



# Student Union Assembly

## Monthly Report

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Under My duties as President of the Student Union Assembly and Article III Section A of the SUA Constitution, I present my January 2017 monthly report and evaluation to the Assembly. I will outline all of my events, logistical planning, activities and constructive criticism with areas of improvement in hopes of providing a detailed account in the month's report.

### Ongoing and Completed Tasks

- **SOFA Planning** (1/1 – 1/17)
  - The SUA Treasurer was quite unresponsive, leading me to fulfill the role of Treasurer. I drafted and sent the campus-wide email announcing how to apply to SOFA and the deadline as well as created the form for the SOFA applications.
  - I emailed all orgs who filled out the application with information needed to present their funding request at SOFA.
  - I reserved the space for the meeting.
  - I emailed all appointed SOFA reps with reminders of the meeting and asked representatives to confirm attendance. Those who did not respond or confirm were asked who would attend in their place.
    - Sofa did not meet quorums by one member and had to be re-convened. This was quite disappointing given the early notice.
  - I did not attend SOFA, because my interim time ended before SOFA was convened.
- **Meeting and Planning with the Treasurer** (1/1 – 1/16)
  - Poor communication with the Treasurer lead to a meeting with myself, as well as requesting him to meet with the SUA Advisor. We set more goals and expectations, which were ultimately not met and lead to his resignation.

- **Transfer of information to newly elected President** (1/18)
  - Newly elected rep, Tias Webster, and I meet to discuss any transitioning tasks and information. For example, I gave him the email password and shared with him the projects I was completing under the office: SOFA, Treasurer updates. We discussed the process of hiring interns under his office.

**Areas for improvement:**

- Poor communication has been a recurring theme within SUA officer core as well as occasionally the interns. I think it would be beneficial, if not necessary, to ensure communication and email skills when hiring the next treasurer.
- I was only in the Presidency position for a week and two days before my interim term ended, and was unable to start or complete projects because of the time I had to devote to SOFA that was unplanned for.
- I stand by my previous concerns from last quarter regarding holding interns accountable, and believe all interns should sign contracts outlining expectations and grounds for termination.
- The assembly space is feeling increasingly unproductive, and representatives are too reliant and devoted to personal relationships or “obligation,” which has hindered productivity.