics, acapella groups, AATAT, and Rainbow about performing at compassion week.</p> <p>Monday the 24th I prepared for compassion Week (flyers, signs, thank you cards etc...)</p> <p>I spent half an hour corresponding, transferring forms to, and setting up meetings with a QSU representative about planning the QSU dance.</p>
		SUA Chair Shaz Umer	<p>2/16 1.5 hours: Attended SUA Chair Advisory Council meeting</p> <p>2/18 0.5 hours: Worked on logistics for next SUA Chair Advisory Council meeting</p> <p>2/18 3.5 hours: Helped set up and attended SUA meeting</p> <p>2/19 2.5 hours: Attended SOFA meeting and enforced viewpoint neutrality</p> <p>2/21 0.5 hours: Researched a question from the Chair about student fees</p> <p>2/24 1.5 hours: Planned 3/1 SUA Chair Advisory Council meeting</p> <p>2/25 3.5 hours: Attended SUA meeting</p> <p>2/28 0.5 hours: Miscellaneous tasks for SUA Chair Advisory Council</p>
Justin Lardinois	SUA Chief Justice	SUA Chair Shaz Umer	<p>2/28 0.5 hours: Research on campus flyering amendment</p> <p>3/1 0.5 hours: Verbalized SUA Bylaw amendment</p>

Alex McCutcheon	SCOC Cowell Rep	Max Hufft	<p>2/16 - Went over budget and called several local vendors</p> <p>2/17 - Met with sister college rep and drafted budget</p> <p>2/18 - Met again with sister college rep</p> <p>2/19 - SCOC meeting</p> <p>2/20 - Cowell Senate</p> <p>2/24 - Cowell Senate executive meeting</p> <p>2/25 - Called local food vendors to get quotes</p> <p>2/26 - SCOC meeting</p> <p>2/27 - Cowell Senate</p>
			<p>sun. 2/16 executive assistant interview schedules and follow up emails (1 hr)</p> <p>mon. 2/17 executive assistant interview notifications (1 hr)</p> <p>tues. 2/18 SUA meeting (4 hrs)</p> <p>wed. 2/19 executive assistant interviews (.5 hr), sofa meeting (1 hour)</p> <p>thurs. 2/20</p> <p>fri. 2/21 office hours (2 hrs), interviews (2 hrs)</p> <p>sat. 2/22</p> <p>sun. 2/23</p> <p>mon. 2/24 Meeting with admin assistants (1 hour), calendar updates, check in emails, google docs, admin assistant hours (1 hour)</p> <p>tues. 2/25 SUA (2 hours)</p> <p>wed. 2/26</p> <p>thurs. 2/27 meeting with brenda (1 hour) meeting with shaz (1 hour)</p> <p>fri. 2/28 emails, schedules, check-in info w/admin assistants (1 hour)</p> <p>sat. 3/1</p>
Yasameen Majid	Deputy Chief of Staff to the Chair	Shaz Umer	TOTAL: 18.5
Sophie Seiberth	SUA Internal Affairs Outreach Coordinator	Max Hufft	<p>2/17 1 hour: Met with the IVC office for a staff meeting</p> <p>2/20 1 hour: College senate meetings for sponsorship</p> <p>2/24 2 hours: Met with IVC office for a staff meeting, then went to Oaks senate meeting for a sponsorship presentation</p> <p>2/27 4 hours: College senate meetings for sponsorship, then meeting with Jose in Aptos for music festival</p> <p>2/28 1 hour: Contacted mobile atm rental companies to rent machines from for the music festival</p>
Kaysi Wheeler	Oakes scoc rep	Max	<p>2/17- 2 hours for college meeting</p> <p>2/19- 1 hour scoc meeting</p> <p>2/21- 2.5 hours for retreat</p> <p>2/24- 2 hours for college meeting</p>

Angelica Motes	Historian	Organizing director	<p>2/16 3 hours: I met with ART Initiative director Sophie Hill regarding organizing an even on art and incarceration. 2/17 3 hours: creating newsletter for IGNITE campaign. 2/18 3 hours: SUA meeting, 2/19 3 hours: Organizing strategy and timeline for Fund the UC. 2/20 1 hour: added updates to OD's SUA page. 2/21 1 hour: Contacted local city councils for fund the UC. 2/22 1 hour: finished uploading/linking reports for SUA assembly. 2/23 1 hour: Met with ART Initiative director for art and incarceration event. 2/24 2 hours: Met with Professor Dee Hibbert Jones about organizing even around the racialization of prison. 2/25 4 hours: SUA meeting, 2/26 2 hours: Began organizing for prison racialization event. 2/26 1hours: Contacted mayors from Watsonville and Santa cruz regarding fund the uc resolution. 2/27 2 hours Contacted passed resolution authors for follow up on resolution implementation, 2/28 1 hour: Met with professor Hibert Jones again to continue talks about prison racialization event. 3/1 1 Hour: Updated imeline of goals for Fund the UC before SLC for the OD office</p> <p>2/16: half hour with emails 2/17: 45 minutes sending emails/coordinating Exec Admin Assist. Interviews 2/18: 1 hour 45 minutes minutes conducting interviews for Exec Admin Assist Interviews 2/18: 3.5 hours for SUA Meeting 2/19: 30 minutes for conducting interviews/1 hour deliberation/1.5 hour meeting 2/20: 1 hour meeting with Shaz 2/21: 2 hours interviewing with execs 2/23: half hour emails 2/24: 1 hour office hours 2/25: 15 minutes updating agenda/1.25 meeting with assistants 2/26: 1 hour emailing/scheduling execs//emailing tem 2/27: 1.25 Meeting with Shaz and Yaz 2/28: half hour emails 3/1: 1 hour emails with execs</p>
Kelly Herron	Chief of Staff to the Chair	Shaz Umer	
Brian Chun-Hou Lam	College Ten SCOC Representative	Max Hufft	<p>Tuesday, March 4th, 2014 - 1 hour event planning Wednesday, March 5th, 2014 - 1 hour SCOC meeting Thursday, March 6th, 2014 - 1 hour Senate meeting Monday, March 10th, 2014 - 1 hour event planning Tuesday, March 11th, 2014 - 1 hour event planning Wednesday, March 12th, 2014 - 1.25 hours SCOC meeting & event planning 3/2 2 hours SCOC Sister college event planning 3/5 1.5 hours SCOC meeting 3/6 2.5 Hours Government Meeting 3/8 2.5 Hours Sister college event planning 3/12 1.5 Hours SCOC meeting 3/13 2.5 hours Government meeting</p>
Jansen Luu	SCOC Kresge Rep	Max	

