Month: July 2013				
Full Name: Maximillian Hufft				
Position: IVC				
Today's Date: 7/16/13				
Pay Period Dates: 7/1/13-7/17/13; 7/21/13-8/3/13	PayPeriod Dates Link:	https://docs.google.com/spreadsheet/ccc?key=0Ai4wWHqvfBG4dDkxVlpyZDcyc3BUSlNOMGNaOUVKbHc&usp=sharing		
JOB DESCRIPTION:				
Position Name: Powers, Duties and Responsibilities:				

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)
Clean up IVC Desk, Cabinets, and Computer	7/1/13-7/3/13	7/1/2013
Update IVC Interns for summer	7/2/2013	7/2/2013
Order and organize SCOC swag for orientation	7/1/13-7/23/13	7/23/2013
Update SUA brochure	7/1/13-7/23/13	7/23/2013
Review and Score all UCSA Congress applications	7/11/13-7/12/13	7/12/2013
Meet with Administration regarding Slug Shuttle and SOAR	7/10/2013	7/10/2013
Organized Outreach Gear for Orientation	7/22/13-7/24/13	7/24/2013
Meet with Recreation about concerts	7/22/2013	7/22/2013
Attend WCMS Training	7/23/2013	7/23/2013
Meet with DoS about new campus structure	7/23/2013	7/23/2013
Outreach to students at Slug Nights and Resource Fairs	7/24/13-8/1/13	8/1/2013
Meet with students and give speech at orientation welcomes	7/25/13-8/1/13	8/1/2013
Attend SUA Officer Meetings	7/25/13&7/30/13	7/30/2013
Send out and respond to incoming student email	7/24/13-	Ongoing

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.)

Clean up IVC Desk, Cabinets, and Computer	Went through all the old binders and files in the IVC desk and computer. Recyled a lot of paper and cardboard. Through out a lot of expired food and wasted supplies. Took place during the first three days of office, 7/1/13-7/3/13	Complete	I gained a lot of empty binders for the new SCOC steering committee	Desk seemed to haven't been clean for years.	Establish a regular cleaning cycle of at least once each year.
Update IVC interns for the summer	Updated and changed the IVC interns. This included the Chief of Staff, Director of Student Life, SCOC Summer Outreach Coordinators, SCOC EVC, SCOC CVC, SCOC Admin, SCOC Council Representative, and the new Media Director	Ongoing	Most of the positions were set up already and the new description I wrote for the Summer Outreach Coordinators became a template for the office.	Copy and Pasting from the ER website wasn't reliable	Using a template for new positions.
Order and Organize SCOC swag for orientation	Ordered swag for orientation that included Stress Balls, Pens, Tote Bags, and Lanyards. All of which were for SCOC and bearing the Student Committee on Committee logo.	Ongoing	All of the materials are able to come in time for orientation	Due to the PO system, most of the swag wasn't able to come in time. Luckily the PO went through faster than expected.	Putting summer orientation POs and ordering the swag before the year is over will help the committee get the swag when they need it.
Update SUA brochure	Updated photos and text of the current brochures. This including whipeing out the old one and starting from a new template.	Ongoing	New photos and text are really helpful and up to date.	The old brochure wasn't very apealling and didn't mention the assembly and college governments.	Keeping in mind all forms of involvement in student government when creating SUA informantino for students will create really infomative brochures.
Review and Score all UCSA applications.	Evaluating the UCSA applications including creating personalized critiera, reading each application throughly, and scoring based on criteria. Each application took around 5-10mins.	Complete	The highlited application numbers on the word doc helped finding applications by number a lot easier.	Some of the applications were good but lacked length. Some of the questions seemed irrelevant.	Creating new applicaiton styles with bigger word boxes to show that more should be written, as well as better questions that pertain to the conference.
Meet with Admin regarding SOAR and Slug Shuttle	Met with Larry Peglar, the director of TAPS, and Alma Sifuntes the Dean of Students. Larry was optomistic about Slug Shuttle this year but there is disagreement about how we are going to fund the Shuttle for the year. Alma was very excited to have us over and talk about our budget for SUA, E^2, SEC, and SCOC. EVC Tony gave her a run down of his concerns with SOAR as well as commonly had problems. SUA website meeting was set up and the new emails were confirmed.	Complete	New bus ideas were brought up about bus wrapps were brought up in the taps meeting that looked really good. Made good timelines when meeting with DoS	The meetings went longer than expected.	Possible Solution could be creating an agenda with time goals.