

Student Union Assembly

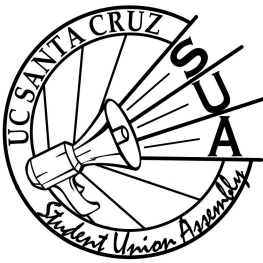
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Dear Student Union Assembly,

Under my duties as President of the Student Union Assembly and Article III Section A.1 of the SUA Constitution, I present my July 2015 monthly report and evaluation to the Assembly.

Transition -

- Prior to the start of July and during the beginning of the month I was able to meet with all of the incoming officers one-on-one to discuss their goals for the year, any questions they had, and their summertime availability. I wanted to find out what days they would be travelling for other business so I could begin planning trainings and meetings.
- I also met with the SUA advisor to discuss plans for moving offices. We coordinated to meet on a weekend in June to pack the whole space.
- This year we have an advisor who is new to his position. I obtained job description from Lucy Rojas, from the Dean of Students Office to better understand his purpose. The new advisor has previously been an academic advisor at a few spaces on campus, so they have a lot of knowledge on campus units and structure, but less knowledge on specific things needed to advise a student organization. I will be coordinating with the Dean of Students Office to ensure the advisor gets training on infoview, budget tracking, and university policy.
- Because of the new position titles due to the constitutional amendment (Chair changed to President), we have to change email addresses and the title on everything. The full title of all the Vice Presidents is very long, and we had to settle on how they wanted to identify themselves in short. For example, "Vice President of External Affairs" or "External Vice President." Most officers wanted to go with the latter version, so the email addresses became suavp_@ucsc.edu. I had to request that through our advisor. We also updated the website early on in the month of July to reflect the changes.
- With the new email address, I have a new Google Drive. This year I am going to try to keep a very organized Google Drive and email account that is easy to navigate for future Presidents and not just myself. Google Drive is a great way to pass down institutional knowledge, resources, and information that might seem irrelevant now but might be useful in future years.
- When packing the office, I found many documents, resources, and information that provided a lot of historical knowledge about the SUA. I spent a large majority of time this month reading all the binders I could find. I also contacted some of the alumni who could answer questions and provide advice on the SUA. I am now exploring the possibility of doing an student government mixer with alumni who were involved with SUA and college senates during alumni weekend to expose more people of past accomplishments.
- This year I am going to work on putting together a resource guide for the President position. It will making training easier, and it will provide a reference point for all of the resources on campus. I think most students within the SUA space do not know how many committees the SUA President has a right to be part of. I also do not think people



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realize how many student fees SUA has committee representatives for. I think it would be valuable to have one compiled list for both the new Presidents over the years to understand their power, and the student body to view and know how to use the President as a resource.

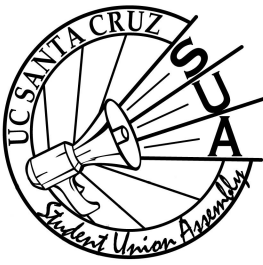
- I began reading and editing the Bylaws and Constitution. The Constitution has a few flaws that cannot be fixed without running it through a Constitutional Amendment, but there are a few grammar and spelling errors that can be edited. The Bylaws have to be changed to reflect the name changes and the creation of the Parliamentarian. There are also a few contradictory things in the Bylaws that need to be edited. I hope to present a proposal at the first Assembly Meeting to fix these things before I can post the new Constitution on the website. I also hope to review all of our guiding documents with the Assembly so everyone understands the SUA.

Moving/Cleaning Office -

- The most time consuming project of the month was moving offices. Because of the retrofit to the Student Union building, the SUA has been temporarily relocated to a trailer by the Cowell Provost House. In late June, we had to go into the office to pack and clean everything. There were a lot of boxes and binders that looked as if they had gone untouched over the last few years.
- 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. Hopefully this will not happen again.
- Setting up the new office has been a challenge. The printer took a long time to set up, and we still do not have a phone or a ramp. We were hoping to get a ramp that leads to the office so it could be ADA compliant. I had a difficult time get a timeline on when these things would get set up. This will likely not be a problem in the future since we will not move again when we get back into our usual office. I will work on getting a list together of things that need to be set up immediately after moving so next year's officers have an easier time getting going after the move.

Summer Outreach at Orientation -

- The outreach at orientation took up most of the day for a few weeks. Not all officers attended every orientation and Slug Night. It was a very time consuming process. It involved speaking in the morning, tabling in the afternoon, and tabling again at Slug Night. We collected a lot of emails and I created a listserv so we can send out updates and news.
- 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."