Jewel Gasca	IVC Outreach Coordinator	Max Huft	<p>3/3: 2 hours - IVC office meeting</p> <p>3/4: 3 hours - signatures for referendum sponsorship</p> <p>3/5: 5 hours - signatures for referendum sponsorship</p> <p>3/6: 7 hours - signatures for referendum sponsorship</p> <p>3/7: 5 hours - signatures for referendum sponsorship</p> <p>3/8: 3 hours - signatures for referendum sponsorship</p> <p>3/9: 11 hours - signatures for referendum sponsorship</p> <p>3/10: 1 hour - IVC office meeting</p> <p>3/11: 1 hour - social media advertising for Music festival</p> <p>3/3-Meeting (1) Referendum (1)</p> <p>3/5-Referendum at Camp Kesem Fundraiser (1)</p> <p>3/6-Referendum (2) College Visit (1)</p> <p>3/7-Concert tenting meeting and IT Meeting with Jose (3)</p>
Valerie Vance	IVC Outreach Coordinator	Max	<p>3/10-Meeting (1) Referendum (2)</p> <p>3/13-Concert meeting with Jose (1.5)</p> <p>2 Hours, Sunday 3/2/14: Shoot first round of photos on campus for promotional flyer and website design. Editing photos.</p> <p>1 Hour, Monday 3/3/14: IVC office meeting to discuss concert progress and establish a timeline for our preliminary marketing campaign</p> <p>2 Hours, Tuesday 3/4/14: 1 hour, Meet with Jose in Mchenry to discuss ticketfly contract, promotional flyer and formalize the preliminary marketing campaign. 1 hour, draft preliminary marketing campaign.</p> <p>3 Hours, Friday 3/7/14: 1 hour, Re-shoot photos for promotional flyer and website design with better weather. Editing photos. 1 hour, meet with ITS to discuss wifi coverage for the event. 1 hour, draft website language.</p> <p>1 Hour, Saturday 3/8/14: Attend an AEPI Fraternity meeting on campus to discuss the event and lobby signatures for our referendum.</p> <p>2 Hours, Monday 3/10/14: 1 hour, IVC office meeting to discuss social media platforms for the event and group check-ins. 1 hour, formalize preliminary marketing campaign, send to Jose for revisions.</p> <p>3 Hours, Wednesday 3/12/14: 1 Hour, meet with Jose and Nader to check-in and discuss revisions to the website language. 1 Hour, meet with Roger from OPERS to discuss using stakes in the field and tenting. 1 Hour, walk the event site with Jose and discuss tenting placement.</p>
Chris Sherman	SUA/IVC outreach coordinator	Max Hufft	<p>1 Hour, Thursday 3/13/14: 1 Hour, meet with Jose at Hahn to discuss timeline for marketing, contract with ticketfly and the number of prints order.</p>

David Pickard IV	Director of Student Life	Max Hufft	3/3 1 hour: IVC Office Meeting
			3/5 3 hours: Referendum Petition Signatures
			3/6 3 hours: Website Language Meeting w/Jose and Referendum Petition Signatures
			3/7 2 hours: Drafting Website Language
			3/10 5 hours: IVC Office Meeting and Referendum Petition Signatures
			3/11 2 hours: Meeting with Woodstocks Vendor and Phone Meeting with Santa Cruz Weekly
			3/12 2 hours: UCSC's Got Talent Planning
			3/14 1 hour: Edge of Eden Facebook marketing
			3.2.14: 2 hours Meeting with Jose to talk about EoE and emailing various people about tickets
			3.3.14: 3 hours Staff meeting, collecting signatures
			3.4.14: 2 hours Filled out paperwork for UCSC's Got Talent MPR rental and collected signatures
			3.5.14: 1 hour Collecting signatures for petition
			3.6.14: 2 hours Met with Tim Barbour to work on the EoE Flyer
			3.10.14: 4 hours Collecting signatures and staff meeting, created all social media and graphics
3.11.14: 1 hour Managing social media, responding to various emails and messages regarding festival			
Kayla Oh	IVC Chief of Staff	Max Hufft	3.12.14: 1 hour One on One Meeting with Jose about EoE
			3.13.14: 2 hours Meeting with Jose and IVC staff about progress and the marketing plan
			3.14.14: 2 hours Coordinating website, ticket sales etc. for next week with staff via email/phone
Diana Vega	IVC Outreach Coordinator	Max Hufft	3/3 (1hr): IVC staff meeting to talk about referenda and music festival updates.
			3/6 (2hrs): College tours to talk about referenda.
			3/8 (2hrs): Working on petitions outside of McHenry Library.
			3/9 (2hrs): Working on petitions outside of McHenry Library.
			3/10 (3hrs): IVC staff meeting to talk about referenda and music festival. Working on petitions outside of McHenry Library.
Diana Vega	SCOC College Council Representative	Max Hufft	3/13 (1hr): IVC staff meeting to talk about music festival line-up drop and on campus marketing.
			3/5 (4hrs): Worked on posters for the Stevenson/Cowell SCOC event. SCOC meeting.
			3/6 (2hrs): Report back to Stevenson council.
			3/12 (1hr): Revised the budget for Stevenson/Cowell event.
			3/13 (2hrs): Report back to Stevenson council.
			3/14 (3.5hrs): C4

Charlotte Achen

Resource Center
Coordinator

Charlsie Chang

3/3 - 2 hours Resource center advisory council: For most of the meeting we did strategic planning on what the resource centers were doing well on and what they needed to improve on. Will be continuing this discussion at the next meeting.

3/5 - 1 hour - compassion tabling in quarry. Met with the compassion initiative team and helped them encourage students to write thankful letters to bus drivers, etc. and also put something they are thankful for on a tree. Additionally, I helped them clear up after the event.

3/7 and 3/11 - 2 hrs (1 hour each day) worked on resource center events, reaching the various resource center newsletters, facebook, etc. along with typing out the events and sending it out.

3/8 and 3/9 – 1 hour total: worked on compassion charter, reading it over, making some edits, researching resolutions to use as examples for upcoming meeting.

3/11 1 hour: Internship meeting. Discussed the Holi Festival, the Resource Center Advisory Council and how the Commissioner of Diversity was originally the chair. Was tasked with setting up an appointment with Carolyn Dunn either in the next week or start of the spring term to discuss this memorandum and potentially working on revising this.

3/13 - 1.5 hours: meeting with the compassion initiative team. We looked over the charter, I explained to them the processes of doing a resolution. I learned what their goal was (which is to have the compassion charter approved by SUA and other bodies by end of spring) and gave them various contact information to the areas on campus they are looking to get the charter approved by.

3/3 to 3/7 & 3/10 to 3/14 - 2.5 hours (.25 hour per day) – Sending, reading, writing, emails to various areas on campus that relate to my position for an average of 15 minutes each day.

			<p>March 3 - 15 Hours Total: 7 Hours</p> <p>March 4, 2014: 2 Hour Strategic Planning CLASS survey was being finalized. The banner needed to be finished and the PO for the prizes. There should be advertising at the SUA meeting and on the new Facebook page that will be created.</p> <p>March 7, 2014: 1 Hours Office Hours No one attended my office hour. I research more of the constitutional bylaws for the Student Academic Senate to have a better understanding of the regulations and meeting times. The Student Academic Senate intern should be in the process of hiring soon.</p> <p>March 11, 2014: 2 Hour Strategic Planning Discussed with CoAA the fact that the hire packet needed to be done for the new intern along with the fact that the rest of the emails to those who were not hired needed to be sent out. The CLASS survey was also discussed, the link was finalized and was ready to be put up.</p> <p>March 14th, 2014: 2 Hours Office Hours When through the email of the Office and cleared some out. I also researched past events that the SUA has done, I want to possibly put together an even for the students from the CoAA office, during spring quarter. I also looked over the hiring package but did not finish the process.</p>
johanna Guerra	Chief of Staff for CoAA	Vanessa Esteli	
Alexis Bartels	Crown Rep	Max	<p>3/3 - 2 - reporting SCOC events to crown college senate</p> <p>3/5 - 2- attended SCOC meeting</p> <p>3/10 - 3 - reporting SCOC events to crown college senate</p> <p>3/12 - 2 - attended SCOC meeting</p> <p>3/14 - 3.5 - attended and reported activities at C4</p>
archavanich kawmongkolsi	Treasurer	Shaz Umer	<p>Mar 2nd to 8th Updated carry forward Document, Pay Report, Worked on and analyzing the expense report 5 hours</p> <p>March 9th – 15th emailed advisers to follow up on funding for rsos, Worked on report, correcting Lucy's forwarded funding email then following up with the adviser about the correction. 7 hours</p>
Grace Shefcik	SCOC Intern	Max H	<p>3/5: 1 hour, SCOC meeting</p> <p>3/12: 1 hour, SCOC meeting</p> <p>3/13: 1.5 hours, Swag bag making with Carolyn</p> <p>3/14: 2.5 hours, C4</p>

