



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

To the Student Union Assembly,

Under my duties as Internal Vice Chair of the Student Union Assembly and Article III Section A.2 of the SUA Constitution, I present my August 2014 monthly report and evaluation to the Assembly. I will outline all of my event, logistical planning, activities and constructive criticism with areas of improvement in hopes of providing a detailed account in this month's report.

### **Goals:**

#### **Getting Acclimated and Transitioning to the Office**

I came into office July 28<sup>th</sup>, 2014 and spent the last month getting acclimated to the office. I met with Justin to receive information pertaining to my job as well as being caught up with what was going on. I met with Tere, the Student Union building manager, to get access to the office and cleaned out my desk and its surroundings. I also attended the last couple days of orientation, tabling at the resource fair and slug night with the other officers, meeting incoming freshmen and their families. I met with Lucy Rojas, the Assistant Dean of Students, to start getting to know one another and setting goals for our next meeting. I also got in contact with my predecessor, Max Hufft, who is currently now the Commissioner of Academic Affairs to talk about how his IVC office was ran and what they worked on last year.

#### **Updating Student Committee on Committees (SCOC)**

Upon taking the Internal Vice Chair position, I was told that the website that housed all of SCOC's committees descriptions and the applications to apply to the committees was abruptly shut down. Later on we found out that because it was a past graduates private hosting server, it was shut down due to it not being paid for anymore. I had multiple discussions with Executive Vice Chair Victor Garcia and Lucy Rojas about this matter. Victor and the rest of the exec board for SCOC and I decided to hire someone to create a new website and to help maintain it throughout the year, but after meeting with Lucy we came up with a better idea of joining the University server and linking the SCOC website to the Student Union Assembly (SUA) website. This will allow us to be able to have access to the website 24 hours and we will be able to maintain and edit the page throughout the year as well as preventing any more payment issues now that it will be under the University. However, due to the shutting down of the old website we have lost the current list of committees, their descriptions, and the contact information for them. I have delegated the task to my three officers to recompile the list of current committees as well as updating their description and contact information. I will also be making sure there will always be a hard copy of the current up to date list of committees for any future mishaps and the loss of the electronic version. Also I asked Lucy for the updated budget for SCOC for my exec board and I to go over for this year. We will be planning out the budget for this year's outreach



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events, payroll, C4, and any other needs for SCOC this year. Victor and I also discussed the idea of having all reps do biweekly or monthly reports to SCOC steering board depending on how often they meet with their committee to ensure they are attending and participating in their committee.

### **Hiring Staff**

Upon arriving to the office I was given last year's ER descriptions of the Internal Vice Chair staff. I will be hiring a Director of Student Life, a Chief of Staff, and 2 Outreach Intern Coordinators for now. I went through all the positions and edited all the descriptions to fit my needs and wants of my staff. During my second meeting with Lucy, we also decided to have all the reps for all the SCOC committees to apply to one ER number rather than three separate ones like it's been done in the past. We also discussed and finalized the payroll process for all the reps as well as staff so that everyone will be paid on time and efficiently.

### **Areas of Improvement**

I had a slow start getting transitioned into the office, but I slowly got in contact with the rest of the officers and the office of dean of students. I believe there could always be more room for improvement in communication among all the officers and with the advisors. Another improvement that can be made is the communication between myself and the executive board of SCOC about planning for the year, hopefully once we are all back in town we will be able to meet as a group to discuss the year's plans.

In conclusion, I provide this summary as my report for the month of August 2014. If you have any questions please feel free to contact me at [suaivc@ucsc.edu](mailto:suaivc@ucsc.edu).

Respectfully,  
Kaysi Wheeler  
Student Union Assembly Internal Vice Chair