



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

December 12, 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 December 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 December between pay periods of November 24th - December 21st.

Tasks	Progress Dates/Timeline	Tentative Completion Deadline
Outreach for Fall Special Election	11-20-2013 – 11-26-2013	11-26-2013
Hold Weekly Officer Hours	Ongoing	Ongoing
Meet with Staff over pay	11-20-2013	11-24-2013
Outreach for SUA Concert Poll and answer questions	11-25-2013-12-10-2013	Ongoing
Respond to community concerns regarding an large music festival	11-25-2013-	Ongoing
Meet with staff regarding IVC projects	12-2-2013	12-2-2013
Attend SUA meeting	12-3-2013	12-3-2013
Meet with Outreach Coordinator regarding office possibilities	12-4-2013	12-4-2013
Meet with Production Manager and Promotion regarding an SUA concert	12-4-2013	12-4-2013
Met with OPERS Director	12-5-2013	12-5-2013



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Toured College Governments	12-5-2013	12-5-2013
Facilitate SCOC Meetings	12-4-2013	12-4-2013
Time in the office	12-6-2013	12-6-2013
Developed staff chart and updated website	11-26-2013-12-8-2013	12-8-2013
Met with grad students regarding SUA music festival	12-9-2013	12-9-2013
Planning of Alumni component of UCSC's GT	12-11-12	Ongoing
Represented undergraduates in UCEP and CAG	12-1-2013 – 12-11-2103	12-11-2013
Networked with staff at holiday party	12-11-2013	12-11-2013
Apply for referenda	12-20-2013	12-20-2013

Completed projects, campaigns, events, tasks, or activities

- Throughout the week of 11-20-2013 – 11-26-2013, I outreached to students via social media to vote in the campus elections that were happening. I also asked my intern staff to do the same and made several announcements.
- During this month I held my office hours in the global village café.
- While my outreach coordinators were being hired, I met with them several times to make sure that they understood how to fill out pay docs.
- Attended SUA meetings
- I met with the new production manager several times throughout the month to discuss how the artist booking process was looking and potential budgets.
- I met with the OPERS Director about the future election cycles and how referenda are looking for this year and next year. We discussed the future of OPERS and if referenda will be a factor.
- On the 5th I toured the college governments with the Chair's staff and thanked them for their service.
- Throughout the month I worked on the IVC part of the SUA page. I created a new staff chart and updated the intern information once they were all hired.
- I met with a GSA student regarding the incorporation of grad students in a SUA spring music festival.
- I represented students in the conference call meeting for UCEP.



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- I met with Shanya Kent from Alumni Association regarding the role of Alumni in UCSC's Got Talent. We discussed possibilities of having Alumni meet with the talent and a possible Alumni section of seating.

Total number of hours worked: 70

December review and areas of improvements:

- The SUA to Dean of Students Transition is still slowing down communication but it is now more than worth it. Massive time is being saved on pay docs alone. SUA needs someone who can relate to Lucy what SUA needs to function in a timely manner.
- The hiring process was tedious once again. The board of SCOC has finally been hired after Lucy got word this month.
- The special election could have been more productive and had a better turn out if there was more than one thing on the ballot.
- The assembly should talk more in meetings and read the bylaws and constitution of the organization that they are running.

In summary, I provide this monthly report for December 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