Carolyn Chuong	SCOC Intern	Max Hufft	<p>3/5 -1 hour: scoc meeting 3/12- 1 hour: scoc meeting 3/13- 1.3 hours: went to sua building to prepare bags for C4 3/14-2.5 hours: went to c4</p>
			<p>03/03 4hrs: Made a flyer, Facebook page and did outreach for CRES Student Working Group to promote undergraduate participation at the Job Talks and Student Meetings</p> <p>03/04 2hrs: Outreached to students in "Our Stories Through Art: Queer/Trans Visual Art and Poetry" about tips for how to promote participation</p> <p>03/05 3hrs: Met with a SIN members regarding a student mixer</p> <p>03/06 3hrs: Attended a meeting of Autonomous Students, discussed how to support their efforts to build coalitions with SUA, and other campus organizations</p> <p>03/07 2hrs: Organized an informal mixer with Professors in the Literature, History of Consciousness, graduate students and undergraduates</p> <p>03/09 2hrs: Participated in a weekly state-wide student conference of AFSCME interns</p> <p>03/10 4hrs: Attended CRES professor Job Talk and Student Meeting</p> <p>03/11 4hrs: Attended an event of Engaging Education's, and debriefed with AFSCME representatives</p> <p>03/12 2hrs: Did additional outreach to individuals and on Facebook regarding the CRES Job Talks</p> <p>03/13 5hrs: Attended a discussion by Autonomous Students and debriefed with the SUA elections commissioner about informing students of how to run for elections</p> <p>03/14 5hrs: Outreached to additional members of the CRES Working Group, attended the professor candidate Job Talk and Student Meeting</p>
Magally Miranda	Office of the Director Community/Labor Lias	Ivan Medina	<p>☐</p>

			Chief of Staff Pay Report:
			3/2: (.25) Napolitano agenda review
			3/3: (0.5) Dealing with assistants not showing up for their shifts
			3/4: (7.5) attending Napolitano meeting at UCOP
			3/5: (1) meeting with assistants about upcoming projects from EVC office
			3/6: (1.25) meeting with Yasameen and Justin
			3/7: (1.75) Meeting with CHP + Elections Commission
			3/9: (.75) editing elections packet
			3/10: (1.5) office hours
			3/11: (1.5) met with admin assistants about how to keep SUA office neutral/provide correct and neutral information
			3/12: (1.5) Meeting with Yaz/Shaz, meeting with exec assistants
			3/13: (3.25) met with student about concerns based on their interview for exec/how they can get involved instead, edit elections information for website from Celila's request,
			3/14: (2) met with Yasameen during office hours about issues with admin assistants still showing to certain shifts and using printers for personal use, essentially discussing some issues that some people have brought up to me about the admin assistants and how they have been acting/treating the office
Kelly Herron	Chief of Staff to the Chair	Shaz Umer	3/15: (0.75) visiting SUA office to meet with Tyler and discuss him attending shifts on time/ printed a few extra elections packets and left sticky with information for all admins of FAQ about the packet
			3/02 - Called several food vendors to get quotes
			3/03 - Helped make posters for event
			3/05 - SCOC meeting
			3/06 - Cowell Senate
			3/10 - Worked on flyers for event
			3/11 - Talked to tech crew and arranged for them to come to event
			3/12 - SCOC meeting and made posters with sister college rep
			3/13 - Cowell Senate
Alex McCutcheon	SCOC Cowell Rep	Max Hufft	3/14 - Confirmed tacqueria santa cruz to be main supplier of food
			3/02 1 hour: Sent out emails to clarify C4 instructions
			3/03 1 hour: Emailed my reportback
			3/04 1 hour: Helped College Ten with a question about the event
			3/05 2 hours: SCOC meeting appointed committees
			3/06 1.25 hours: Read the minutes
			3/09 1 hour: Emailed reps to committees reminding them about C4
			3/10 1 hour: Met former SFAC rep, Lucy
			3/11 1 hour: Showed examples of budget to C10
Victor Garcia-Zepeda	SCOC Merrill Rep	Max Hufft	3/12 2 hours: SCOC meeting where we appointed to committees
			3/13 1.25 hours: Applied to er for COLASC
Kaysi Wheeler	SCOC Oakes rep	Max	both mondays 2 hours each meeting with college wednesday meeting with scoc

Justin Lardinois	SUA Chief Justice	SUA Chair Shaz Umer	3/5 0.5 hours: Worked on Chair Advisory opinions 3/6 1.5 hours: Worked on Chair Advisory opinions and planned meeting 3/6 1 hour: Meeting with Chief of Staff and Deputy Chief of Staff 3/9 2.5 hours: SUA Chair Advisory Council meeting
			Office hours- 1 hour 3/4/14 Held office hours in case anyone wanted to come and discuss the library referenda or other issues.
			Communication- 1 hour 3/4/14 Discussed upcoming sponsorship deadline and next steps. Talked about who is authoring the referenda and necessary changes to the language.
			Sponsorship Finalizations- 1 hour 3/7/14 Contacted Lucy Rojas and college government presidents to finalize the sponsorships for the Library Referenda.
			Office Hours- 1 hour 3/11/14 Held office hours to get feedback on the referenda before the final language is sent to the Chancellor and IVC for approval.
Mary "Nicky" England	Library Liaison	Vanessa	Check-in with CAA- 1 hour 3/11/14 Finalized library referenda language. Discussed hiring of rest of interns and quarterly reports.
Sara Campbell	Outreach Organizer Intern	Charlsie Chang	2 hours were spent monday night planning/setting up on compassion week 1 hour was spent spreading sticky notes of kind messages for compassion week I met for 1 hour with Israel, Richard and SOAR palnning the QSU game night
			1 hour was spent meeting with Richard to construct a budget with Israel about the qsu game night
Angelica Montes	Historian	ivan Medina	3/2 1 hour: Updating OD SUA page. 3/3 1 hour: met with Professor Hibbert-Jones for even organizing, 3/4 3 hours: Tabling/ Gathering signatures for Fund The UC, 3/6 3 hours: Worked on creating Fund The UC/ IGNITE info documents for outreach efforts, 3/10 1 hour: met with Professor Hibbert Jones again, 3/12 1 hour: attempting to get through to city council members for Watsonville/ Santa Cruz, 3/14 1 hour: Further attempts to get through to local city councils via phone.
	Chief of Staff to the Commissioner of Diversity	Charlsie Chang	3/3: 5 hours Compassion week prep work 3/4: 1 hour Meeting with Compassion initiative about finalizing compassion week 3/11: 1 hour intern meeting talking about how compassion week went and reformatting Resource Center Advisory council and getting ready for Spring Quarter 3/12: 2 Hours scheduling CoD calendar and contacting different organizations
Israel Molina			

