SUA Officer Monthly Work Plan & Report (One Work Plan per Pay Period click link to see example) ~ Scroll down to see each month

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Month: July 2013				
Full Name: Vanessa Estelí Morales				
Position: Commissioner of Academic Affairs				
Today's Date: 31 July 2013				
Pay Period Dates: 21 July - 3 Aug 2013	Dates Link:	https://docs.google.com/spreadsheet/ccc?key=0 Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/ccc?key=0 Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWHqwfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWHqwfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWhqwfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWhqwfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/cccc.key=0 Ai4wWhqwfBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharingstranspreadsheet/ccccc.key=0 Ai4wWhqwfBG4dDkxqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq		
JOB DESCRIPTION: a. Establishes and maintains of	ommunication	with the UCSC and system wide Academic Senate and all undergraduate aca		
Position Name: Powers, Duties and Responsibilities:				
SUA Officer Monthly Work Plan				
(One Mork Dier	nor Doy I	Pariod\ Carall days to continue		

(One Work Plan per Pay Period) ~ Scroll down to continue

Tasks with Specific Examples (Only 1 task per row)	Progress Dates/Timeline (e.g. range of dates)	Tentative Completion Deadline (e.g. 1 date)
(e.g. Attend Summer Orientation)	(e.g.July 23 - Aug. 1, 2013)	(e.g. 8/1/2013)
Orientation	July 23 - August 2, 2013	8/2/2013
Special elections	July 22 - Dec 1, 2013	12/1/2013
Class & Lecture Availability Student Survey	July 30 - May 2014	5/31/2014
Library referanda	July 30 - December 1, 2013	12/1/2013
UCSA Congress	July 24 - August 12, 2013	7/12/2013
Interns	July 22 - September 30, 2013	8/30/2013

SUA Officer TimeLog (One TimeLog per Month) ~ Scroll down to view each month

Click Here to see an example:

https://docs.google.com/file/d/0By4wWHqvfBG4OGg0b0Y4YWJyQkU/edit?usp=sharing [To insert new rows, Click "Insert" in the g'doc tool bar. Then press "Insert Row Above/Below"]

Month: July 2013 Full Name: Vanessa Estelí Morales Position: Commissioner of Academic Affairs Today's Date: 31 July 2013

Pay Peiod Key Dates:

Pay Period:	Pay Period:21 July - 3 August 2013 https://docs.google.com/spreadsheet/ccc?key=0Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSINOMGNaOUV				
Date	Location: Time In - Time Out	Report/Description of what you worked on (Per audit requirements, include completed tasks, project updates, meeting/events/conferences you attended, etc)	Total Time (Hours) 15=.25 30=.5 45=.75		
Example:	SUA Office: 7-8:15am	Attended New Hire Orientation at the SUA Office			
7/23/2013	Kerr 159: 8:30-11:30a; Hahn Conference room: 12-2p; SUA office: 2-6p; Quarry Plaza: 6-8:30p	WCMS training: learned how to set up and add content to the new SUA website, did some testing and went through the training course. Meeting with Alma: talked about potential changes in SOAR organisation and structure in order to better serve student organisations, the potential concert for spring quarter, discussed with Alma the potential interest of her being the advisor for SUA, officer training dates and events, how could we incorporate a referenda to extend library hours, listed out the overall goals for the officers present. Cleaned up desk: there were a lot of papers and information that I need to review at a future date. Orientation/Slug Night & prep: gathered, organised and prepared the snacks, goodies and information to distribute then went to the slug night and talked to students about what the SUA is as the central student government and how my office helps them connect directly with campus administrators, also talked about other offices and how they could get involved, be it in stiudent governments, interest- and identity-based organisations or general campus life.	12		
7/24/2013	College 8: 8-10:30a; SUA office: 10:30- 11:30a, 2-6p; College 8: 11:30a-2p; Quarry Plaza: 6-8:30p	Morning welcome at orientation: talked to incoming students about what they could expect from the day and a little about what I do and what the SUA can do for them. Continued cleaning and organising paperwork; looked over the academic senate committees and members fior the coming year and browsed through the history of it and the the Academic senate of the UC. Contacted Lucy & Max about setting up a meeting to discuss a special election to bring up the Constitutional Amendment & Library hour extension. Orientation Resource Fair: gathered, organised and prepared the snacks, goodies and information to distribute then went to the slug night and talked to students about what the SUA is as the central student government and how my office helps them connect directly with campus administrators, also talked about other offices and how they could get involved, be it in stiudent governments, interest- and identity-based organisations or general campus life. Organisation and planning for interns, student academic senate, academic senate, Class & Lecture Availability Student Survey, and special elections: continued reviewing and going over academic senate information.	14		

