

## 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: Tony Milgram</b>			
<b>Position: SUA EVC</b>			
<b>Today's Date: 7/16/13</b>			
<b>Pay Period Dates: 7/1/13-7/19/13</b>	<b>PayPeriod Dates Link:</b>	<a href="https://docs.google.com/spreadsheet/cc?key=0A4wWHqvfBG4dDkxVlpvZDcyc3BUSINOMGNaOUVKbHc&amp;usp=sharing">https://docs.google.com/spreadsheet/cc?key=0A4wWHqvfBG4dDkxVlpvZDcyc3BUSINOMGNaOUVKbHc&amp;usp=sharing</a>	
<b>JOB DESCRIPTION: External Vice Chair of the Student Union Assembly at the University of California, Santa Cruz</b>			
Position Name: Powers, Duties and Responsibilities:a. Represents the SUA to the University of California Student Association (UCSA).			
b. Represents the SUA to the United States Student Association (USSA).			
c. Helps to coordinate the UCSA and USSA external grassroots organizing campaigns in coordination with the Organizing Director and any other applicable SUA officer, intern, committee, subcommittee, task force, campus organization or campus unit.			
d. Assists the Chair in coordinating advocacy efforts on behalf of student interests, by doing research analysis on university policy system wide and nationally, and coordinating legislative campaigns in the local, state and national level.			
e. Represents the Student Union Assembly to off-campus entities as delegated by the Chair or the Assembly.			
f. Required to hold weekly office hours at the SUA office.			
g. Attend weekly officer meeting(s) to ensure communication and collaboration.			
h. Prepare 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. Appoints the Legislative Liaison for the External Office by the last meeting of the Fall Quarter.			

## SUA Officer Monthly Work Plan

(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)
Attend Officer meetings	7/1/13-7/17/13	Completed
Attend meetings with Dean of Students, Chief of Police and Director of TAPS	7/1/13-7/17/13	Completed
Plan USSA Congress	7/1/13-7/17/13	Completed
Plan UCSA Congress	7/1/13-7/17/13	Completed
Hire interns	7/1/13-8/15/13	8/12/2013

## SUA Officer Monthly Report

(One Report per Pay Period)

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.)
Attend Officer meetings	Attended officer meetings 7/1, 7/2 to talk about fiscal and other logistical issues	Complete	I coordinated with officers to make sure we can all attend this meeting and make it as productive as possible	N/A	N/A

Attend meetings with Dean of Students, Chief of Police and Director of TAPS	Attended meetings with administration to discuss topics such as SOAR restructuring, TAPS and SUA relationship and how the External Affairs office can work with UCPD to create a more safe campus atmosphere	Complete	Attended all meetings and had productive dialogue about topics pertaining to each office of administration	Sometimes, need individual meetings	N/A
Plan USSA Congress	Planned USSA Congress with Ivan and Victor	Complete	Worked with Ivan and through my transition with Victor, planned USSA Congress and oversaw all logistics	Need more time	Put out applications earlier, work with future EVC and make this a joint project
Plan UCSA Congress	Planned UCSA Congress with Ivan and with the help of the selection committee	Complete	Worked with Ivan to make sure UCSA Congress was planned	Selection process could use some work	Put out applications earlier, work with future EVC and make this a joint project
Hire interns	Put out applications on the ER system and waiting for a response	In progress	Still have not completed this. Will be completed after USSA and UCSA Congress	Not enough time to do this in the midst of planning conferences	N/A

## 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: Tony Milgram**

**Position: SUA External Vice Chair**

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

**Pay Period: 7/1/13-7/31/13**

Pay Peiod Key Dates:

[https://docs.google.com/spreadsheet/ccc?](https://docs.google.com/spreadsheet/ccc?key=0Ai4wWHqvFBG4dDkxVlpyZDcyc3BUSINOMGNauOUVKbHc&usp=sharing)