			<p>PAY REPORT</p> <p>sun. 3/2</p> <p>mon. 3/3 admin assistant meeting and discussion (2 hr)</p> <p>tues. 3/4</p> <p>wed. 3/5 meeting with michelle h. (1 hour)</p> <p>thurs. 3/6 intern meeting with chief of staff and later chief justice (2 hours) meeting with michelle san about proper elections conduct (1 hour)</p> <p>fri. 3/7 office hours (2 hrs)</p> <p>sat. 3/8</p> <p>sun. 3/9</p> <p>mon. 3/10 Meeting with admin assistants (2 hour) includes calendar updates, check in emails, google docs, admin assistant hours</p> <p>intern meeting (1 hour)</p> <p>tues. 3/11 admin assistant scheduling, emails, dealing with tyler's ability to work with DRC restrictions (1.5 hour)</p> <p>wed. 3/12 chair intern meeting (1 hour)</p> <p>thurs. 3/13 meeting with kalie and DJ (1 hour)</p> <p>fri. 3/14 office hours (2 hours)</p> <p>sat. 3/15 setting up finals work schedule for admin assistants (.5 hour)</p>
Yasameen Majid	Deputy Chief of Staff to the Chair	Shaz Umer	TOTAL: 17
Nicky England	SUA Library Liaison	Vanessa Esteli Morales	<p>Didn't work this pay period</p> <p>3/17: 1 Hour, IVC office meeting to discuss current event progress</p> <p>3/19: 1 Hour, work with fedex to order and print flyers</p> <p>3/20: 1 Hour, Edge of Eden team final meeting before spring break</p> <p>3/21: 1 Hour, preliminary flyer campaign for campus</p>
christopher sherman	SUA/IVC outreach coordinator	Max Hufft	<p>3/24: 1 Hour, call student radio stations about on-air advertisement</p> <p>3/25: 1 Hour, preliminary box office set up with Jose/Diane</p> <p>3/27: 1 Hour, social media marketing campaign update</p> <p>3/28: 2 Hour, skype meeting and conference call with ticketfly reps</p> <p>3.17.14: 4 hours for a meeting to check on concert progress, and a staff meeting later in the day</p> <p>3.18.14: 2 hours in contact with Jose about the concert and ticket contract</p> <p>3.19.14: 1 hour coordinating with OC's about next steps with catering, signage, website etc.</p>
Kayla Oh	IVC Chief of Staff	Max Hufft	<p>3.20.14: 3 hours meeting with Jose, and meeting with Tim about the graphics</p> <p>3/23 - 2.25 hours planning SCOC outreach event</p>
Brian Lam	College 10 SCOC Representative	Max	<p>3/24 - 2 hours planning SCOC outreach event</p> <p>3/25 - 2 hours planning SCOC outreach event</p>

Alexis Bartels	Crown Rep	Max	3/17 - 3 - checking emails and reporting back to crown college senators 3/18 - 3.5 - meeting with students to discuss upcoming SCOC college events and other college wide events 3/19 - 3 - meeting with students to discuss upcoming SCOC college events and other college wide events 3/20 - 3- meeting with students to discuss upcoming SCOC college events and other college wide events 3/17 4 hours: IVC office meeting and outreach for EoE 3/18 6 hours: outreach at Stevenson, library, Colleges 9 & 10; drafted a new vendor form for EoE 3/19 5 hours: Contacted Jose about ATM rentals, vendor form revising 3/20 1 hour: Contacted ATM rental companies in the Bay Area 3/21 2 hours: Contact with Jose and ATM rental companies about EoE 3/24 1 hour: ATM rental contacting, vendor form revising, and outreach for EoE 3/26 3 hours: Revised vendor agreement form for EoE 3/27 1 hour: Finished vendor contract form and sent to Jose and his editors
Sophie Seiberth archavanich kawmongkolsi	IVC Outreach Coordinator Intern	Max Hufft	
	Treasurer Resource Center	Shaz Umer	n/a
Charlotte Achen	Coordinator	Charlsie Chang	None - Spring Break
Valerie Vance	IVC Outreach Coordinator	max	3/17/14-IVC Concert Meeting 3/19/14-Concert Planning (Posters and Sandbags)
Justin Lardinois	SUA Chief Justice	SUA Chair Shaz Umer	4/1 0.75 hours: Attended SUA meetings
			SUN 3/30: 2 hours flyer campus, set up the online box office for ticket sales MON 3/31: 3 hours answer 800 emails, create and distribute the temporary promo code, manage social media information distribution TUE 4/01: 2 hours Online Ticketfly marketing training, manage social media accounts WED 4/02: 1 Hour IVC office meeting THU 4/03: 2 Hours, product vendor preparation, insurance form, vendor application and generate contact info FRI 4/04: 1 hour, flyer campus libraries SAT 4/05: 1 hour, answer ticketing emails for the whole week
Christopher Sherman	SUA/IVC outreach coordinator	Max Hufft	SUN 4/06: 1 hour, flyer campus bus stops MON 4/07: 1 hour, ticketfly account management WED 4/09: 1 hour, flyer west side of campus and bookstore area THU 4/10: 1.5 hour, meet with jose in hahn, draft the initial press release for print advertisements 4/1/14 - 1 hour Event planning 4/2/14 - 1 hour SCOC Meeting 4/3/14 - 1 hour Event Planning 4/8/14 - 1 hour Event Planning 4/9/14 - 1 hour SCOC Meeting
Brian Lam	College Ten SCOC Representative	Max Hufft	4/10/14 - 1.25 hours College Ten Senate Meeting

Valerie Vance	IVC Outreach Coorindator	Max Hufft	<p>April 2nd, 2014-Concert/UCSC Got Talent Meeting (1.5)</p> <p>April 4th, 2014-UCSC Got Talent tasks (1)</p> <p>April 7th, 2014- UCSC Got Talent interview and tasks (1)</p> <p>3/30 2 hours: Edge of Eden Vendor Mtg. w/ Linda Robertson</p> <p>3/31 3 hours: Responding to Edge of Eden E-mails for temp. student codes</p> <p>4/2 2 hours: IVC Office Meeting/UCSC's Got Talent Meeting</p> <p>4/3 2 hours: Edge of Eden Vendor communication</p> <p>4/8 3 hours: Edge of Eden Vendor communication/UCSC's Got Talent Planning</p>
David Pickard IV	Director of Student Life	Max Hufft	<p>4/10 1 hour: Edge of Eden Steering Committee Meeting</p> <p>4/11 1 hour: UCSC's Got Talent Planning</p> <p>3/30: 1 hour coordinating weeks meeting and agendas</p> <p>3/31: 2 hours flyering at bus stops and meeting with Sophie</p> <p>4/1: 1 hour checking in with outreach coordinators about concert</p> <p>4/2: 2 hours IVC staff meeting about concert, slug shuttle and got talent</p> <p>4/3: 3 hours working on got talent, emailing about catering, press etc.</p> <p>4/6: 1 hour planning meetings for the week, meeting with Jose</p> <p>4/7: 1 hour meeting with logan about his concert duties</p> <p>4/8: 2 hours UCSC's Got Talent work</p> <p>4/9: 2 hours flyering and advertising concert</p> <p>4/10: 3 hours Meeting with potential videographer and photographer, staff meeting with Jose</p>
Kayla Oh	IVC Chief of Staff	Max Hufft	<p>4/11: 1 hour creating advertisement graphics</p> <p>4/2- 1 hour- Scoc meeting</p> <p>4/5- 6 hours- Helped set up, purchase prizes, man the stations during the event, clean up the SCOC Cowell/Stevenson Fiesta.</p>
Carolyn Chuong	SCOC Outreach Intern	Max Hufft	<p>4/7- 2 hours- Met with grace regarding Porter/Kresge event.</p> <p>4/9- 1 hour- Scoc meeting.</p>
Grace Shefcik	SCOC Intern	Max H	<p>4/02 - 1 hour - SCOC meeting</p> <p>4/05 - 6 hours - Cowell/Stevenson Spring event. Helped with set up, facilitated giveaway/ raffle and snack table during event, helped with clean up</p> <p>4/07 - 2 hours - worked on / finalized Kresge flyer</p> <p>4/09 - 1 hour - SCOC meeting (I accidentally put this hour on Tuesday 4/08 on the timesheet I submitted on cruzpay.)</p> <p>4/04 .50 hours: Signed up to help with the Cowell-Stevenson Event and invited others</p> <p>4/05 6 hours: Helped out at the Cowell-Stevenson Event</p> <p>4/09 2 hours: SCOC meeting</p> <p>4/10 2 hours: Presented the body of MSG with IVC pay proposal and discussed</p>
Victor Garcia-Zepeda	SCOC Rep	Max Hufft	<p>4/11 2 hours: Sent out the sign up sheet for Porter Kresge event to MSG members and answered email questions that they had about it</p>

