



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

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

May 26th, 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 May 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 April 29th – May 26th.

Tasks	Progress Dates/Timeline	Tentative Completion Deadline
Manage Intern Pay	5/9/14-	Ongoing
Attend UCEP Meeting	5/5/14-	Completed
Hold weekly staff meetings	5/1/14	Ongoing
Hold weekly office hours	4/29/14-	Ongoing
Attend SUA Meeting	5/6/14	Completed
Prepare for and hold weekly SCOC meetings	4/30/14-	Ongoing
Attend weekly concert meetings	5/1/14	Ongoing
Attend Referenda Author meetings	5/6/14	Completed
Help out Cowell Provost	5/3/14	Completed
EoE Music Festival Set up and Take Down	5/7/14-5/11/14	Completed
Campaign for referenda	4/29/14-5/10/14	Completed
Meet with DoS, Assistant, and Chair	5/15/14-5/22/14	Completed
Meet with Arts Divison Dean	5/21/14	Completed



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Plan and set up BejalOakes and 8 Casino Night	5/23/14	Completed
Plan for Cross Committee Communication Caucus	5/23/14	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 May 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 SUA meetings so far this quarter have been quick which is great. Except for the last one.
- At the beginning of the month my staff and I helped out the Cowell Provost move some of her chairs and tables because of an event conflict.
- For the first two weeks of the month, I campaigned for all of the referenda that came out of my office.
- Set up for the music festival, execution of the festival, and the clean up of the festival, seemed to take forever, but it was a great event.
- Met twice with the DoS and staff to discuss transition work and outgoing procedures.



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- I met with the Arts Division Dean. We discussed the new Art institute, Shakespeare Santa Cruz, and the cost of the Mainstage for students.
- The BelajOakes and 8 event went well. With the in and out, we had about 80 people there, which was really good considering the week and weekend.
- I put in all the finances and ERF for the Cross Committee Communication Caucus, which happens next month. The food looks really good like every Spring C4, I encourage everyone to come, its gonna be a great one.

Total number of hours worked: 151

March review and areas of improvements:

- This was a crazy month trying to make one large outreach event and C4 happen back to back. In the end Oakes/8 event had 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. I don't know why but attendance at the Oakes/8 outreach event has always had low turn out, or it least in the last three years that I have seen. I encourage the next IVC and SCOC EVC to inform and warn their Oakes/8 reps that it is a challenge to outreach there.
- 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.
- The Music Festival went great. The volunteers were a great help and were able to get a great shirt for helping out that I was quite jealous of. There was minimal damage to the field and the egress was a work of art. There was a couple of moments where one of my student staff couldn't handle the stress or the



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- responsibility. I learned a lot of how people work over a large period of stress. I plan to include a lot of staff management in my transition for the next IVC.
- Whoever meets with the next Arts Division Dean, I encourage them to come to the meeting with an open mind. Some students in the room were very combative only to find that the Dean has little to nothing to do with some of the injustices that have been happening at the Mainstage and Shakespeare Santa Cruz.

In summary, I provide this monthly report for May 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, or drop by during my office hours.

Respectfully,

Max Hufft
Internal Vice Chair
Student Union Assembly