



Student Union Assembly (SUA), Office of the Internal Vice Chair

1156 High Street, Santa Cruz, CA 95064  
 Student Union Assembly 2<sup>nd</sup> floor, c/o Soar

April 28<sup>th</sup>, 2014

Dear Chair Umer,

Under My duties as Internal Vice Chair of the Student Union Assembly and Article III Section A Subsection 2 of the SUA Constitution, I present my April 2014 monthly report and evaluation to the Assembly. I will outline all of my events, logistical planning, activities and constructive criticism with areas of improvement in hopes of providing a detailed account in the month’s report.

**Goals and projected timeline for the month of April between pay periods of March 31<sup>st</sup> – April 28<sup>th</sup>.**

Tasks	Progress Dates/Timeline	Tentative Completion Deadline
Manage Intern Pay	3/31/14-	Ongoing
Attend UCEP Meeting	4/7/14	Completed
Hold weekly staff meetings	4/2/14-	Ongoing
Hold weekly office hours	4/1/14-	Ongoing
Attend SUA Meeting	4/1/14	Completed
Prepare for and hold weekly SCOC meetings	4/2/14-	Ongoing
Attend weekly concert meetings	4/3/14-	Ongoing
Attend Referenda Author meetings	4/3/14	Completed
Prepare and shoot Got Talent Promo video	4/4/14	Completed
Plan and Host Cowell Stevenson Outreach	4/1/14-4/5/14	Completed
Meet with Dos	4/7/14	Completed
Plan and Host Porter Kresge Outreach Event	4/7/14-4/13/14	Completed
Plan for UCSC Got Talent	4/14/14	Ongoing



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Meet with Resource center directors	4/15/14	Completed
Plan and Host 9/10 Outreach Event	4/21/14-4/27/14	Completed
Post flyers for Got Talent	4/21/14	Ongoing

**Completed projects, campaigns, events, tasks, or activities**

- There were two pay periods in this month. I had to send out several reminders as always for people to receive their pay. The new executive assistant was a big help in carrying out each pay period.
- I called in to the April UCEP meeting. We spent most of the meeting discussing the upcoming WASC reviews.
- Really low attendance to this month’s office hours. I had one person show up. Had several more say they would come.
- The SCOC meetings are at their Spring quarter speed now. With mostly outreach events going on, we are moving on to more faster and efficient meetings.
- There wasn’t enough time in the world for this month’s intern meetings. We had two a week just to cover and regroup for the amount of outreach that was going on.
- I met with the campus elections commissioner and several other referenda authors regarding the upcoming elections and the referenda numbers.
- The Promo shoot for Got Talent went well, from what I heard from Rashad, it sounds like it turned out really good.
- The SUA meetings so far this quarter have been quick which is great. I event chaired a meeting towards the end of this month.
- The Cowell Stevenson SCOC Spring Fiesta was a great event. Spent a lot of time the week of getting all the POs, but it all worked out. Had about 150-200 in attendance.
- The Porter Kresge SCOC Carnival was a great event. A clown event showed up. This event changed dates several times but in the end was a great success. There was around 400 people over the course of the event.



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- I met with the resource center directors this month regarding their new student advisory board. I advised on how the SCOC selection process for representatives was mad and how that would work with the new board.
- The 9/10 SCOC Frozen Movie Night was another great event. There was about 200-250 people in attendance. Great prizes and snacks.

**Total number of hours worked: 114**

### March review and areas of improvements:

- This was a crazy month trying to make three large outreach events happen back to back. In the end they were all great with record breaking attendance. I hope that in years future we can continue this trend. I would advise on whoever does these events next to make sure that college reps that are planning are in constant communication with the CVC so they don't scramble on the day of the event.
- The one meeting I had to chair this month was a little hectic and for no good reason. It seemed as if members of the assembly were purposely trying to test my knowledge and command of Roberts Rules of Order. The meeting was over all successful and organizations were able to be funded that wouldn't have been according to the SOFA recommendations. I never thought I would entertain a call the question on a motion to adjourn however.
- Many interns forget about the google doc and just fill out the timesheet. I have worked out a system to manage all of my staffs pay now though. I try to check the google doc four times after several rounds of texts to my staff that haven't filled out the pay. I have also started sending out thank you texts for filling out the pay and the number of on time submissions has increased. Still trying to improve the system. The new executive assistant has been a great help to improving this system.
- For future planning of events such as Got Talent were people have planned it before, I should meet with everyone involved from years prior before planning starts. I thought I covered all my grounds, but I didn't meet with one of them because they are also on this year's team. This lead to a lot of confusion with the event and who was in charge. I assumed that everyone knew that whoever is funding the event has final say in the event, but not everyone knew that.



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In summary, I provide this monthly report for April 2014, as stated as my duty as Internal Vice Chair of the Student Union Assembly. If any member of the student body has questions or would like me to expand on a certain area, feel free to contact me via email [suaivc@ucsc.edu](mailto:suaivc@ucsc.edu), or drop by during my office hours.

Respectfully,

Max Hufft  
Internal Vice Chair  
Student Union Assembly