Diana Vega	SUA Internal Affairs Outreach Coordinator	Max Hufft	<p>3.31.14 (2.5hrs): Drafting/responding to emails for Edge of Eden radio sponsorship.</p> <p>4.1.14 (1hr): Meeting with KZSC for Edge of Eden sponsorship.</p> <p>4.2.14 (2hrs): IVC meeting and UCSC's Got Talent planning.</p> <p>4.10.14 (1hr): IVC Meeting for Edge of Eden.</p> <p>4.1.14 (1hr): Printed/posted flyers for Spring Fiesta.</p> <p>4.2.14 (1hr): SCOC meeting for last minute Spring Fiesta updates.</p> <p>4.4.14 (3hrs): Picking up orders/Costco shopping for event.</p> <p>4.5.14 (5hrs): Spring Fiesta</p>
Diana Vega	SCOC Stevenson Representative	Max Hufft	<p>4.9.14 (1hr): SCOC meeting for last minute Porter-Kresge Carnival updates.</p> <p>4.10.14 (1hr): Report back to Stevenson Student Council.</p> <p>3/30 2hrs SCOC carnival planning</p> <p>4/2 1hrs SCOC meeting</p> <p>4/3 3hrs Parliament meeting</p> <p>4/4 2 hrs SCOC carnival work</p> <p>4/9 2hrs SCOC meeting</p>
Jansen Luu	SCOC Kresge Representative	Max	<p>4/10 2.5 hrs Parliament meeting</p> <p>3/31: 4 Hours picking up Holi Supplies</p> <p>4/1: 2 Hours picking up Holi T-shirts</p> <p>4/2: 2 Hours meeting with the Commissioner of Diversity and 2 Hours Working on Holi</p> <p>4/3: 4 Hours prepping for Holi and picking up supplies from Costco</p> <p>4/4: 5 Hours working the Holi event</p>
Israel Molina	Chief of Staff to the Commissioner of Diversity	Charlsie Chang	<p>4/06: 2 Hour meeting to coordinate with CoD 2 Hours responding to emails</p> <p>4/07: 3 Hour Strategic meeting with the ethnic resource center advisory meeting</p> <p>4/08: 1 Hour working on coordinating with QSU and 1 Hour delegating responsibilities with Interns</p> <p>4/09: 2 Hour meeting coordinating with CoD, 2 Hours working with QSU</p> <p>4/10: 2 Hours working with Resource center director, 1 Hour coordinating with interns</p> <p>4/11: 1 Hour setting up CoD calendar 2 Hours working with CoD on future events</p>

			<p>UCSA Student Lobby Conference - 8 Hrs total: For three days. At this Conference, I networked with students from the 10 UC's, including graduate students. I asked them about their resource centers and found out, for instance, that UC San Diego does not have an Asian and Pacific Islander resource center. Additionally, I became educated on SCA5 and learned about both sides of the debate .</p> <p>Resource Center Events - 2 Hours Total: These hours are for researching, compiling and emailing out the Resource Center events for both weeks.</p> <p>Compassion Charter - 2 Hours: I am continuing to work with the students creating a charter for compassion. These hours include reviewing the charter, and meeting with the group hoping to get this passed by the end of the academic year.</p> <p>Meeting with Carolyn Dunn - 1 Hour: At this meeting we discussed the Student Resource Center Advisory Council, history of said council, planned out ways that we can further improve on the council and other projects to help the resource centers.</p> <p>Resource Center Archival Project - 1.5 Hours One of the projects discussed at the meeting with Carolyn Dunn was archiving the resource centers history. For this week, I spent time drafting out a list of questions to ask the resource centers when I meet with them.</p>
Charlotte Achen	Resource Center Coordinator	Charlsie Chang	<p>Emails - 3.5 Hours Total These hours are for checking and responding to emails approximately for 15 minutes a day for the past two weeks.</p>
Sara Campbell	Outreach Organizer Intern	Charlsie Chang	<p>1-2 I waited for Rashad Monday 4/7 UCSC's Got Talent 5-7 I did make up/hair for Rashad Monday 4/7 "UGT" 1 hour weekly intern meeting Tuesday 4/8 I've accumulated a little less than an hour over the rest of the week since trying to book a venue for UCSC's Got Talent</p>
Alexis Bartels	Crown Rep	Max	<p>3/30 -2h - reporting SCOC activities to crown college senate 4/2 - 1h - weekly SCOC meeting 4/5 - 5h - helping with the spring fiesta 4/7 - 2h - reporting SCOC activities to crown college senate 4/9 - 1.5h - weekly SCOC meeting 4/11 - 1h - posting for porter/kresge event</p>

Tem Velasquez Ysmael	SUA Recording Clerk	Shaz Umer	<p>3/30: Took minutes for previous Chair Advisory meeting (1.00) 4/1: Took minutes for SUA Meeting 4/1 (1.00) 4/2: Finished and sent minutes for SUA Meeting 4/1 (1.00) 4/8: Took minutes for SUA Meeting 4/8 (2.25) 4/9: Took minutes for SUA Budget Discussion Round 1 (3.75) 4/10: Finished and sent minutes for SUA Meeting 4/8 (2.00)</p> <p>Total: 11 hours</p>
Archavanich Kawmongkolsi	SUA Treasurer	Shaz Umer	<p>Week 1: Editing the Expense report, redacting names, meetings, research budget, pay report. 10 hours Week 2: meetings: SUA, Ad Hoc budget, w/ Lucy, w/ Shaz, research budget, time sheet pay report, CF budget 15 hours.</p>
Sophie Seiberth	IVC Outreach Coordinator Intern	Max Hufft	<p>4/02 1 hour: IVC Staff meeting 4/03 2 hours: Flyering around Stevenson and in class for EoE 4/10 2 hours: Concert Progress Meeting and flyering for EoE 4/2 - SCOC Meeting 4/3 - Cowell Senate 4/5 - Cowell SCOC Event at the Cowell Courtyard 4/6 - Sent emails thanking the vendors 4/7 - Took down flyers and posters 4/9 - SCOC Meeting 4/10 - Cowell Senate</p>
Alex McCutcheon	SCOC Cowell Rep	Max Hufft	<p>4/11 - Met with sister college rep to debrief from event</p>
Adeela Sohail	IVC EA	Shaz	<p>03/17 - one hour music festival meeting 12 - 1 03/ 17 - one hour IVC staff meeting 5 -6 04/10 - half hour meeting with shaz/max 2:30 - 3:30 04/10 - 1.5 hours EE mtg with Jose</p>
Mary England	Library Liaison	Vanessa Esteli Morales	<p>Check-in with CAA- 1 hour 4/8/14 Talked about creating flyers for library referenda and the beginning of campaigning. Discussed what we will talk about in our meeting with library administration. Went over campaigning procedures.</p>