[key=0Ai4wWHqvFBG4dDkxVlpyZDcyc3BUSINOMGNauOUVKbHc&usp=sharing](https://docs.google.com/spreadsheet/ccc?key=0Ai4wWHqvFBG4dDkxVlpyZDcyc3BUSINOMGNauOUVKbHc&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	
7/1/2013	SUA Office 9:30-5:00pm, UCSD Price Center	Officer meeting with Shaz, Ivan, and Max about laying some groundwork down. Cleaned and got set up with the office, went through Google Drive to see what documents I would need to being planning USSA and UCSA Congress. Continued transtion period with Victor and began to discuss what phone calls to delegates would consist of. Day 1 of the UCSA Board retreat had a overview of UCSA and roles and responsibilities of Board Members. Had a 2012-2013 year in the review and higher education ladscape presentation. Took part in a team-building activity for the purpose of UCSA and on a UCSA Alumni Discussion Panel.	15.5
7/2/2013	SUA Office 9:00-5:00pm, UCSD Price Center	Officer meeting with LaTrice to talk about payment system and anything we can do to fix it. Organized USSA Congress applications into a Word document to be easily viewed by the Selection Committee. Continued transtion period with Victor. First selection committee for USSA congress met and discussed applicants and individual scores. All scores were averaged out and top 8 applicants were notified that they were selected. Called UCLA Travel for tentative prices for flights to New Jersey. On Day 2 of the UCSA Board retreat had a 1on1 with LL Amanda Buchanan and took part in a higher education landscape presentation about UCSA coalitions. Had campus breakouts and Undergrad dialouge. Took part in Systemwide Affairs Committee meeting. Had a informative session on undergraduate student issues, and a Mini GROW training with Julian, Amanda and Kareem. Undergraduate breakout about organzing and call to action to Senator Feinstien about loan rates	16
7/3/2013	SUA Office 9:00-5:00pm, UCSD Price Center	Contacted UCLA travel again to obatin flight information and put a reservation down for the flight to New Jersey on 7/19 and coming back to SFO 7/24 . Called Hotel in New Jersey to confirm the booking and canceled one room to have two rooms for Congress. Began writing sponsorship letters for UCSA Congress to Chancellor, EVC, DoS, Government Relations, City Council, City BoD, local legislators and politically orientated organizations. On Day 3 of the UCSA Board Retreat went over Congress Prep and met with Student Regent Cinthia Flores. Had another Systemwide Affairs Committee meeting. First Board meeting with extensive robert rules training.	14

7/4/2013	My house	Spoke with Shaz on the phone about USSA situation and discussed how we would move forward	1
7/5/2013	SUA Office 9:00-5:00pm	USSA delegation was put on hold after a directive by the Chair and consultation with Sayo. Began to formulate a plan on how we would form another committee to review all applicants and still be able to send a delegation to USSA Congress. Had an officer meeting to discuss these logistics and decided to have delegation meeting on Sunday 7/7 to get new delegation. Spoke with USSA president Tiffany and USSA West Coast advisor Chirag about our situation and what they suggested on how we can proceed. Continued to write sponsorship letters to UCSA Congress to aforementioned bodies and organizations.	8
7/7/2013	SUA Office 3:00-4:00, 8:00-10:30pm	Met with selection committee and oversaw the selection process to make sure that it wasn't biased and selected new delegates. Contacted delegates that got in based on the new committee	3.5
7/8/2013	SUA Office 9:00-5:00pm	Contacted new delegation to make sure they can all still go and confirmed their selection. Called UCLA travel to rebook flights for the right people at a different time. Met with Judicial Affairs on the USSA diversity policy and its pertinence to UC and UCSC non-discriminatory policy. Created powerpoint to be presented during trip conference call and doodle poll for when the conference call will be. Continued to outreach for UCSA Congress and coordinated final campus wide email with Lucy Rojas. Continued transition with Victor	7
7/9/2013	SUA Office 9:00-5:00pm	Received flight # from Sayo and called UCLA travel to confirm the flights for all delegates. Received confirmation and printed them out for verification purposes. Confirmed shuttle from airport to hotel booking for the appropriate # of delegates. Created EVC Facebook page and outreached for SUA Facebook page. Continued to outreach for UCSA Congress applications through social media and campus wide emails. Spoke with USSA delegates to make sure they are all good with logistics.	8
7/10/2013	TAPS Office 10-11:45pm, Hahn Student Services 1:00-6:00pm	Meeting with TAPS director, Larry Pageler to discuss Slug Shuttle and relationship between SUA and TAPS and how we can coordinate on some projects. Met with DoS Alma Sifuentes, Lela Vasquez, and Lucy Rojas about SUA budget, SOAR issues, website, emails, election reform	8
7/11/2013	SUA Office 9:00-5:00pm	Reviewed and scored UCSA applications with my established grading scale	8
7/12/2013	SUA Office 9:00-5:00pm	Continued to read and grade UCSA applications and assigned them grades based on pre-established grading scale. Booked rooms for UCSA Congress for 29 delegates. Had a meeting with Alfonso on a VOTE Campaign debrief.	7
7/14/2013	SUA Office 4:00pm-7:00pm	Accumulated scores for UCSA Congress from all officers on the selection committee, averaged the scores out and organized them by ascending order. I then matched the top 40 delegate applications to the names and prepared a presentation for the officers with the delegates and standby delegates that were chosen to attend UCSA Congress as part of the UCSC delegation.	3

