

## SUA Officer Monthly Work Plan & Report

(One Work Plan per Pay Period click link to see example) ~ Scroll down to see each month

<https://docs.google.com/file/d/0By4wWHqvfBG4aDdsVXY4Z2gwa2s/edit?usp=sharing>

<b>Month: July 2013</b>			
<b>Full Name: Charlsie Chang</b>			
<b>Position: Commissioner of Diversity</b>			
<b>Today's Date: 7/31/2013</b>			
<b>Pay Period Dates: 7/21/2013-8/3/2013</b>	PayPeriod Dates Link:	<a href="https://docs.google.com/spreadsheets/cc?key=0Ai4wWHqvfBG4dDkxVlpvZDcyc3BUSINOMGNauOUVKbHc&amp;usp=sharing">https://docs.google.com/spreadsheets/cc?key=0Ai4wWHqvfBG4dDkxVlpvZDcyc3BUSINOMGNauOUVKbHc&amp;usp=sharing</a>	
<b>JOB DESCRIPTION:</b>			

## SUA Officer Monthly Report

(One Report per Pay Period)

Position Name: Powers, Duties and Responsibilities: Maintains communication with resource centers, resource center directors, student organizations, Ethnic Student Organization Council (ESOC), Disability Resource Center (DRC), STARS, Educational Opportunity Program (EOP), and the retention and outreach student organizations.

- b. Chairs the Diversity Commission.
- c. Helps coordinate all programming that deal with issues of diversity.
- d. Maintains communication between the SUA, campus units, and administrators that deal with issues of diversity, which include, but are not limited to, Hate/Bias and Title IX.
- e. Track diversity statistics with regard to enrollment, retention, dropout rates and academic standing.
- f. Attend weekly officer meeting(s) to ensure communication and collaboration.
- g. Required to hold weekly office hours at the SUA office.
- h. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement
- i. Carryout any other duties as forth in this constitution, the bylaws, and/or assigned by the Assembly and/or Chair.
- j. Shall maintain a volunteer base composed of the SUA representatives.

## SUA Officer Monthly Work Plan

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

<b>Tasks with Specific Examples (Only 1 task per row)</b>	<b>Progress Dates/Timeline (e.g. range of dates)</b>	<b>Tentative Completion Deadline (e.g. 1 date)</b>
<small>(e.g. Attend Summer Orientation)</small>	<small>(e.g. July 23 - Aug. 1, 2013)</small>	<small>(e.g. 8/1/2013)</small>
Summer Orientation	July 23-August 1, 2013	8/1/2013
Preparing website for student organizations by OPERS Fall Festival	July 17-September 23rd	9/24/2013
Resource Center Orientation	August 5-August 10	9/10/2013
Intergreek Council	July 28-October 11	Late October
Update COD Interns	July 20-July 29	7/29/2013

Tasks/Goals Set at the Beginning of the Month. Include all goals/tasks from the Work Plan. (Only 1 goal per row)	Actual Goals/Tasks Accomplished by the End of the Month	Status: Goals/Tasks Complete, Still in Progress, or Not Complete	Distinct example of what went well	Specific examples of challenges/what needed improvement	Possible Solutions to address what needed improvement
(e.g. Attend Summer Orientation)	(e.g. Attended summer orientation on 7/23, 7/24, 7/25, 7/26, 7/27, 7/28, 7/29, 7/30, 7/31, 8/1). Raised awareness about SUA/SCOC through tabling & presentations. Notified incoming students about volunteer & employment opportunities)	(e.g. Complete)	(e.g. I worked with the Chair, Sayo, & LaTrice to ensure my internships were posted for students to review & apply. We had outreach materials & snacks which attracted students to our table. LaTrice facilitated us receiving our business cards prior to the orientation.)	(e.g. Students seemed bored. We spoke a lot at the students instead of engaging them. No sign up sheet or physical outreach materials.)	(e.g. Have visual aids and find creative ways to make the presentations interactive (video, audio, quizzes, skits, etc). For all future event, bring 1/4 sheets for potential jobs & a sign up sheet. This will increase the applicant pool, help us easily collect contact info, and follow up with students after events.)
<b>See timelog section for the report</b>					
Attend summer orientations for freshmen and transfer students	Attended summer orientation on 7/23, 7/24, 7/25, 7/26, 7/28, 7/29, 8/1. Raised awareness about SUA/SCoC through tabling and presentations about student government and how to get involved. Notified incoming students about volunteer and employment opportunities	Complete	I worked with the IVC, Max, to have the purchase order for the swag for SCoC to go through and have a Costco purchase order so we could purchase snacks for students to come to our table. We also printed a lot of brochures with information about how to get involved.	Some students would only come for the free stuff and weren't entirely engaged.	Some students can't really be convinced to join student government, but I think overall it went really well.
Attend Slug Nights for freshmen and transfer students	Attend all Slug Nights (the nights before freshmen and transfer orientations) where they eat pizza and talk to other people. Raised awareness about SUA/SCoC through tabling and presentations about student government and how to get involved.	Complete	A lot of students actually seem really excited to be getting involved especially because we're out there looking really official, but also having a lot of fun. We have a lot of sign ups each night and we give out a lot of free snacks and swag.	Too much emphasis on the free things.	Maybe we should have different types of ways to get people's attention instead of just incentivizing them with free things.
Resource Center Orientation/Workshops	Because of the budget constraints of the Resource Centers right now after going restructuring, the resource centers along with the Program Directors including Carolyn Dunn want to meet to discuss how to move forward from this point and setting goals for next year.	In Progress	This orientation will be really helpful for coalition building and exploring the different events that will be happening between the resource centers this year and building off what we already have to expand on the limited resources.	None so far.	None so far.

