

Student Union Assembly

Office of Vice President of Internal Affairs

University of California, Santa Cruz 1156 High Street, Santa Cruz CA 95064 • P: 831.459.4838
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To the *Student Union Assembly*,

Under my duties as Vice President of Internal Affairs of the Student Union Assembly and Article III Section A.2 of the SUA Constitution, I present my July 2015 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.

SUA Office Move In:

This month we had to move out the SUA office from the Redwood Buildings to a trailer that is located next to the Cowell Provost's House. The other officers and I were able to help unpack most of the materials that we needed for the SUA office.

We did not get to move into the office until a few weeks into the month. For a while we had no office space, so our meetings were outside of the office at various locations around campus. Getting the space set up was challenging, it took a long time setting up various things in, around and for the office such as a ramp, printer, and phone. Communication needs to be improved between the office and advisor.

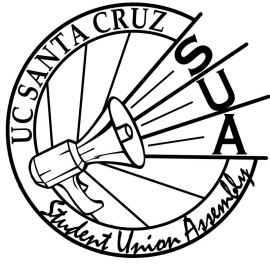
Ethnic Student Organization Welcome:

This event will be a carnival for student, primarily frosh students to get to know the Resources that are available to them and how they can be a part of them. The Office of Diversity and Inclusion and I will collaborate on an event geared towards welcoming new and old students to the campus. This event will also aim to serve as a means for them to receive more information about some of the ethnic student resources available on campus.

Planning of this event is being delayed. Have yet to communicate with the Resource Centers and have yet to sit down and begin planning with VP of Diversity and Inclusion. Communication needs to be improved.

Summer Outreach at Orientation:

Summer orientation is an annual event for frosh and transfers to receive info they will need to assist them in a smoother transition into college life. The Outreach at orientation took up most of the days for a few weeks. This involved officers that attended, speaking early in the morning and tabling until the afternoon, to incoming frosh and transfers about opportunities to join student government and what is available to them once they get to campus. There was also tabling again for slug night, providing info for students to get involved with student government as well as collecting emails, so that we could send updates and news to the students.



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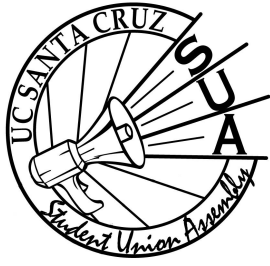
Unfortunately, we did not have many outreach materials. The timeline for ordering materials does not really accommodate the schedule of new Officers coming in on July 1st. It takes time to get a vendor set up in the system, and then it takes time for the vendor to process and ship the order. It would be better if the past year’s officers worked on ordering “swag.” Pamphlets or brochures would have been a great ways for students to take information away with them, if they wanted to look back on something. The officers should have figured out the layout of one sooner rather than later.

Retreat:

The retreat was designed with the purpose of training the officers on crucial skills that we would need throughout the year as well as work on team building. The President, VP of Diversity and Inclusion and I worked of the planning and logistics of the officer Retreat.

Getting input from other officer lacked. Would have been helpful if all officers showed up.

Date:	Time In:	Time Out:	Total time (Hrs)	Location	Brief description of what you worked on (Include with who &/or which org).
July 1 st	6:00pm	8:00pm	2	Bay Tree Conference Room	Officer Meeting w/ all officers
July 6 th	9:00am	10:30am	1.5	Mchenry	Officer Meeting w/ Pres., VPD, and VPAA.
July 6 th	3:00pm	4:00pm	1	Hahn Student Services	Check-In w/ SUA Advisor
July 10 th	11:00am	12:00pm	1	Mchenry	Meeting w/ Pres. and VPD to plan daylong officer retr
July 20 th	6:30pm	8:30pm	2	Quarry Plaza	Slug Night Tabling
July 21 st	11:00am	2:00pm	3	C8 Quad	Orientation Tabling
July 21 st	6:30pm	8:30pm	2	Quarry Plaza	Slug Night Tabling



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July 22 nd	11:00am	2:00pm	3	C8 Quad	Orientation Tabling
July 23 rd	5:00pm	6:00pm	1	SUA Office	Check-In w/ Current SCOC EVC Justin
July 23 rd	6:30pm	8:30pm	2	Quarry Plaza	Slug Night Tabling
July 24 th	11:00am	2:00pm	3	C8 Quad	Orientation Tabling
July 24 th	6:30pm	8:30pm	2	Quarry Plaza	Slug Night Tabling
July 25 th	11:00am	2:00pm	3	C8 Quad	Orientation Tabling
July 25 th	11:00pm	1:00am	2	Home	Skype Call: Check-In w/ Previous SCOC Admin. Grace
July 27 th	11:00am	2:00pm	3	C8 Quad	Orientation Tabling
July 28 th	4:30pm	6:00pm	1.5	SUA Conference Room	Officer Meeting w/ all officers
July 28 th	6:30pm	8:30pm	2	Quarry Plaza	Slug Night Tabling
July 29 th	11:00am	2:00pm	3	C8 Quad	Orientation Tabling