



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

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

March 31, 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 March 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 March between pay periods of March 1<sup>st</sup> – March 31<sup>st</sup>.**

Tasks	Progress Dates/Timeline	Tentative Completion Deadline
Manage Intern Pay	3/1/14-	Ongoing
Attend UCEP Meeting	3/3/14	Completed
Hold weekly staff meetings	3/3/14-	Ongoing
Hold weekly office hours	3/4/14-	Ongoing
Attend SUA Meeting	3/11/14	Completed
Prepare for and hold weekly SCOC meetings	3/5/14-	Ongoing
Attend weekly concert meetings	3/6/14-	Ongoing
Finish College Tour	3/3/14-3/7/14	Completed
Meet with Carrie and Lila about Porter/Kresge Carnival	3/10/14-	Ongoing
Plan and implement social media blast	3/11/14-	Ongoing
Meet with OPERS staff about concert	3/17/14-	Ongoing



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Follow up with assembly members student life ideas	3/21/14-	Ongoing
Festival media planning	3/24/14-3/27/14	Ongoing
Attended Facility Tour with OPERS staff	3/26/14	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. Some staff put in a lot of hours over break, I was really impressed.
- I called in to the March UCEP meeting. We spent most of the meeting working on a final letter to the academic senate and UCOP regarding our opinion on the HUB, and its future.
- Really low attendance to this month’s office hours. I had one person show up. I think dead week and finals really turned people down.
- The SCOC meetings and C4 went well. We had record high attendance for a winter C4. I don’t know why but many people usually don’t go to this one. This year that was not the case, we had about 30-40 people show up.
- 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 finished the college tour for sponsorships. In the end the M16 changes, Slug Shuttle, and the constitutional amendment were sponsored by the college governments and put on the ballot.
- I met several times about the Porter/Kresge Carnival. Now that the date has been moved we had to replan on the finances. The ERF is now signed and the POs have been issued.
- The announcement for Edge of Eden went out this month. The drop was followed mostly on facebook but did okay on Instagram and twitter as well. Many hours were spent on dead week getting the video and artist proofs right.
- I followed up on a few ideas I heard from one of the assembly members during finals week. We have some pretty pie in the sky ideas that will be ran by OPERS and Chancellor staff.
- The most recent tour of recreation facilities was fun and informative. It was also a good opportunity to discuss with Marcus(OPERS staff) different field and event ideas.

**Total number of hours worked: 128**



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### March review and areas of improvements:

- The theme of this month can be summed up in a quote from Leonard Bernstein: “To achieve great things, two things are needed; a plan, and not quite enough time.” There was just not enough time in the world this month. The music festival announcements were incredibly time consuming and stressful. We spent several hours just planning out how it would drop and there was definitely not enough time to carry that plan out. Several of our own deadlines were close and it was reflected in the social media.
- One of our largest challenges with the line up drop was making sure there were no leaks. We had a few people sharing details here and there and even an assembly member who shared designs before the drop. It was really disappointing to see that people would undermine the success of this event for unknown reasons.
- There was a lot of work that happened over dead week and finals week for the office and it put a lot of strain on my staff and their grades. I wish there was more time for our events that didn’t require us to work during times that should be considered sacred for students.
- Although stressful, the line up drop was well received. Since the announcement, the facebook event page has become the largest event page in UCSC history and also has more invited than there are people in UCSC groups. There was a lot of really ecstatic posts by students and I heard a lot of people talking about it in person. Seeing the excitement from students all around reminded of why I ran for office in the first place. I’m really proud of where this festival is going.
- I had to go dark on emails and messages for about three days during finals week. It took me most of the Friday of finals week to catch up, but it was definitely called for. My finals needed study time.
- 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.
- 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.



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In summary, I provide this monthly report for March 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](mailto:suaivc@ucsc.edu), or drop by during my office hours.

Respectfully,

Max Hufft  
Internal Vice Chair  
Student Union Assembly