



Student Union Assembly (SUA),
Office of the Commissioner of Academic Affairs

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

19 November 2013

As Chief of Staff for the office of the Commissioner of Academic Affairs of the Student Union Assembly, I present my quarterly report and evaluating for the Fall 2013 to the Assembly. I will outline all of my events, logistical planning, activities, and constructive criticism with areas of improvement in hopes of providing detailed account in this quarterly report.

Goals and projected timeline for the Fall 2013 Quarter.

Goals	Proposed Timeline	Actual Timeline/Progress
SUA Meetings	On-going	Tuesday nights at 8pm
Hiring Library Liaison	November 3, 2013	Hired
Staff meetings	On-going	Tuesday nights
Library Referendum	November 7, 2013	Discussed the library referendum with most of the colleges during their senate meetings. One college voted it down and another was not yet informed of it.
Office hours	On-going	Proposed times: Fridays 3pm-4pm
Hiring Committee: 1. Academic Senate Student Rep. 2. Class Coordinator Rep.	In progress	In progress, not yet fully constructed committees to hire new interns.
Drafting email to College Senates	November 16, 2013	Reached out to the college senates to acquire information about the Student Academic Senate for each college.



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Completed projects, campaigns, events or activities:

- My very first task was to begin to attend the weekly Student Union Assembly meetings.
- Being part of the hiring committee for the library liaison consisted of looking over applications and resumes. While reviewing the applications I looked for a student who had more experience with library and was going to be able to understand the needs of the students who were going to be benefiting from this possible Library Referendum. Intern Nichole England was successfully hired.
- Staff meetings consisted of Commissioner Morales, Library Liaison England, and myself. We discussed web updates that needed to be made, the intern quarterly, for this instance, reports, possible ideas, and hiring two more interns; Academic Senate Representative and Class Coordinator Representative.
- Presenting the Library Referendum to the college senate meetings consisted of language that would be presented in the ballot. CoAA Morales Library Liaison England, and myself spoke to a couple college senates along with the graduate students. The drafter document included the reasons why library hours should be expanded, how much the cost would be, and how long it would be a fee, along with several other key factors CoAA Morales informed us of.
- Office hours have been slow but productive none the less, CoAA Morales updated my contact information but no one has contacted me.

Total Number of Hours Worked: 21

Fall 2013 Quarter Review and Areas of Improvement:

- I will try to get more involved in student committees and sign up during this next quarter.

I provide this summarized fall 2013 report, if any questions or concerns should arise please feel free to contact me at jguerra2@ucsc.edu

Thank you for your time,
Johanna Guerra
Chief of Staff
Office of the Commissioner of Academic Affairs
Student Union Assembly