



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

June 9<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 June 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 June between pay periods of May 27<sup>th</sup> – June 9<sup>th</sup>.**

Tasks	Progress Dates/Timeline	Tentative Completion Deadline
Manage Intern Pay	6/7/14-	Ongoing
Attend UCEP Meeting	6/2/14-	Completed
Hold weekly staff meetings	5/29/14	Completed
Hold weekly office hours	5/27/14-	Completed
Attend SUA Meeting	5/27/14	Completed
Prepare for and hold weekly SCOC meetings	5/28/14-	Completed
Attend weekly concert meetings	5/30/14	Completed
Plan for and Execute the Cross Committee Communication Caucus	5/30/14	Completed
Attend Chancellor’s Diversity Awards	6/5/2014	Completed
Meet with UAW representatives	6/3/2014	Completed
Attend DoS Thank You Dinner	6/5/2014	Completed



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### 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 June 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.
- The Spring C4 was great, really good report backs and some really good food. The next board for SCOC looks amazing.

### June review and areas of improvements:

- This quarters C4 was really great and will be remembered well mostly because of the food. Whoever plans future catered events, I highly suggest that they go with Barbara Company for their food. For the same price as campus catering we got way better food that tasted like it was worth the money. There were a couple ties in the committee elections and I hope that the committee works out next without any problems. The Board is split between different groups and it could be a little bumpy at first. 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.
- 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.



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- It was a great year for SCOC and IVC office. We took it to new heights in unexpected ways and I hope the trend continues.

In summary, I provide this monthly report for June 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