

# 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  
suavpi@ucsc.edu • sua.ucsc.edu

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 September 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's First Meeting:**

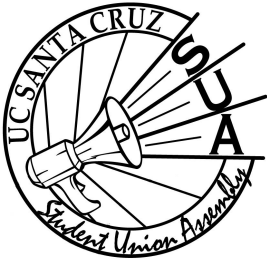
The Student Union Assembly (SUA) is the official undergraduate student government at UC Santa Cruz. Due to its broad based constituency and its expertise on issues, the Student Union Assembly is the most qualified body to formulate and communicate the undergraduate student position at UCSC on campus-wide, system-wide and nation-wide levels. The Student Union Assembly is the official legitimate voice of undergraduate students on campus-wide and system-wide committees. This month we had our first SUA meeting. It was an informal meeting; the officers introduce themselves and what it is that their office does and opportunities available to student and how they can get involved with SUA and the different offices. We also had an icebreaker for the constituents to familiarize themselves with one another.

Could have had better outreach to get more students to come to the meeting.

### **OPERS Fall Fest:**

Opers Fall Fest is one of UCSC's largest campus event, where students come out to see what UCSC has to offer in terms of organizations, clubs, etc. for students to join and participate in. During Fall Fest I, as well as the SCOC officers, conducted General outreach to students on behalf of SCOC and the SUA. Passed out SCOC gear to students and explained to them what SCOC is about and how they can get involved with it as well as the student government.

Have more outreach goodies. Also have better outreach materials other than a few shirts and tote bags to give to students. Gear is not enough to outreach to students. 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 way 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.



# 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  
suavpi@ucsc.edu • sua.ucsc.edu

### **Officer 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 on the planning and logistics of the officer Retreat.

Getting input from other officers lacked. Would have been helpful if all officers showed up for the planning and day of the retreat. It would have also been helpful to have more training during the summer as well. Not enough pre-planning from everyone to have had more trainings or finding someone cheaper to conduct trainings for us as well.

### **SCOC Constitution:**

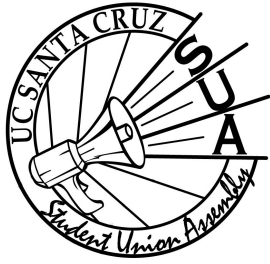
The SCOC constitution is the governing document for all things concerning SCOC. I read through the whole Student Committee on Committees Constitution to understand better my role as SCOC chair. The Constitution explains the roles of the Chair, Administrator, External Vice Chair, and Committee Vice Chair, and the Steering Committee. It also explains the purpose of SCOC, which is to ensure the appointment of students to the various committees that are available on campus.

I found some wording problems within the constitution that is unclear to what or who it is referring to. This will need to be edited to clarify who/ what it is referring to so that there is no confusion for future SCOC chairs.

### **SCOC Steering Committee Meeting:**

Steering Committee meetings are making appointments to campus wide committees with student appointments. The Steering Committee is the final decision maker on any official view of the SCOC, and reviews and approves proposals or all other unofficial decisions made in other groups of the SCOC. Council members will be responsible for tracking students from their college who are appointed to committees. Each Steering Committee member will be responsible for tracking students from their college who are appointed to committees. This month SCOC had its first steering committee meeting with only two-college reps. This was an informal meeting; the officers introduced themselves and what it is that they do. We also briefed over the SCOC constitution and more details of what steering meetings do and what SCOC is about and the responsibilities of the steering committee. Suggestions were made to make small edits to the constitution. The following week SCOC met every Wednesday to go over appointments that come in. We discussed and made appointments to academic and administrative committees.

Not much happened at this meeting since not all of the colleges chose their reps, we could not have an official meeting, because quorum was not met. All SCOC members; officer and steering



# 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  
 suavpi@ucsc.edu • sua.ucsc.edu

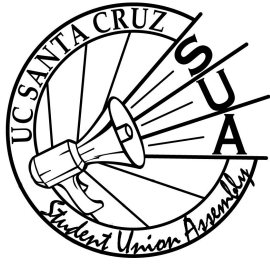
committee, needs to read to the entirety of the Constitution to know what everyone does. The steering committee did not have the opportunity to read the entirety of the constitution when we finally got all of the members. Also the officers had a vague understanding of what it is their positions consisted of doing and it was realized that the officers in previous years have not been doing their duties properly.

### Officer Meeting:

Once a week the officer come together to update one another about what we have been doing, what info we have that each other should know and be made aware of, and what we are planning to do the coming months.

Communication is lacking between the officers, we are still getting used to each other and one another's working styles. Not much of the info learned in the retreats has been utilized effectively, which is something that needs to be worked on.

<b>Date:</b>	<b>Time In:</b>	<b>Time Out:</b>	<b>Total time (Hrs)</b>	<b>Location</b>	<b>Brief description of what you worked on (Include with who &amp;/or which org).</b>
Sept 1 <sup>st</sup>	5:30pm	6:00pm	.5	SUA Office	Email Communication w/ Oakes Senate President Arnevenue location w/ VPDI for welcome event
Sept 3 <sup>rd</sup>	3:30pm	4:00pm	.5	SUA Office	Email Communication w/ VPI of UCSB Alejandra: Discu Demands
Sept 3 <sup>rd</sup>	8:00pm	9:30pm	1.5	Home	Summer Conference Call w/ Officers and College Reps
Sept 3 <sup>rd</sup>	11:30pm	1:00pm	1.5	Home	Email Communication w/ Previous Outreach Coordina
Sept 8 <sup>th</sup>	8:00pm	8:30pm	.5	Home	Email Communication w/ Oakes Senate President: Bra location w/ VPDI for welcome event
Sept 11 <sup>th</sup>	9:00am	10:00pm	13	Oakes Mural Rm	Officer Retreat w/ Officers and Eden
Sept	6:30pm	11:00pm	5	Home	Email Communication w/ SCOC Admin. Alanna



# 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  
 suavpi@ucsc.edu • sua.ucsc.edu

14 <sup>th</sup>					
Sept. 22 <sup>nd</sup>	12:00pm	2:00pm	2	SUA Office	Introduce SUA to new students and talk about Office of Internal Affairs with SUA officers
Sept 22 <sup>nd</sup>	3:00pm	6:00pm	3	Opers Field	Table/ advertise for SCOC
Sept 24 <sup>th</sup>	5:00pm	6:00pm	1	SUA Office	Officer Meeting w/ all officers
Sept 25 <sup>th</sup>	2:30pm	3:30pm	1	SUA Office	Office hours/ worked on looking over Bylaws
Sept 28 <sup>th</sup>	12:00pm	1:00pm	1	SUA Office	Work on/ Complete Intern job descriptions
Sept 28 <sup>th</sup>	2:30pm	3:30pm	1	SUA Office	Office hours/ Create SCOC agenda
Sept 28 <sup>th</sup>	7:15pm	8:15pm	1	SUA Office	Go over Robert's Rules w/ Officers and Parliamentaria
Sept 29 <sup>th</sup>	2:30pm	3:30pm	1	SUA Office	Office hours/ Schedule meetings
Sept 29 <sup>th</sup>	8:00pm	9:30pm	1	Oakes Learning Center	SUA Welcome Event w/ Officers and discuss opportunity to get involved with Internal Affairs Office, SCOC, and
Sept 30 <sup>th</sup>	9:0pm	10:30pm	1	SUA Office	SCOC Officer Meeting/Informal SCOC Meeting