			<p>sun. 3/30 mon. 3/31 tues. 4/1 wed. 4/2 thurs. 4/3 scheduling, emails, updates for admins (1 hr) fri. 4/4 office hours (2 hrs) sat. 4/5 SLC sun. 4/6 SLC mon. 4/7 tues. 4/8 sua meeting (2 hrs), meeting with Tyler (1 hr), SUA space set-up with brenda and michelle (1 hr) wed. 4/9 scheduling, emails and updates to admins (2 hrs) thurs. 4/10 intern meeting, recharge form to purchase items at bookstore, meeting with printing at tshirts at the bookstore (2 hrs), admin assistant check-in (1 hr) fri. 4/11 sat. 4/12 Resource Fair tabling 10am-3 pm (5 hrs)</p>
Yasameen Majid	Deputy Chief of Staff to the Chair	Shaz Umer	<p>TOTAL: 17 hours 3/31: 2.25 Responding to emails from EA's/AA 4/1: 2 Meeting with Chair/ meeting with EA 4/2: 2 Editing Election Packet with new dates/figuring out elections packets with AAs to keep them confidential/explaining responsibilities of the AAs with the information 4/3: 1.75 Meeting about AAs/figuring out new responsibilities/working with D Chief to figure out best way to schedule them/confirm hours they work 4/4: 2.75 coordinating new website information with EA/ begin work with bylaws/zip up hoodie plans for SUA</p>
Kelly Herron	Chief of Staff to the Chair	Shaz Umer	<p>3/30 - Volunteer Coordinating 3/31 - Volunteer Coordinating 4/2 - Staff Meeting</p>
Jewel Gasca	IVC Outreach Coordinator	Max Huft	<p>4/9 - Merchandise/Volunteer coordinating 4/10 - Volunteer/Merchandise Coordinating</p>

			MARCH 30 - APRIL 12 HOURS: total 5
			03/31/14 Hire packet for Jessica Ly: 3 hours Worked on reviewing the applications of others who applied to the CLASS Coordinator position and ranked them. There were about 70 applications.
			04/04/14 1 Office Hour I had a discussion with a student about the CoAA Office and what it is like to be an intern, the SUA meetings, and the essential roles of the college representatives during the SUA meetings
Johanna Guerra	Chief of Staff for CoAA	Vanessa Esteli	04/08/14 Strategic Planning Meeting; 1 Hour I learned about the voting process of the SUA and how exactly is it we can advertise the referendum, along with the dates that follow up with this. Flyers should be created to spread the word around campus along with announcing it in classrooms if possible.
			4/1/14 1 hour- Attended SUA meeting and took notes on upcoming events such as Drowning in Debt and SCOC Stevenson Fiesta. The CLASS Survey needs more participation
			4/3/14 .5 hour- Spoke with the Chair on what duties would be expected as an EA and went over any question about the position
			4/8/14 2 hours- Attended CoAA staff meeting and went over election procedures as well as what will be discussed in the upcoming meeting with the library. Sent emails to Lucy Rojas to discuss rehiring the Chief of Staff under non-work study. Attended SUA meeting and took notes on new elections outreach as well as CALPIRG's pitch to update their contract.
Emilia Cline Arellano	CoAA EA	Vanessa Esteli	4/9/14 3.5 hours- Attended the first round of budget meeting, needed to cut around 80k for the next school year and ended up cutting around 30k. The cuts that were made may be ok for the next school year. Met with the Chair for payroll training.
			3/3 4 - Worked on front end of website
			3/4 4 - Worked on front end of website
			3/5 4 - Worked on front end of website
			3/6 3 - Worked on front end of website
			3/7 4 - Worked on front end of website
			3/10 4 - Worked on front end of website
			3/11 4 - Worked on front end of website
			3/12 3 - Worked on front end of website
			3/13 4 - Worked on front end of website
Glenn Dayton	Web Intern	Harman	3/14 4 - Worked on front end of website

			2/17 5 - Holiday
			2/18 4 - Worked on front end of website
			2/19 4 - Worked on front end of website
			2/20 4 - Worked on front end of website
			2/21 4 - Worked on front end of website
			2/24 4 - Worked on front end of website
			2/25 4 - Worked on front end of website
			2/26 4 - Worked on front end of website
			2/27 3 - Worked on front end of website
Glenn Dayton	Web Intern	Harman	2/28 2 - Worked on front end of website
			2/3 4 - Worked on front end of website
			2/4 4 - Worked on front end of website
			2/5 4 - Worked on front end of website
			2/6 4 - Worked on front end of website
			2/7 3 - Worked on front end of website
			2/10 4 - Worked on front end of website
			2/11 4 - Worked on front end of website
			2/12 4 - Worked on front end of website
			2/13 4 - Worked on front end of website
Glenn Dayton	Web Intern	Harman	2/14 3 - Worked on front end of website
			3/31 4 - Worked on merging backend with frontend
			4/1 4 - Worked on merging backend with frontend
			4/2 3 - Worked on merging backend with frontend
			4/3 4 - Worked on merging backend with frontend
			4/4 4 - Worked on merging backend with frontend
			4/7 4 - Worked on merging backend with frontend
			4/8 4 - Worked on merging backend with frontend
			4/9 3 - Worked on merging backend with frontend
Glenn Dayton	Web Intern	Harman	4/10 4 - Worked on merging backend with frontend
			4/11 4 - Worked on merging backend with frontend
			Monday 3/31 was in the office for 2.5 hours
			Saturday 4/5 was in the office for 3 hours
			Sunday 4/6 was in the office for 3 hours
			Tuesday 4/8 was setting up for SUA meeting for 1 hour
			Wednesday 4/9 was in the office for 6 hours
Brenda Salazar	SUA Administrative Assistant	shaz	Thursday 4/10 was in the office for 3 hours
			Saturday was in the office for 6 hours.

Kalie Snyder	Administrative Assistant	Shaz Umer	3/31 5 hours: Worked as admin in SUA office. Maintained office and answered questions when necessary
Dhananjai Shastri	Administrative Assistant	shaz	4/4 5 hours: Worked as admin in SUA office. Maintained office and answered questions when necessary 4/7 2.5 hours: Worked as admin in SUA office. Maintained office and answered questions when necessary 4/8 2.5 hours: Worked as admin in SUA office. Maintained office and answered questions when necessary 4/11 7.5 hours: Worked as admin in SUA office. Maintained office and answered questions when necessary
Michelle San	Administrative Assistant	shaz	Staffed the SUA office, received and handled election packets for potential candidates, restocked toner in the printer, printed put driver insurance waivers for SUA Chair Shaz Umer, compressed SUA 2014 Budget for upload.
Michelle Hernandez	SUA Administrative Assistant	shaz	For each date except 4/8, I was at the SUA office at the Administrative Assistant desk, making sure the office was open for students to turn in election packets and interns to could come in to get work done. On 4/8 I helped set-up the SUA meeting space above the 9/10 dining hall. It last an hour because there was an event happening and we had to communicate with the staff that the space had been reserved for the SUA meeting, we had to wait for them to cleanup, and then we setup the room for the meeting.
Every day: Maintained the SUA Office open, clean and in full fuctionality. Greeted staff and incoming students that wanted to know more about SUA. 4/7: Accepted Elections packets for 2014 elections.			
Tyler Ajdini	Admin Assistant	Max Huft	3/30: (3 hours) Attended to the office. 4/1: (3.5 hours) Attended to the office & set up for SUA with Kelly. 4/4: (4.5 hours) Attended to the office.