7/25/2013	McHenry: 12-2; SUA office: 2-6; Quarry	Emailed Anna Sher about CLASS options. Officer meeting	9
	plaza: 6-9	with check-ins, retreat options, outreach ideas, conference selection committee structure, officer policies, where/when the SUA meetings will be, Intern options, and what projects offices are working on. Organised all my notes using evernote software and downloading relevant software for office productivity and general office cleaning and emails and more extensive organisation of interns and what the job duties will be, need to collaborate with Jess & Shaz about the actuality of the work. Orientation Resource Fair/Slug Night & prep: gathered, organised and prepared the snacks, goodies and information to distribute then went to the slug night and talked to students about what the SUA is as the central student government and how my office helps them connect directly with campus administrators, also talked about other offices and how they could get involved, be it in stiudent governments, interest- and identity-based organisations or general campus life.	
	College 8: 8-10:30a; SUA office: 2-6p; College 8: 11:30a-2p; Quarry Plaza: 6- 8:30p	Morning welcome at transfer orientation: talked to incoming students about what they could expect from the day and a little about what I do and what the SUA can do for them. Transfer Resource Fair/ Frosh Slug Night & prep: gathered, organised and prepared the snacks, goodies and information to distribute then went to the slug night and talked to students about what the SUA is as the central student government and how my office helps them connect directly with campus administrators, also talked about other offices and how they could get involved, be it in stiudent governments, interest- and identity-based organisations or general campus life. Initiated contact with Academic Affairs officers at outer UCs, contacted Tere about building & key orientation, spoke with Tony about UCSA delegation groupings and housing and began preparing them, spoke to LaTrice about getting in the 204 system.	11.5
	College 8: 8-10:30a; SUA office: 10:30- 11:30a, 2-3p; College 8: 11:30a-2p	Resource Fair & prep: gathered, organised and prepared the snacks, goodies and information to distribute then went to the slug night and talked to students about what the SUA is as the central student government and how my office helps them connect directly with campus administrators, also talked about other offices and how they could get involved, be it in stiudent governments, interest- and identity-based organisations or general campus life. UCSA delegation organising and suggestions for Tony.	7
7/29/2013	College 8: 12-2p; SUA office: 2-5p	Orientation Resource Fair: gathered, organised and prepared the snacks, goodies and information to distribute then went to the slug night and talked to students about what the SUA is as the central student government and how my office helps them connect directly with campus administrators, also talked about other offices and how they could get involved, be it in stiudent governments, interest- and identity-based organisations or general campus life. Created an alternative budget view with the same numbers, found discreptancies in the totals; need to contact Shaz & Kari about next steps to figure out solutions.	5
7/30/2013	SUA office: 9:30-10a; Hahn: 10-11:30a; Officer Lunch: 11:30a-1p	Building orientation with Tere. Office work and meeting with Lucy about the possibility of a special election and creating a possible timeline for it. Officer lunch	4.5

7/31/2013 College 8: 8-10:30a; SUA office: 10:30- Morning welcome at orientation: talked to incoming students	12
11:30a, 2-6p; College 8: 11:30a-2p; Quarry about what they could expect from the day and a little about	
Plaza: 6-8:30p what I do and what the SUA can do for them & clean up.	
Orientation Resource Fair/ Slug Night & prep: gathered,	
organised and prepared the snacks, goodies and information	
to distribute then went to the slug night and talked to students	
about what the SUA is as the central student government and	
how my office helps them connect directly with campus	
administrators, also talked about other offices and how they	
could get involved, be it in stiudent governments, interest- and	
identity-based organisations or general campus life. Pay docs	
& figuring out tax & retirement & support for students and	
setting up intern postitions.	
	75