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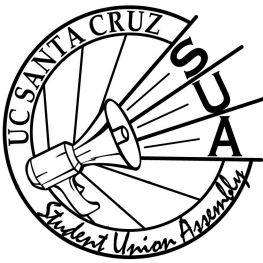
- Personally, I am uncomfortable giving out “swag” because it has no benefit to the student body as a whole. It feels like an irresponsible use of student fees. Everyone loves getting free things, but giving out something with our logo is not the same as educating people on what SUA does, engaging them in student government, and make them want to join. I think it would be better if we put our resources into educational pamphlets and flyers if we want students to understand what we do.

Global Food Initiative -

- The Global Food Initiative has been really exciting. I was able to meet with the committee on campus that is working on the proposal for how UCSC is going to use the money UCoP has provided for food security projects. The Global Food Initiative is bringing in a lot of different campus units to work on providing resources to students. So far we are talking about doing a farmer’s cart on campus rather than the base of campus, getting a swipes program so some students can use the dining hall, and advertising all of the other resources on campus. We have a food pantry, and the Dean of Students gives out Safeway cards and food bags for students in immediate need.
- We also had a celebration at the UCSC Farm with students and staff from across the UC System working on the Global Food Initiative. It was valuable to hear what other campuses are doing and how each individual campus has its own struggles with food insecurity.

Trainings and Retreat -

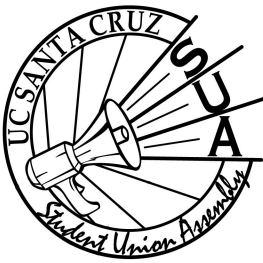
- I wanted to do an Officer Retreat to train the Officers on crucial skills they would need throughout the year and to work on team building. The Vice President of Diversity and Inclusion, and the Vice President of Internal Affairs have begun to help me plan this. I managed to secure funding from the Dean of Students to hire a professional facilitator to guide us. Scheduling the training has been difficult with everyone’s schedule.
- Myself and the SUA advisor met with Staff Human Resources on campus to set up and Fair Hiring Training for the Officers. To ensure we are fair to the student body and to ensure the Assembly that the Officers are hiring the most qualified candidates and not just their friends or their slate affiliation, I wanted to do a Fair Hiring training. This is basically to develop a process of which we are letting each student who applies have an equal chance. The advisor and I worked on getting this training ready for the beginning of September so we could start the hiring process and have things ready to go at the start of Fall quarter.



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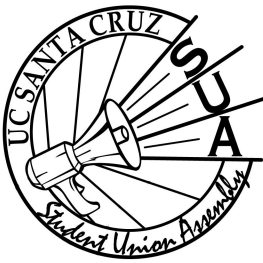
Date	Time In:	Time Out:	Total time (Hrs)	Location	Brief description
July 1st	2:30pm	3:30pm	1	Home	Setting up SUA Chair email address, preparing Officer Meeting agenda, gathering binders, sending emails and Gcal invites.
July 1st	6:00pm	8:00pm	2	Bay Tree Conference Room	Officer Meeting with all officers
July 2nd	3:15pm	6:15pm	3	Stars	Worked on editing website with Seamus and Art
July 3rd	12:00pm	1:30pm	1.5	SC Coffee Roasting	Council of the President conference call – discussed UCSA fee
July 3rd	3:00pm	8:00pm	5	Home	SUA research, began editing bylaws, searched history of Chair accounts for committee information, and make SUA structure flow chart
July 5th	9:30am	10:30am	1	Home	Set officer meeting agenda, searched SUA history for examples of past tracking, and began merging personal and professional email Gcal
July 6th	8:00pm	10:00pm	2	Home	Read SUA binders and researched history. Finished agenda for officer meeting, sent emails, and started template for accountability tracking.
July 6th	9:00am	10:30am	1.5	McHenry	Officer meeting with VPI, VPAA, and VPD. Absent members: OD and VPE
July 6th	10:30am	11:00am	.5	DoS Office	Checked in with Homayun about move in time and phone information
July 6th	12:00am	12:15am	1.25	DoS Office	Check in with Homayun to discuss logistics and update on officer happenings
July 7th	4:00pm	5:30pm	1.5	Global Village	Worked near Sauli. Sent emails, developed format for SUA officer tracking.
July 8th	2:30pm	4:00pm	1.5	DoS Office	Meeting with Homayun about officer accountability training and tracking
July 8th	4:00pm	7:30pm	3.5	Global Village	Worked on tracking, emailing, and contact lists
July 9th	2:15pm	3:00pm	.75	Global Village	EVP/Pres Meeting
July 9th	3:00pm	4:00pm	1	Global Village	Meeting with Seamus to work on swag, bylaws, and SUA structure training
July 9th	4:00pm	5:00pm	1	Global Village	Worked on ordering stickers and emailing
July 10th	10:00am	11:00am	1	DoS Office	Meeting with Homayun to do updates and book CoP retreat travel
July 10th	11:00am	1:30pm	1	McHenry	Meeting with Sauli and Jabari to plan weekend officer retreat in Sept
July 13th	9:00am	8:00pm	~9	SUA Office	Finally moved into the office! Spent the day setting up
July 14th	1:00pm	2:30pm	1.5	SUA Office	Read USSA applications
July 14th	2:30pm	3:30pm	1	HR	Met with HR to discuss best hiring practices and laws
July 14th	3:30pm	4:00pm	.5	SUA Office	Met with Homayun to do an update
July 14th	4:15pm	8:15pm	4	SUA Office	Selected USSA delegation