Chris Sherman	SUA/IVC outreach coordinator	Max Hufft	SUN 4/13, 2 hours: I managed the social media pages for the concert. Updated information regarding ticketing, and posted new content.
			MON 4/14, 1 Hour: flyer all campus bus stops
			TUE 4/15, 1 Hour: email diane, jose, and our reps from ticketfly regarding the shipping of our ticket scanners and on-site box office capabilities
			WED 4/16, 1 Hour: On campus flyering, mchenry, stevenson, cowell, media theatre, science hill areas.
			THU 4/17, 2 hours: email & phone call jose about advertising our event on the ticketfly website. Set up the appropriate social media to fit ticketflys requirements.
			MON 4/21, 1 Hour: manage the ticketfly account, update the purchase page and email sent to all ticketbuyers
			TUE 4/22, 1 Hour: Flyer campus bus stops
			WED 4/23, 4 Hours: meet with Jose and his Sage Prod staff to do a site walk, make photo copies for Jose before the big EOE meeting at police station, big meeting at police station.
			THU 4/24, 1 Hour: Social media information update
			FRI 4/25, 1 Hour: Social media information update, shoot pictures and videos for upcoming posts
Brenda Salazar	SUA Assistant Admin	Shaz Umer	I was at the SUA office Sunday 13th for 6 hours.
			I was at the SUA office Monday 14th for 4 hours.
			I was at the SUA office Wednesday 16th for 4 hours.
			I was at the SUA office Tuesday 22nd for 2.5 hours.
			I was at the SUA office Wednesday 23rd for 4 hours.
Brian Lam	College Ten SCOC Representative	Max Hufft	4/15/14 - 1 hour event work
			4/16/14 - 1 hour SCOC meeting
			4/17/14 - 1 hour senate meeting
			4/23/14 - 1 hour SCOC meeting
			4/24/14 - 2.25 hours SCOC work and senate meeting

Tem Velasquez Ysmael	SUA Recording Clerk	Shaz Umer	<p>4/15: Took minutes for SUA meeting+Budget Advisory meeting. (3.5)</p> <p>4/16: Took minutes for SOFA meeting. (1.5)</p> <p>4/17: Worked on SUA and SOFA minutes then sent them out. (5)</p> <p>4/21: Took minutes for Budget Advisory meeting. (1.5)</p> <p>4/22: Took minutes for SUA meeting. (2.25)</p> <p>4/23: Worked on Budget Advisory Minutes (1)</p> <p>4/24: Worked on SUA minutes then sent them out. (2.25)</p>
		Max Hufft	<p>4/13 3 hours: Wrote artist bios for the festival website</p> <p>4/14 1 hour: Typed up parking notices for festival weekend</p> <p>4/17 1 hour: IVC office meeting with Jose</p> <p>4/20 1 hour: Got vinyl records for festival</p> <p>4/24 2 hours: IVC office meeting with Jose, then put flyers up for festival and UCSC's got talent</p> <p>4/25 1 hour: Worked on vinyl record/logo project, contacted vendor for festival</p>
Valerie Vance	IVC Outreach Coordinator	Max Hufft	<p>May 16th-Concert Meeting with Jose + Worked on some signage (2 hours)</p> <p>May 21st- UCSC Got Talent Worked on Flyers + Calling/Finalizing Venues (1 hour)</p> <p>May 22nd- UCSC Got Talent (Called for stage and lighting invoices + Flyers + Tech with Chris College 9/10) (2 hours)</p> <p>May 23rd-Large Scale Concert Meeting with all Staff + Admin (1.5 hours)</p> <p>May 24th- IVC Concert Meeting Catch up (1 hour)</p> <p>4/13: EOE merchandise coordinating</p> <p>4/14: volunteer coordinating</p> <p>4/16: meeting with Jose</p> <p>4/17: volunteer coordinating</p> <p>4/21: meeting with jose/ volunteer coordinating</p> <p>4/22: coordinating volunteer contact info</p> <p>4/25: volunteer surveys and emails</p>
Jewel Gasca	IVC Outreach Coordinator	Max Huft	<p>sunday 4/13 3.5 hours kresge carnival</p> <p>Wednesday 4/16 1.5 hours SCOC Meeting</p> <p>Thursday 4/17 2.5 hours Kresge Parliament</p> <p>Wednesday 2.5 hours SCOC carnival</p>
Jansen Luu	SCOC Kresge rep	Max	<p>Thursday 2.5 hours Kresge Parliament</p> <p>4/13 6 hours: Helped out all through Porter Kresge Event</p> <p>4/16 2 hours: SCOC meeting IVC pay discussion</p> <p>4/17 1 hour: SCOC report back and IVC pay idea discussion</p> <p>4/21 .50 hours: Emailed and helped out College 10 rep</p>
Victor Garcia- Zepeda	SCOC Rep	Max Hufft	<p>4/23 2 hours: SCOC meeting IVC pay discussed extensively</p> <p>4/24 1 hour: Brought back the IVC pay discussion to Merrill Student gov</p>

Kayla Oh	IVC Chief of Staff	Max Hufft	<p>4/13 2 hours: meeting and coordinating flyer situation with david</p> <p>4/14: 3 hours staff meeting and email coordinating</p> <p>4/15: 1 hour check in with interns</p> <p>4/16: 1 hour check in with jose</p> <p>4/17: 2 hours interview and staff meeting in hahn</p> <p>4/18: 1 hour coordinating with press</p> <p>4/19: 2 hours meeting with jose to get flyers</p> <p>4/20: 1 hours handing out flyers to volunteers</p> <p>4/21: 2 hours checkig flyers aroudn campus</p> <p>4/22: 1 hour staff meeting</p> <p>4/23: 2 hours meeting with all administrators</p> <p>4/24: 1 hour working on projects assigned by jose</p> <p>4/25: 1 hour setting up social media and press for the week</p> <p>4/13 - 6 hours - Kresge / Porter Carnival event (set up, helping with giveaway and food throughout event, clean up). Accidentally put this in on Monday 4/14, sorry!!</p> <p>4/16 - 1 hour - SCOC meeting</p> <p>4/20 - 3 hours - Made flyer for 9/10 Frozen event</p>
Grace Shefcik	SCOC Intern	Max Hufft	<p>4/23 - 1 hour - SCOC meeting</p> <p>4/13 - 6 hrs - Helped with Kresge/Porter Carnival</p> <p>4/16 - 1 hr - SCOC meeting</p> <p>4/19 - 4 hrs - Helped at resource fair for potential incoming first year students</p>
Carolyn Chuong	SCOC Outreach	Max Hufft	<p>4/20 - 2 hrs - Worked with Grace to make college 9/10 college event</p> <p>4/13 - 1 hr - SCOC meeting</p>
Charlotte Achen	Resource Center Coordinator	Charlsie Chang	<p>Meeting with Carolyn Dunn on 4/15 (1 Hour): Myself, Charlsie, Israel and Max met with Carolyn Dunn to discuss the Resource Centers Student Advisory Board and it was decided that there needed to be bylaws written, which I volunteered to do.</p> <p>Drafting the Resource Centers Student Advisory Board Bylaws (3 1/2 hours total): Taking what was discussed at the previously mentioned meeting, I wrote out the draft bylaws and also researched several bylaws examples to ensure that several critical areas were included. I performed this task over the span of the two weeks, doing most of the work the week of 4/13 - 4/19.</p> <p>Intern Meeting on 4/22 (1 Hour): Here we discussed various projects, upcoming events and I was given several assignments.</p> <p>Resource Center Events (1 Hour): This hour for the creation of the Resource Center Events for the week of 4/20 - 4/26.</p> <p>Emails (15 minutes per day, 3 1/2 hours total): These hours are for checking and responding to emails for the entire two weeks.</p>

