



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

IV

August 27, 2013

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 August 2013 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 August between pay periods of August 4th- August 31st.

Tasks	Progress Dates/Timeline	Tentative Completion Deadline
Break Down and organize SCOC outreach material	8/5/2013	8/5/2013
Contact UCSA Congress delegates and find alternates.	8/5/2013-8/7/2013	8/7/2013
Set up travel advance with SOAR for UCSA Congress	8/5/2013	8/5/2013
Coordinate gas cards and follow up on their pick up	8/5/2013-8/6/2013	8/6/2013
Wash car for travel to UCSA Congress	8/6/2013	8/6/2013
Pick up and drive delegates to Irvine CA	8/7/2013-8/8/2013	8/8/2013
Check delegation in and distribute Congress Swag	8/8/2013	8/8/2013
Lead delegation meetings and attend to the needs of the delegation.	8/8/2013-8/12/2013	8/12/2013
Attend Workshops and Campaign Plannings.	8/8/2013-8/11/2013	8/11/2013
Look after delegates' personal safety	8/8/2013-8/12/2013	8/12/2013



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throughout the Conference.		
Coordinate drivers for rides home after Congress.	8/11/2013	8/11/2013
Drive delegates to San Jose, Hayward, and Sonoma CA	8/11/2013-8/12/2013	8/12/2013
Represent the Chair and the SUA in several hiring committees and events.	8/12/2013-8/19/2013	8/19/2013
Meet with Library Administration	8/16/2013	8/16/2013
Attend week of trainings.	8/19/2013-8/23/2013	8/23/2013
Fill out paydocs	8/27/2013	8/27/2013
Create SFAC funding proposal.	8/26/2013-10/11/2013	Tentative

Completed projects, campaigns, events, tasks, or activities

- The week following the energetic summer orientation, I organized and put away all remaining SCOC outreach materials. As it stands right now, we have two boxes of tote bags, two boxes of pens, half a box of lanyards, and 3/4ths of a box of smiley face stress balls.
- In the few days before the UCSA Congress, with the EVC and Chair out of the area, I took on the position of delegation leader for UCSC at the UCSA Congress. The days before the Congress were spent organizing all of the delegates' information and finding new delegates for those that dropped out. I also kept in communication with all the drivers to make sure they had an up to date delegation list and contact info. I also made sure our drivers received their trainings and their gas cards.
- As the last driver to leave Santa Cruz, I made sure I had plenty of rest the day before and also washed the EVC's car, which I was using to drive delegates down to the conference in Irvine. The drive went well and all delegates in the car were early to the conference.
- I checked in our delegation at the conference and organized the conference material for the delegates and made sure our drivers hand a free space to park in.
- Throughout the first day I constantly checked in on our room reservations and organized our room keys. I went to a few workshops, one of which was really interesting. It discussed Student Service Fee and Tuition across the UCs. At the



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later end of the day I facilitated a delegation meeting and handed out the keys.

Later that evening I made sure that everyone was doing okay.

- On the second and third days of the conference I helped our delegation through the conference and facilitated a couple of delegation meetings. I also met with and discussed ideas with other UC leaders.
- The last day of the conference I met with members of the delegation and helped them check out. I also checked every room to make sure no one forgot anything. After clearing the rooms I checked the delegation out and paid for our stay with the hotel. I then went to the campaign presentations and voted. After the campaigns were announced, I organized the drivers for that evening and made sure that everyone was able to go home that night.
- The drive back up to Northern California went well and we filled up the EVC's car a total of four times while traveling.
- Over the next week of 8/12/13-8/16/13 I sat on two hiring committees while the Chair was out of town. These committees were for a Fiscal Coordinator for SOAR and for three new CSO's for CHES. These committees took up a lot of time and in the end the people that were hired have the students best interests at heart. The decisions were hard as the people were well qualified.
- Throughout the week of 8/19/2013-8/23/2013 I attended a week of trainings with my fellow officers and the Dean of Students office. I learned a lot about the SUA budget and the budget of SCOC. I received our actual expenses and I encourage my fellow students to setup a meeting with me if they would like a copy and a walkthrough of the current budget.
The officers and I did several team-building activities from the Recreation Dept and we also went Golfing. Our last team building activity was a high ropes course; it was very engaging and low cost. I highly recommend the high ropes course for the Assembly and SCOC retreats.
- The last few days of August were spent filling out pay docs, pushing paperwork for the Fall Bounce event, and reviewing previous SFAC funding requests. I will continue to review and draft a funding request throughout September and October as statements of support are sent in.

Total number of hours worked: 204

August review and areas of improvements:

- There was confusion amongst the remaining officers of what to do if a lot of delegates dropped and we already went through the top 40 that was provided by the EVC. I would highly recommend to the EVC that every application is averaged and provided if delegates were to drop. I would also recommend to the EVC to provide a more detailed and organized list of delegates and their contact



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info so that the remaining officers don't have to scramble to find info. Lastly I would recommend that the EVC clean the inside and outside of his car when letting people drive his delegation in it.

- There were a lot of mishaps throughout the conference such as late room keys, bizarre parking, dinner, and sudden delegation meetings. I noticed several other delegation leaders from other UCs using a master clipboard. I adopted the clipboard early on and it helped communicating with the delegation.
- Several of the delegates on the conference were very dependent on those that have been to conferences before or did not keep in good communication with the delegation, such as letting drivers know they need a ride back. A delegation meeting before hand that reminded the delegates that they are adults and are responsible for what they need and for their actions, would have helped the communication amongst the delegation.
- On the week of training with the officers, it would have been really helpful for all of the officers to be in attendance. Not only was it not as effective but, other officers and I were bugged by the fact that we planned our schedule around so that we could be here when all the other officers were here as well.

In summary, I provide this monthly report for August 2013, 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