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July 15th	2:30pm	9:00pm	6.5	SUA Office	Cleaned office, set up computer, organized documents, read through packed boxes of binders
July 16th	4:00pm	6:00pm	2	SUA Office	Was supposed to have call with the White House, call cancelled, so continued to migrate email and do other office work
July 16th	6pm	8pm	2	The Farm	The Global Food Initiative Dinner - met the committee and people from other campuses working on food security
July 17th	9:30am	11:00am	1.5	SUA Office	Pres Office hours and office work, unpacking because the shelves were finally nailed in
July 17th	11:30am	1:00pm	1.5	SUA Office	Officer Meeting
July 17th	1:30pm	3:30pm	2	SUA Office	Pres office hours and organizing office
July 20th	10:00am	11:30am	1.5	SUA Office	Pres office hours, emailing, etc.
July 20th	2:30pm	4:00pm	1.5	SUA Office	Pres office hours, emailing, merging email accounts
July 20th	4:00pm	4:45pm	.75	Cattos Graphics	Picking up stickers
July 20th	6:00pm	8:30pm	2.5	Quarry Plaza	Slug Night tabling
July 21st	8:00am	9:00am	1	C8 Plaza	Orientation Speech
July 21st	11:00am	2:00pm	3	C8 Plaza	Orientation tabling
July 21st	6:00pm	8:30pm	2.5	Quarry Plaza	Slug Night tabling
July 21st	8:30pm	10:00pm	1.5	FedEx	Printing things and making SUA poster for tabling
July 22st	8:00am	9:00am	1	C8 Plaza	Orientation Speech
July 23rd	10:00am	12:00pm	2	SUA Office	Working in office, going through old folders, working on getting retreat facilitator
July 23rd	4:30pm	6:30pm	2	SUA Office	Working in office, going through old folders
July 24th	8:00am	9:00am	1	C8 Plaza	Orientation Speech
July 24th	11:00am	2:00pm	3	C8 Plaza	Orientation tabling
July 24th	6:00pm	8:30pm	2.5	Quarry Plaza	Slug Night tabling
July 25th	8:00am	9:00am	1	C8 Plaza	Orientation Speech
July 25th	11:00am	2:00pm	3	C8 Plaza	Orientation tabling
July 27th	8:00am	9:00am	1	C8 Plaza	Orientation Speech
July 27th	11:00am	2:00pm	3	C8 Plaza	Orientation tabling
July 27th	3:00pm	4:00pm	1	SUA Office	Meeting with Homayun to discuss retreat planning and reserving things
July 27th	4:00pm	4:30pm	.5	SUA Office	Call with White House to discuss "it's on us" campaign and sexual assault prevention



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July 28th	4:30pm	6:00pm	1.5	SUA Office	Officer Meeting
July 28th	6:00pm	8:30pm	2.5	Quarry Plaza	Slug Night tabling
July 29th	8:00am	9:00am	1	C8 Plaza	Orientation Speech
July 29th	11:00am	2:00pm	3	C8 Plaza	Orientation tabling
July 30th	3:00pm	7:00pm	4	SUA Office	Pres Office hours, reviewing budget
July 31th	All day	All day		UC Riverside	Travel to Riverside, and start of Council of the President's Retreat

This is a summary report for July 2015. If there are any questions, concerns, or thoughts, feel free to contact me at suapres@ucsc.edu.

Cheers,
Julie Rachel Foster
SUA President