August 31, 2017

Under my duties as Vice President of Internal Affairs of the Student Union Assembly and Article III Section A Subsection 2(j) of the SUA Constitution, I present my August 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.

**Completed and Ongoing Projects:**

**Officer Meetings and Retreat (12 hours)**

* The other officers and I had lots of opportunities to meet and collaborate this month. We had three general meetings over the course of the month, where we touched base about our upcoming projects. One of the highlights of these meetings was our collaborative effort to release a statement condemning the Alt-Right actions in Charlottesville earlier in the month, which was very positively received by the student population.
* At the end of the month, we had a 3 day-long retreat where we completed our required trainings (fair hiring, DRC/universal design, travel, etc) and brainstormed ways to improve the overall climate of and ease of access to the Assembly. Finding a better meeting space would go a long way towards making meetings more accessible; right now, our physical space is extremely limited because of the lack of large meeting rooms on campus, which makes meetings less accessible to the public.
* All the officers met with Interim Dean of Students Lucy Rojas to provide a briefing about our goals for the year and current projects. She also notified us that her office will be stepping into a temporary advisory role for the Assembly while we recruit a new advisor.

**Student Housing West Development Team Selection Committee Interviews (9 hours)**

* I sat on the Student Housing West Development Team Selection Committee, which interviewed three finalist teams for building and operating this site. The committee will continue meeting next month to debrief and select a team for this project.

**Commencement Funding Campaign (7 hours)**

* I facilitated another planning meeting via Google Hangouts with the student leaders interested in being part of the UCSC Commencement Campaign. While this meeting was productive, I was a bit disheartened that none of the people who were at the previous meeting were able to make this one, because it’s important for this group to get consistent participation to be effective.
* One important outcome of this meeting was a post on the UCSC Student Facebook Group that we wrote to inform students about this issue and collect student feedback about what options they’d like us to pursue to solve this problem.
* Several members of the student group and I met with Sue Matthews and several other administrators from CHES to talk more about funding commencement. Sue wants to create a working group comprised of student leaders from every college to solve this problem. She is also considering moving Commencement from CHES to the Division of Student Success in future years. We plan to reconvene in early October and invite UCSC Police Chief Nader Oweis and Assistant Director of TAPS Susan Willats to speak more about their departments’ roles in Commencement.
* I began looking into how Commencement is funded at other UC Campuses, and was approached by Council of Student Fees Chair Hayden Jackson about creating a systemwide standing policy or resolution that addresses the need for identifying a sustainable funding model for commencement throughout the UC system. I hope to present this resolution at the next Council on Student Fees meeting in October.

**SCOC Preparation (5 hours)**

* I worked on several projects to prepare for SCOC convening next month, including:
* **Budget:** I put in a request for the 2017-18 SCOC budget, but I have yet to hear back from the Dean of Students Office.
* **Laptop:** Grace passed on the SCOC laptop, which is missing a charger. Once I get the budget, I plan to order a new charger so it can be used for future committee activities.
* **Training:** I set up training dates for the new SCOC Steering Committee. Right now, I’m dealing with some uncertainty with the event training I was planning to offer in early October, but I hope to recruit a CPC or another event planning professional to lead this training. I also began creating some event planning ‘how-to’ documents I will distribute during this training.
* **Executive Board:** I reached out to the new SCOC Executive Board to find a time to touch base at the start of the year and see who is available for tabling during the OPERS Festival next month.
* **Swag:** The SCOC swag I ordered last month finally arrived, and I’m excited to give it out throughout the year.

**Compiling 2016-17 C4 notes (5 hours)**

* I acquired notes from last year’s C4 meetings from SCOC Administrator Quinn Chalmers and created sheets summarizing what each committee worked on last year. I plan to give them to students appointed to these committees this year so they have a brief history of their committees.

**Work with TAPS (4 hours)**

* Early in the month, I attended a Santa Cruz METRO Board Meeting to voice my support for METRO running articulated (big) buses on UCSC routes starting Winter Quarter.
* I responded to student dissatisfaction with the new parking permit requirements for the Coastal Science Campus by emailing TAPS Director Larry Pageler with several student testimonials and suggestions for improving this system. I have not yet heard back from Larry about resolving this problem.