Mary England	SUA Lbrary Liasion	Vanessa Esteli Morales	Check in with CAA--- 1 hour 4/22/14 Briefed on information from meeting with Greg. Reviewed flyer themes for the library referenda. Discussed next steps in promoting library referenda. Collaboration with Greg Careaga--- 1 hour 4/15/14 Got CAA staff and library staff together to discuss final preparations for the library referenda campaign. Briefed on basics of referenda campaigning and brainstormed additional ways to campaign.
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			2/25/14 (1.5 hours) Complete.
			Reviewed draft of CLASS survey 2/25/14 Complete.
			Established Office hours at Global Village Café: Wednesday 5-7 pm 2/26/14 Complete. Brief Biography for SUA website 2/27/14 Complete.
			Created an excel sheet of CLASS volunteer contact information 2/25/14 Complete.
			Make an announcement about CLASS survey Complete.
			Make banner for SUA website 3 hours Complete.
			Turn in documents for ER "blue card" 2/28/14 15 minutes Complete.
			Weekly Academic Affairs Office Meetings 3/4/14 (2 hours) 4/8/14 (2 hours) 4/15/14 (1 hour) 4/22/14 (2 hours) Ongoing
			Meeting with Anna Re: Analytics on CLASS Survey 4/18/14 (1 hr) Complete.
			Handling Gift Cards from Bay Tree Book store 15 minutes Complete.
Jessica Ly	CLASS Coordinator	Vanessa	
			4/14 - 3h - Reporting SCOC activities to CSS 4/16 - 1.5h - weekly SCOC meeting 4/18 - 2h - clean up from borrowed materials at porter/Kresge event 4/21 - 3h - Reporting SCOC activities to CSS 4/23 - 1.5h - weekly SCOC meeting 4/26 - 1.5h - preparation for 9/10 event
Alexis Bartels	Crown Rep	Max	

Kaysi Wheeler	SCOC Oakes rep	Max	4/14- 2 hours college meeting 4/16- 1 hour scoc meeting 4/23- 1 hour scoc meeting 4/24- 1 hour met with sister college
Diana Vega	SCOC Stevenson Representative	Max Hufft	4.13.14 (4hrs): Worked at Porter/Kresge Carnival. 4.16.14 (1hr): SCOC meeting for event updates. 4.17.14 (1hr): Report back to Stevenson College.
Diana Vega	SUA Internal Affairs Outreach Coordinator	Max Hufft	4.13.14 (4hrs): Tabled for SUA and passed out Edge of Eden flyers at the Spring Spotlight Resource Fair (Sat. 4.12.14). 4.17.14 (1hr): Meeting at arboretum for EoE. 4.24.14 (1hr): IVC staff meeting with production manager. 4.25.14 (1hr): Accumulated; managing Got Talent email, making phone calls for EoE.
Alex McCutcheon	SCOC Cowell Rep	Max Hufft	4/13 - Attended Kresge/Porter Sister college event 4/14 - Helped College 10 rep get supplies at bookstore 4/16 - SCOC Meeting 4/17 - Cowell Senate 4/23 - SCOC Meeting 4/24 - Cowell Senate
David Pickard IV	Director of Student Life	Max Hufft	4/14 .5 hour: Edge of Eden Vendor Communications 4/16 2 hours: UCSC's Got Talent Flyering 4/17 1 hour: Edge of Eden Vendor Communications 4/18 .5 hour: Edge of Eden Vendor Communications 4/22 2 hours: Edge of Eden Flyering 4/23 2 hours: Edge of Eden Stakeholder Meeting 4/24 2 hours: Edge of Eden Vendor Communications
Yasameen Majid	Deputy Chief of Staff to the Chair	Shaz Umer	sun. 4/13 schedules, emails and updates for admins (1 hour) mon. 4/14 tues. 4/15 SUA set up (1 hour) wed. 4/16 Chief of Staff/Deputy Meeting (2 hours) thurs. 4/17 check-in with admins (1 hour), meeting with Michelle San (1 hour) fri. 4/18 office hours (2 hours) sat. 4/19 tabling for resource fair (5 hours) sun. 4/20 schedules, emails and updates for admins (1 hour) mon. 4/21 tues. 4/22 Chief of Staff/Deputy meeting (2 hours), meeting with DJ about schedule changes (1 hour) wed. 4/23 office hours (2 hours) thurs. 4/24 check-in with admins (1 hour) fri. 4/25 sat. 4/26

Kelly Herron	Chief of Staff to the Chair	Shaz Umer	4/13: (1.75) schedules for admins, fill in with execs
			4/14: (.75) check in with execs via email
			4/15:(2.25) SUA setup/ website check in, sua shirts check in
			4/16:(2.5) Chief/Deputy Meeting/ exec emails
			4/17:(3.25) answering emails from execs/admins, answering basic questions about election bylaws, CHP questions
			4/18: (1.50) answering questions about student response to 4/20 email
			4:21: (2.25) updating SUA website with complaint form for elections, answering exec emails, checking admin schedules for holes
			4/22: (3.25) Chief/Deputy Chief Meeting, Setting up Exec for admin shifts
			4/23:(2.25) Catching up on exec questions
			4/24:(1.75) CruzBuy training, setting up training for execs,
Sara Campbell	Outreach Organizer Intern	Charlsie Chang	4/25:(1.75) office hours
			4/26:(0.75) checking in with approving pay google doc
Sarah Loyd	SUA Executive Assistant	Charlsie Chang	Half an our meeting with Charlsie around 4:30pm on wednesday Hour long orientation for Sophia Garcia Robles Powwow from 8:30-9:30 pm on Thursday Half hour putting up flyers and contacting "big 6" about restructuring the resource center advisory council 6 hours volunteering at Sophia Robles Powwow from 11-5 pm
Israel Molina	Chief of Staff to the Commissioner of Diversity	Charlsie Chang	Met with Shaz for training on payroll, Cruzbuy, and other executive assistant duties.
			4/14: 2 Hours: Coordinating with the Commissioner of Diversity on presenting at SUA and coming up programs
			4/15: 1 Hour: Delegating tasks to interns, 2 Hours: contacting orgs, 1 Hour: Working on Edge of Eden
			4/16: 3 Hours: meeting and working on Edge of Eden, 1 Hour: Setting up CoD calendar
			4/17: 3 Hours: Working on Resource Center Advisory Council restructure, 1 Hour Coordinating with other Officers
			4/18: 2 Hours working on Edge of Eden spots, 2 Hours evaluating Holi
			4/21: 2 Hours: Coordinating with CoD for the week, 2 Hours working on UCSC's got talent
			4/22: 1 Hour: delegating tasks to interns, 2 Hours: Developing iClicker, 1 Hour: Emailing for Edge of Eden
			4/23: 3 Hours: Working with CoD to restructure Resource Center Advisory Council 1 Hour: Scheduling CoD calendar
			4/24: 1 Hour: Working on Edge of Eden, 2 Hours: working on UCSC got talent
Michelle Hernandez	Admin Assistant	Shaz Umer	4/25: 1 Hour: Coordinating on edge of Eden, 1 Hour: Coordinating for UCSC's talent and readying the auditions
			Was in the Office on Monday, Wednesday, and Friday for the week of 4/13. Was in the Office on Monday, Thursday, and Friday for the week of 4/20
Adeela sohail	Executive assistant IVC	Max	04/16 - 1 hr SCOC mtg
			04/17 - 2 hours admin at SUA office
			- 1 hr costco getting prices for drinks at EofE
			04/21 - .5 hr timesheet reminders
			04/24 - 1 hr EofE mtg

Emilia Cline Arellano	CoAA EA	Vanessa Esteli Morales	<p>4/13/14 0.5-Checked and approved CoAA staff hours, sent the appropriate emails to the Chair as well as the CoAA of approved hours.</p> <p>4/15/14 2.0- Attended SUA meeting and discussed new bus routes as well as learned about the UC president Napolitano.</p> <p>4/21/14 0.25- Sent email reminders to CoAA staff on upcoming payroll deadlines.</p> <p>4/22/14 2.50- CoAA staff meeting, discussed upcoming elections campaign strategy. Assigned the tasks of creating a facebook banner as well as restock blue books.Attended SUA meeting and discussed SOFA proposition for club/org requests. Presentation on EAP</p> <p>4/24/14 2.0- Began working on facebook banner for the CoAA election, learned how to use photoshop.</p> <p>2/25/14 4.25- Finished facebook banner and sent more reminders on payroll deadlines.</p>
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