



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 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.

Weekly Intern Check-Ins:

I check-in weekly with my three interns, separately, to ensure that planning of events are happening as smoothly and effectively as possible. In my check-ins we go through an agenda that usually consists of seeing how the interns' day/ week is going, discussing projects/ events they want to put on and the planning behind it and address any concerns they may have. One of my interns has put on several events. The other two are still planning.

Although I meet with my interns weekly two of the three have yet to produce any programs. It has mostly been planning with very little follow through of ensuring the program/ event happens. There have been some miscommunication and/or lack thereof on my part with the interns. It has also been difficult, with the advisor missing, to get things done and approved in a timely manner.

MLK Convocation Phone Conference:

Annually there is a Convocation held in honor of MLK, hosted at the Civic Auditorium, where UCSC brings in African/ Black leaders to honor and speak to the work that Dr. King has done. They also speak about the new leadership that is forming throughout time to aid and strengthen the Black community. In preparation for the MLK Convocation, there was a committee formed, by Sheree Marlow, administrator for Diversity and Inclusion to plan out the 32nd annual Convocation event. We discussed date, speakers, performances, etc. We had monthly, later weekly, conference phone calls to flesh out the details.

Better planning for the event could have been taken, as far as the date of the event, so that it did not interfere with the African/ Black Coalition Conference.

Indian Student Association Check-In:

ISA is one of the student run student led ethnic organizations on campus, which focuses on the experiences of Indian students on campus. I checked in with one of the organization's member, who contacted me to request funding for one their largest events held on campus, Holi Fest. My office has given funding for the event along with the VP of Diversity and Inclusion to aid in the process of making the event happen.



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SCOC Officer Check-In:

To coordinate the SCOC General Meeting, discuss difficult issues, and make proposals to the General Meeting. Make sure people attend General Meetings through email updates, phone calls, and efficient timely meetings. Act as the financial coordination for the SCOC. Ensure the General Meeting prepares throughout each quarter to have a successful and fruitful C4. To coordinate the entire SCOC and oversee tracking & appointments of all campus wide committees, and student representatives on committees. Make sure that representatives from colleges come to Council meetings. Oversee communication between the SCOC Council, General Meeting, and the SUA. Oversee Scheduling of General Meetings and Council meetings. Ensure SCOC voice and representation on the SUA Internal Committee and the SUA Assembly.

We have not met as often as dictated in the SCOC constitution. Scheduling a time for everyone to show is difficult. There is also a lack of enthusiasm to show to the meeting.

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. Not much of the info learned in the retreats has been utilized effectively, which is something that needs to be worked on.

Office Hours:

Host weekly office hours; this is the opportunity for students to come and speak with me or ask questions about matter concerning student life, the SUA, or how they can get involved with SUA. Scheduled office hours for the quarter for about 5 hours each week for students with an impacted schedule who maybe couldn't meet one of the days I had listed, so I provided them with other time options. Some students dropped in to Discussed opportunities with students about the ways in which they can join or participate in their student government. Also used this time to prep for SCOC meetings and speak with outside organizations such as Oxfam and St. Baldricks, which inquired about my office-hosting event for students, about what their organization focuses on.

Need better outreach methods as well as follow up with students that I've communicated with to see if they still have any interests in being involved in school activities, e.g. SUA, organizations, etc. Instead of waiting for students to come to me maybe I should have tabled and go to students.



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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 or 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 weekly meetings, all college reps were in attendance as well as the three officers and ex-officio members, President and VP of Academic Affairs, and appointments we discussed and made. The following week SCOC met every Wednesday to go over appointments that come in. We discussed and made appointments to academic and administrative committees.

There is also a lack of communication from the officers and a lack of participation. Also difficult gathering the SCOC officers for an officer meeting, some of the officers feel that there is not a need to follow constitutional duties and meet weekly for the officers.

Date:	Time In:	Time Out:	Total time (Hrs)	Location	Brief description of what you worked on (Include with who &/or which org).
Jan 5 th	8:00pm	10:00pm	2	Merrill Cultural Center	SUA Meeting
Jan 7 th	11:30am	2:00pm	2.5	SUA Office	Outreach Coordinator Interview
Jan 7 th	4:00pm	5:00pm	1	SUA Office	MLK Convocation Phone Conference
Jan 11 th	3:00pm	4:00pm	1	SUA Office	MLK Convocation Phone Conference
Jan 11 th	4:00pm	5:00pm	1	SUA Office	Office Hours
Jan 12 th	12:00pm	1:00pm	1	SUA Office	Intern Check-In



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Jan 12 th	4:00pm	5:00pm	1	SUA Office	Intern Check-In
Jan 12 th	8:00pm	10:00pm	2	Merrill Cultural Center	SUA Meeting
Jan 13 th	4:00pm	5:00pm	1	SUA Office	Intern Check-In
Jan 13 th	8:30pm	11:00pm	2.5	McH Lib	SCOC Meeting
Jan 14 th	12:00pm	1:30pm	1.5	SUA Office	Office Hours
Jan 19 th	12:00pm	1:00pm	1	SUA Office	Intern Check-In
Jan 19 th	12:00pm	1:00pm	1	SUA Office	Office Hours
Jan 19 th	8:00pm	10:00pm	2	Merrill Cultural Center	SUA Meeting
Jan 20 th	4:00pm	5:00pm	1	SUA Office	MLK Committee Conference call
Jan 20 th	5:00pm	6:00pm	1	SUA Office	Intern Check-In
Jan 20 th	8:30pm	11:00pm	2.5	McH Lib	SCOC Meeting
Jan 21 st	12:00pm	1:00pm	1	SUA Office	CampusVibe planning call