## 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: Charlsie Chang**

**Position: Commissioner of Diversity**

**Today's Date: 7/30/13**

**Pay Period: 7/21/2013-8/3/2013**

Pay Peiod Key Dates:

[https://docs.google.com/spreadsheet/ccc?](https://docs.google.com/spreadsheet/ccc?key=0Ai4wWHqvFBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharing)

[key=0Ai4wWHqvFBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharing](https://docs.google.com/spreadsheet/ccc?key=0Ai4wWHqvFBG4dDkxVlpyZDcyc3BUSINOMGNaOUVKbHc&usp=sharing)

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: 1/1/1978	SUA Office: 7-8:15am	Attended New Hire Orientation at the SUA Office	
7/17/2013	Hahn Student Services 245 11AM-1PM	Met with Lucy Rojas, the assistant dean of students to discuss the possibility of transitioning the student union assembly's website to a ucsc.edu website and have it fall under a WCMS format to have the university ITS support rather than under its current format under wordpress. It would be a pretty smooth transition and help unifomity, professionalism, and overall look of the student government.	2
7/17/2013	Hahn Student Services 245 1PM-2:30PM	We had a meeting about our current projects with the Dean of Students, Alma Sifuentes to discuss our goals for the year as individual officers and officer groups. There are a lot of things we want to focus on such as the library referendum to keep the libraries open 24/5, we have to re-submit the constitutional amendment in a special elections, we want to enhance the functionality of SOAR, outreach more to students across the board, collaborate with the different resource centers, and create the SUA as a safer space for students to voice their opinions.	1.5
7/17/2013	SUA Office 3PM-8PM	Settled in by sorting my belongings and clearing out things for the desk from the previous officer, and filed a lot of documents and put things into storage	5
7/18/2013	SUA Office 9AM-5PM	E-mail transition, clearing out desk, filing documents, begin planning for summer orientation	8
7/19/2013	SUA Office 9AM-5PM	Planning for summer orientation, sorting SCoC swag, buying purchase order food from Costco and bringing it back to the office and making pamphlets with SUA information about the different college governments, how freshmen and older students can get involved, the opportunities we provide, as well as our contact information and different pictures that we hope will outreach to more students.	8
7/19/2013	Costco 5PM-7PM	Because of the Purchase Order submitted by the IVC, Max Hufft, we were able to go out to Costco and purchase snacks which included fruit by the foot, rice krispies, granola chewy bars, fruit snacks, twix, and other incentives for students to want to come to our table during orientation. Although this food would entice them to come to the table, we are excited to see what is to come from it.	2

7/21/2013	SUA Office 9AM-10AM	We moved around the different materials we had for orientation such as the SCoC stress balls, lanyards, pens, and tote bags along with printing SUA brochures that Max made and folding the pamphlets to get them ready to hand out at resource fairs at orientation. The brochures contain a lot of information as well as all our contact information about how you can get involved with our different offices.	1
7/21/2013	SOAR Building 10AM-11AM	Key Orientation: Got my keys to the building and the rules involved, reset my computer password, filed documents.	1
7/21/2013	OPERS 11AM-1PM	Spring Concert meeting: We met with one of the directors of OPERS to discuss the logistics of holding a large-scale concert on OPERS field. He had a lot of great information and people we could reach out to like graduation ceremony and OPERS fall festival. He also described the chaos in the OPERS department right now with all the new hiring, so it would be difficult to set something permanently with them right now, but in the future it could happen. In 1991, there had been a large scale concert on OPERS field, so with enough fundraising and a good steering committee, we could model it after that.	2
7/21/2013	Kresge 321 1PM-2PM	Speaking to Orientation leaders about what to talk about during Orientation about SUA and how we're here to support them.	1
7/22/2013	Kerr Hall 8AM-12PM	WCMS Training for SUA Website Transitioning for how to transfer the website for the student union assembly. org to a ucsc website and all the aspects within WCMS like layout design, how to add images, and how to enhance our website.	4
7/22/2013	Hahn Services 245 12PM-3PM	Working lunch with Alma about the SUA transition: discussed projects like the Spring Concert, SOAR, website training, and different aspects of the library referendum	3
7/22/2013	Quarry Plaza 5:30PM-8:30PM	Slug Night: During Slug Nights, the nights before the students orientation, there's a night of fun with pizza and games and we have a table outside to talk to students that are interested about student government, SUA, SCoC, and how people can get involved. We describe the different aspects of SUA, our internship opportunities, and our different offices.	3
7/24/2013	College 8 7:30AM-5PM	Freshman Orientation: Shaz and Max would give morning speeches about how they got started in SUA and we would stand in the sidelines and eventually at the resource fairs we would talk to students and tell them about how they can get involved with SUA, explaining the different aspects of the student government, the ten college government system, the six officers and different aspects that people can get involved with. We talk about the different internships with offer (about 30) and the different committees you can be appointed to with the students committees on committees.	9.5
7/25/2013	SUA Office 9AM-12PM	Working on website and talking to IGC about meeting about SOAR issues	3
7/25/2013	McHenry 4360 12PM-4PM	SUA Officer meeting: Discussing issues that we're going to be facing and the different projects we've been working on. Reported on USSA Congress, our meetings with Alma, etc.	4

