

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 Esteli Morales

Position: Commissioner of Academic Affairs

Today's Date: 31 July 2013

Pay Period: 21 July - 3 August 2013

Pay Period Key Dates:

<https://docs.google.com/spreadsheet/ccc?key=0Ai4wWHqvFBG4dDkxVlpyZDcyc3BUSINOMGNauUV>

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 student 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 for 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 student 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 plaza: 6-9	Emailed Anna Sher about CLASS options. Officer meeting 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 student governments, interest- and identity-based organisations or general campus life.	9
7/26/2013	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 student 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
7/27/2013	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 student 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 student governments, interest- and identity-based organisations or general campus life. Created an alternative budget view with the same numbers, found discrepencies 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: 10:30-11:30a, 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 & 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 student governments, interest- and identity-based organisations or general campus life. Pay docs & figuring out tax & retirement & support for students and setting up intern positions.	12
			75