



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

February 3, 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 January 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 January between pay periods of January 5th – February 1st.

Tasks	Progress Dates/Timeline	Tentative Completion Deadline
Meet with CHP Reporters	1/6/14-1/15/14	1/15/14
Meet with Concert Subcommittee: Transportation	1/6/14	6/14
Hold Weekly Office Hours	1/7/14-	Ongoing
Meet with staff and Dean of Students staff to plan Got Talent	1/7/14-	Ongoing
Meet with Production Manager and COD Staff	1/8/14-	6/14
Facilitated Weekly SCOC Meetings	1/8/14-	Ongoing
Toured College Govs	1/9/14-1/16/14	Complete
Meet Weekly with Staff	1/10/14-	Ongoing
Went to ABC Volunteer Meeting/UCSA Board Meeting	1/11/14	Complete
Meet with Concert Subcommittee: Event Location/Facility	1/8/14	6/14



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Meet with Concert Subcommittee: Safety and Security	1/10/14-	Ongoing
Meetings with TAPS	1/13/14	Complete
Attended Officer Meeting and Managed Staff meeting	1/9/14-1/13/14	Complete
Attended and Participated in Amphitheater renewal project meetings	1/14/14-	Ongoing
Attended SUA Meetings	1/14/14-	Ongoing
Meet with Concert Subcommittee: Executive Steering Committee	1/15/14	6/14
Meet with Concert Subcommittee: Vendors	1/17/14	Ongoing
Held Concert Info Sessions	1/17/14-1/20/14	Complete
Approved and Contacted Interns regarding timesheets	1/18/14-	Ongoing
Met with Dean of Students and Production	1/21/14-	Ongoing
Met with OPERS Staff	1/23/14-	Ongoing
Meet with Concert Subcommittee: Community Relations	1/24/14-	6/14
Met with possible event manager for Adult Swim Funhouse	1/24/14-	Ongoing
Conference call with UCR Internal Staff	1/23/14	Complete
Met with Student groups regarding Spring Concert	1/25/14-	Ongoing
Met with Assistant Dean of Students regarding SCOC events	1/24/14	Ongoing



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Meet with Concert Subcommittee: Zero Waste/Sustainability	1/27/14-	6/14

Completed projects, campaigns, events, tasks, or activities

- I started my first day of the quarter by meeting with the first subcommittee transportation. Alma, Nader, Larry Pegler, Dianna, and Jose made it along with my staff. This subcommittee has been working well so far and has come up with some amazing traffic maps for the concert. Larry and Nader have been huge on helping to make this event happen. The committee met almost every week this month.
- In the beginning of the month I met with three CHP reporters regarding different issues on campus. They were all nice people and have written good pieces so far.
- I'm holding my office hours every week at the Global Village Café from 12-1:30pm every Tuesday. It was about 50/50 on people showing up to these this month.
- I met several times this month about the Got Talent event. I met with my staff, Dean of Students staff, Alumni Association staff, and 9/10 staff.
- There were three meetings this month with my staff, the CoD staff, and Jose. We planned a lot around artists and site maps.
- I facilitated weekly SCOC steering committee and board meetings. Since most of the appointments were made last quarter, we spent a lot of time planning sister college outreach events that I later spent a lot of time meeting and filling out POs for those events.
- I toured the college govs in the first couple weeks of the month. My staff and I made announcements about concert info sessions, concert progress, and amphitheater open workshops.
- There were weekly staff meetings for my office. We discussed our ongoing projects of the concert/subcommittees, Got Talent, Slug Shuttle, and miscellaneous potential projects such as the Adult Swim Funhouse.
- The Event Location and Facility subcommittee met three times this month. We discussed all of the challenges of the facility, did a site walk, and finalized a site map.
- The Safety and Security subcommittee met twice and went over the ingress and egress problems of the site map variations and came together on exit strategies.



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- I was able to meet with Taps this month about the return of the slug shuttle and the new bus stop sign boards. The boards look really cool and they are looking into enforcing flyer guidelines.
- At the beginning of the month I convened a staff meeting with the Chair and my Chief of Staff regarding the Student of Color Conference.
- I went to several Amphitheater renewal meetings and outreached several times for student workshops. The possibilities being discussed are really cool and I wish more students went to the workshops.
- I attended weekly SUA meetings; please see the minutes for more details.
- The concert executive steering committee only met once this month but we did get to meet with John Bono over the phone regarding different artist contracts. This was great because he is hard to meet with.
- The info sessions for the concert were okay in attendance, the most important thing that came out of them was a couple meetings with a student organization called WASH. The group is very eager to help out with the event and when we put out a general call for volunteers, I believe they will be a huge help to this event.
- I spent several hours approving timesheets for my staff this month. This required a lot of hand holding through the google doc and cruz pay process.
- The community relations subcommittee was really helpful in establishing the tasks of setting up a call center and local vendor involvement.
- I had a few meetings this month about a potential Adult Swim Funhouse event. I met with the main organizer over the phone and then several of our facility holders. Unfortunately the four days the organizer is looking at are booked at several facilities on campus and my staff and I are now looking at remote parking lots.
- The Zero Waste and Sustainability subcommittee met once this month about the location of different zero waste stations and the planning of volunteers for them.

Total number of hours worked: 134

January review and areas of improvements:

- The subcommittee meeting times were really hard on my schedule. I had to miss many classes to make them. It was okay once my staff was able to take over them, but I still wish departments and directors were here at other times than 9-5.
- I scheduled a group interview for CHP with all my staff and it was very effective.
- My office hours did pretty well with attendance this month and I hope the trend continues.



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- There was a lot of tension between my staff and the Dean of Students staff that was assigned with working on Got Talent. I've tried to let the situation resolve itself but Lucy will have to mediate the tension next week.
- The SUA meetings were starting to get a little disrespectful in the last weeks of the month. They reminded me of the meetings I've seen in the last two years. I understand that we will never have consensus on everything, but that doesn't mean that Assembly members should be rude to one another. It is behavior like this that drives students away and creates a bad image of SUA. I urge all Assembly members to think critically about their actions in the space as they may add stress on to already much stressed college students.
- I've tried to add a texting service to pay period deadlines to remind my staff that they need to submit timesheets. It has been successful so far and has been appreciated.

In summary, I provide this monthly report for January 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