7/25/2013	Quarry Plaza 6:00PM-8:00PM	Slug Night: During Slug Nights, the nights before the students orientation, there's a night of fun with pizza and games and we have a table outside to talk to students that are interested about student government, SUA, SCoC, and how people can get involved. We describe the different aspects of SUA, our internship opportunities, and our different offices.	2
7/26/2013	College 8 Transfer Orientation 8AM-5PM	Transfer Orientation: Shaz and Max would give morning speeches about how they got started in SUA and we would stand in the sidelines and eventually at the resource fairs we would talk to students and tell them about how they can get involved with SUA, explaining the different aspects of the student government, the ten college government system, the six officers and different aspects that people can get involved with. We talk about the different internships with offer (about 30) and the different committees you can be appointed to with the students committees on committees.	9
7/27/2013	Freshman Orientation 11AM-2PM	Freshman Orientation: Shaz and Max would give morning speeches about how they got started in SUA and we would stand in the sidelines and eventually at the resource fairs we would talk to students and tell them about how they can get involved with SUA, explaining the different aspects of the student government, the ten college government system, the six officers and different aspects that people can get involved with. We talk about the different internships with offer (about 30) and the different committees you can be appointed to with the students committees on committees.	3
7/28/2013	Slug Night 5:30PM-8:30PM	Slug Night: During Slug Nights, the nights before the students orientation, there's a night of fun with pizza and games and we have a table outside to talk to students that are interested about student government, SUA, SCoC, and how people can get involved. We describe the different aspects of SUA, our internship opportunities, and our different offices.	3
7/29/2013	Panhellenic Council Meeting McHenry 9:30AM-10:30AM	I met with the Panhellenic Council, one aspect of Greek life and about meeting with SOAR and the current issues going on with the lack of communication between the Intergreek Council and how SUA will move forward from here. Because Panhellenic and InterGreek Council hold a heavy weight in determining how decisions are made in regards to greek life, it is important to continue communication with these governing councils.	1
7/29/2013	Freshman Orientation 11AM-2PM	Freshman Orientation: Shaz and Max would give morning speeches about how they got started in SUA and we would stand in the sidelines and eventually at the resource fairs we would talk to students and tell them about how they can get involved with SUA, explaining the different aspects of the student government, the ten college government system, the six officers and different aspects that people can get involved with. We talk about the different internships with offer (about 30) and the different committees you can be appointed to with the students committees on committees.	3
7/29/2013	SUA Office 2PM-5PM	Working on the SUA website, updating which interns will be available, planning for Student of Color Conference by getting bus quotes and budgeting	3

7/29/2013	Mchenry Expansion Council Meeting with IGC President and Standards 5:30-7:30	Met with the president of IGC and the 5 members of the Expansion Council to discuss SFAC proposals, and where to move forward with SOAR and the issues surrounding it. The SFAC proposal was rejected last year and how to become a representative of the Intergreek Council to establish permanent connections. The InterGreek Council is an important representation of the greek voice because it represents every greek organization on campus and they appreciate the efforts made so far, btu would like more say in decisions made	2
7/30/2013	Officer Luncheon 11AM-2PM	The current officers had a luncheon at Walnut Cafe paid for by the chair, Shaz because we wanted to have one bonding experience before we jumped into the start of the year after we had been working together at orienations. We met to talk about how we're going to be moving forward with this year, student referendums, UCSA, and different ways of collaborating with different student organizations and wanting to get students more involved with the student government.	3
7/30/2013	SUA Office 2PM-6PM	The Organizing Director, Ivan and I are currently working on the budgeting process for the Student of Color Conference which will take place at UCLA from November 15-17. Because we know the date and the location that it will be at UCLA, we are beginning to plan how many people we can budget for by accounting for hotel costs, transportation (getting bus quotes), and registration fees. Currently we are looking at bringing about 100 students and having two busses driving down to UCLA. We are working iwth a \$12,000 budget and hope to fundraise \$3,500 more to accomodate for the more students we want to bring.	4
7/31/2013	SUA Office 9AM-12PM		3
			91