**I Heart UCSC Week Planning Meetings (3 hours)**

* I met with Samantha Brandon from Slug 2 Slug three times this month to continue planning I Heart UCSC Week, a new spirit week that will happen during Week 3 of Fall Quarter. We are planning to have different activities each day of the week, including an outreach day for SUA and SCOC where we will be giving away swag and have a free cookie decorating event. Next month we will be starting to publicize this event to new students during Welcome Week and the OPERS Festival, as well as by reaching out to student leaders at the colleges to spread the word.

**Off-Cycle Committee Appointments (2 hours)**

* I appointed students to two committees: Beyond Compliance and the search committee for the new Vice Chancellor of ITS.

**Dean of Students Search Committee (1 hour)**

* Vice Provost of Student Success Jaye Padgett re-convened the search committee for the new Dean of Students that I sat on earlier this summer to tell us our top candidate did not accept the position, so the committee will need to conduct another search.
* I decided to continue sitting on this committee as they undertake another search, but I am also advocating for Jaye to appoint another undergraduate representative to the committee, preferably one not affiliated with SUA in order to ensure a wide range of student perspectives are considered during the new search. I have not yet heard back from Jaye about this proposal at this time.

**Ordering Name Tags and Business Cards for New Officers (1 hour)**

* I made it a priority to order name tags and business cards for the four new officers. So far, I have requested POs for these expenses, but am still waiting on approval from the Dean of Students Office. I am hoping these items arrive before our Fall Welcome Week outreach efforts.

**Began Planning Orientation for Student Representatives on Academic Senate Committees (1 hour)**

* I met with Academic Senate Director Matthew Mednick to discuss best practices for training student representatives on Academic Senate committees. He offered to support SCOC’s planned training for Academic Senate committee representatives, as well as helping to fill out the terminology guides I’ve been making for these committees.
* Having Matthew attend the Academic Senate committee orientation means I will probably split my planned orientation sessions for new committee representatives into two separate sessions for students sitting on academic and administrative committees.

**Collaboration with the International Education Office (1 hour)**

* I met with Keri Toma from the International Education Office (IEO) to talk about developing a partnership between our two offices to promote community for international students on campus. I tentatively committed to supporting the IEO with their International Education Week and Multicultural Fair, as well as putting on the Harvest Dinner over Thanksgiving Weekend, which many international students attend.
* I’ve had trouble identifying a good way to reach out to out-of-state students about their experiences at UCSC because there is no central office or staff person who directly supports them. Next month I plan to meet with Slug Support and the Dean of Students Office to talk about developing a partnership to support this population.

**CAPS Diversity Inquiries (1 hour)**

* SUA Vice President of Diversity and Inclusion Katherine Le and I reached out to Linda Scholz from the Office of Diversity, Equity, and Inclusion (ODEI) and Gary Dunn from CAPS to advocate for ODEI facilitating a mandatory diversity training for all CAPS staff.

**Upcoming Projects:**

**SUA and SCOC Outreach and Publicity**

* My main priority for next month will be doing outreach to new and returning students during Welcome Week by presenting at colleges and Senates, and by debuting my new tabling office hours, tabling at OPERS Festival, and helping put together the annual SUA Open House. I will also use these events to recruit applicants for my two office intern positions and promote opportunities to get involved on committees.

**Preparing for Other Upcoming Projects**

* I will also do more in-depth preparation and publicity for several major projects, including SCOC, I Heart UCSC Week, Commencement, and getting student representation on the Santa Cruz METRO Board.

**Transitioning to New Advisory Structure**

* I also anticipate some challenges next month as we lose our current SUA staff advisor and adjust to having an interim advisor as we recruit a new person for this position. While this will not be easy to manage during one of our busiest months of the year, I am confident in the officers’ abilities to successfully navigate this transition.

**Areas for Improvement:**

* I really did not do as much work as I would have liked this month due to a series of circumstances that affected my personal and professional life. Next month, I plan to hit the ground running as I prepare for the beginning of the school year and the Assembly’s return to normal business.