



# Student Union Assembly

## Monthly Report

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Hey Y'all!

Under My duties as Vice President of Student Life of the Student Union Assembly and Article III Slug to Slug Meeting Section A Subsection 6(1) of the SUA Constitution, I present my October 2017 monthly report and evaluation to the Assembly. I will outline all 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 TASKS**

#### **Campus Food Pantries Meeting**

- This is the 2<sup>nd</sup> meeting with food insecurity stakeholders on this campus. These meetings are just used for general report backs for the difference spaces
- Ivette Torres who is an intern for the Ethnic Resource center shared that the ERC is interested in starting a small pantry like space within their department and plans to continue attending these meetings to see how our group can partner with the ERC
- I made plans with Kristen Lee, the Sustainability Programs Manager, to meet with her staff to finalize logistics for the Food Recovery Network program we will be piloting in the upcoming month
- The Harvest Dinner is approaching and the group wants to do more for students over the Thanksgiving Break. I proposed creating an itinerary of events/meals and presenting it at our next Pantries Meeting in November

#### **Volunteer Outreach + Training**

- The campus-wide email and Facebook campaign brought 350+ people to fill out the interest list Google form to become a pantry volunteer
- Hosted 17 training session in a period of 2.5 weeks and was able to train 157 new pantry volunteers

#### **Shift Lead Training**

- Hosted 2 separate trainings for the 11 shift leads I hired
- We covered everything from how the point procedure works, labeling, expiration/best buy dates, how to intake deliveries, + more

#### **UCSA Board Meeting at UCLA**

- The External Vice President needed a proxy for the University of California Student Association board meeting in UCLA from October 13<sup>th</sup>-October 15<sup>th</sup>

-General report backs were given but the meeting was mainly focused on logistical changes since almost all Graduate Associations to UCSA decided to succeed from the organization to form their own Graduate Student Council

-Graduates felt that it was necessary to leave UCSA in order to get their needs met

-It is pretty unclear what the relationship between the Graduate Student Council and UCSA will be in the future and whether or not graduates will intergrade themselves back into the organization, but I am sure this is something that the External Vice President will tackle

### **Chicano Batman Concert**

-I was unable to attend because of the board meeting at UCLA but I was able to solidify the staffing schedule for Jose Olivas and his team at the Dean of Students

-I hired about 20 Special Event Assistants to staff that event submitted their payroll by the end of the month

### **Intern Interviews and Hiring**

-I only extended 6 interviews in total for the positions of Campus-Wide Programming Coordinator and Pantry Manager

-I hired Isabella Bullock, a freshman at Stevenson College for the position of Campus-Wide Programming Coordinator and I failed to hire a Pantry Manager

-I was not impressed with the candidates for Pantry Manager so I will instead of that position up to one of the Shift Leads at the end of the quarter

### **Food Recovery Logistics Meeting**

-I met with Kristen Lee, the Sustainability Programs Manager, and her team to discuss logistics of how to execute the food recovery program

-We agreed that deliveries of sushi would be every Monday-Friday night around 8/9pm

-There needed to be a way to transport the food from Science Hill to the Pantry (I suggested asking grounds at College 9 if they can borrow their electric cart and College 9 agreed)

-Action items I had to carryout was to make copies of keys for the storage cabinet so Kristen's staff can have access to the fridges and store the temperature bags in the Pantry

### **Pantry Preparation**

-The pantry is scheduled to open November 1<sup>st</sup> so this was the last month for me to put everything together

-I sent out my first shift schedule for volunteers and the schedule was completely filled within 2 hours

-I ordered 10 new chairs to expand the studying area we have at the pantry and a Special Events Assistant assembled them

-I spent October 30<sup>th</sup> with my shift lead, Matthew Halteh, at Costco and Safeway buying everything from new trashcans, sharpies, fresh produce, bread, to gloves to prep for opening day

-My team received its first order from 2<sup>nd</sup> Harvest Food Bank on October 31<sup>st</sup>, which consisted of over 1500 pounds worth of produce and dry goods

### **Weekly Staff Meeting w/ Campus-Wide Programming Coordinator (CPC)**

- October 27<sup>th</sup> was the first 1on1 meeting I had with my new intern
- I gave an orientation of my office, what I do, and their responsibilities as CPC
- Explained the format of how I want budgets drafted through excel, CruzBuy, the PO system, how to set up payroll for the Special Event Assistants she manages, etc...
- Her first task is to research and create an itinerary for Thanksgiving Break

### **SUA Meetings**

SUA meetings began October 11<sup>th</sup>. Use the link below to access the minutes and agendas

<https://sua.ucsc.edu/assembly/agendas-and-minutes/2017-18/index.html>

### **Weekly Officer Meetings**

-Use the link below to access minutes from Officer Meetings

<https://docs.google.com/a/ucsc.edu/document/d/1yvIhij4-yq2R9R79C2fTmjwbGIbzUjbQC4FcxkJWrYE/edit?usp=sharing>

### **AREAS OF IMPROVEMENTS**

-This month was almost overwhelmingly more busy than last month, and rightfully so since RA training took up most of my time last month and I needed to catch up. I am overall happy with what was accomplished and excited to open the Pantry

-I really wished I had more time to train volunteers, but I squeezed as much trainings as I could in my limited schedule. I'm looking forward to next quarter when I have staff to conduct the trainings in conjunction with me so we can hopefully reach more people and I don't have to take the burden all on my own

-I never miss my own events and I was a little disappointed I could not attend the Chicano Batman concert to support my staff. All the communication I had with the concert staff was through email because my schedule was so busy, so I am hoping in the future we can all meet together in person because I prefer face-to face conversations instead

This concludes my October 2017 officer report. If you have any questions or comments, please email me at [suavpsl@ucsc.edu](mailto:suavpsl@ucsc.edu)

Cheers,

Tamra Owens | Vice President of Student Life