



Student Union Assembly Officer Report

SUA Mailstop: SOAR, 1156 High Street, Santa Cruz CA 95064

P: 831.459.4838

suapres@ucsc.edu

sua.ucsc.edu

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I. Notable Work

- A. Attended the committee on planning and budget, in which an incredibly intriguing discussion took place on Bay Tree Bookstore finances, subsidies, and management. This took up the majority of the day.
- B. Used last month's sorting algorithm to clean out the presidential email after making a few edits to deal with the un-starring of previously addressed archive items. Successfully ended the day with only three messages in the inbox.
- C. Met with a number of other officers, primarily around upcoming travel and funding for SUA programming related-events like campaigns and next week's open house.
- D. Worked to find amicable slots for individuals being considered for the SUA treasurer position.
- E. Scheduled a new batch of daily reports to be posted within the school's WCMS system.

II. Other notes

- A. I have created a complex system of electronic to-do lists, bar graphs, and color-coded spreadsheets to track my productivity by time, effort, and relevancy of task. It makes me very happy. I look forward to seeing how it might improve my output in future weeks.

Productivity Rating: 5 / 5