7/15/2013	SUA Office 9:00-5:00pm	Continued to talk with USSA delegates to make sure that everything is good to go with travel and went over presentation to be presented to delegates during our conference call. Met with Ivan to discuss when we are going to have delegation meetings at Congress and what students should be on what committee. Had drivers training with Sayo and an interview with a reporter from USA Today College to discuss the appointment of the new UC President	8
7/16/2013	SUA Office 9:00-5:00pm	Filled out the TimeLog and went to go pick up name badges. Had a meeting with Sayo to go over fiscal paperwork and discuss all travel paperwork for conferences with Shaz. Confirmed the UCSA delegates and where they are getting picked up from and whether or not they can drive to Congress.	8
7/17/2013	SUA Office 9:00-5:00pm	Finished filling out the TimeLog, and monthly work plan. Went to a meeting about the SUA website and the migration process. Had the conference call with USSA delegates and went over details before tomorrows departure.	7
7/18/2013			
7/19/2013	Rutgers University, New Brunswick, NJ	Arrive at Hotel and check in, Opening Dinner, Choosing an Issue and Strategy workshop and GPIT meetings. Spoke with other students about writing an AR	8
7/20/2013	Rutgers University, New Brunswick, NJ	Wake up and breakfast delegation meeting with delegates, attend GPIT meeting and 1st workshop about voting rights act and Supreme Court Cases revolving around the voting rights act of 1965. Lunch and USSA officer nominations. Attended Womens Ally Space and People of Color Ally Space. Attended First generation and Students of the Jewish Community Caucus space.	15
7/21/2013	Rutgers University, New Brunswick, NJ	Breakfast and delegation meeting, attended Submission help and submitted AR on expanding the definition of a First Generation and Non-Traditional Student . Attended Workshop session 2 and Workshop session 3. There was a GPIT meeting where we voted for GPIT chair and vice-chair and discussed what AA/AR/PP GPIT will endorse. Attended Caucus meetings to appoint Chair and Vice Chair of both the FG/NT and Students of the Jewish Community. I was elected Vice Chair of the Students of the Jewish Community Caucus.	15
7/22/2013	Heldrich Hotel, New Brunswick, NJ	Plenary to discuss and vote on AR, introduced my AR about definiotn of NT/FG students. Spoke with delegates about what we want to vote on. Also voted for President and VP of USSA. Proposed several ammendments to some AR's and AA's	16
7/23/2013	Heldrich Hotel, New Brunswick, NJ, Rutgers University, New Brunswick, NJ	Overflow plenary to introduce all AA's and propose a few ammendments. Had lunch and workshop about the presence of the race issue in university admissions. Continued plenary and voted on the AA's and PP's. Decided to take on Shared Governance and Student Debt AA's as well as several PP's. Dinner with delegation and went to party.	15
7/24/2013	Rutgers University, New Brunswick, NJ	Board of Directors Meeting and flight home from Newark to SF	9
7/25/2013	McHenry Library	Officer meeting to discuss logistics for the year, officer retreat and new advisor of the SUA. Attended Slug Night to talk to incoming students about the SUA and how they can get involved with SUA or college governments	6

7/26/2013	College 8 Plaza, SUA Office, Recital Hall	Spoke to people at oreination about getting involved, attended resource fair and spoke with parents and students about SUA and oportunites available. Went to Lucy's presenation and was available to answer questions for parents. Worked on UCSA Congress transportaiton logisitcs	7
7/27/2013	College 8 Plaza, SUA Office, Recital Hall	Spoke to people at oreination about getting involved, attended resource fair and spoke with parents and students about SUA and oportunites available. Went to Lucy's presenation and was available to answer questions for parents. Worked on UCSA Congress transportaiton logisitcs	7
7/29/2013	College 8 Plaza	Spoke to people at oreination about getting involved, attended resource fair and spoke with parents and students about SUA and oportunites available. Went to Lucy's presenation and was available to answer questions for parents. Worked on UCSA Congress transportaiton logisitcs	7
7/30/2013	Hahn Student Services, Walnut Cafe, SUA Office	Meeting with Lucy to discuss Fall special elections, team-builder lunch with officers, conference call to de-breif USSA Congress, worked on UCSA transporation logistics	8
7/31/2013	College 8 Plaza, SUA Office, Recital Hall	Spoke to people at oreination about getting involved, attended resource fair and spoke with parents and students about SUA and oportunites available. Went to Lucy's presenation and was available to answer questions for parents. Worked on UCSA Congress hotel logistics	7
			242