



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 September 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

Student Life Office Structural Rearrangement

- In preparation for hiring outreach I finally decided on the new structure for my office. Its purpose is going to be split between two spheres: Campus Events and Addressing Food Insecurity
- I wrote four new intern positions in efforts to uphold the purpose of my office, provide increased opportunities for students to get involved in SUA, and maximize productivity
- Description for the new structure of my office goes as follows:

Events

Campus Wide Programming Coordinator - Coordinates logistics for events, outreaches to organizations to collaborate on events, generates idea for new events to execute, and supervises the payroll and assignments of the Special Events Assistants. This position is an academic year long commitment and works approximately 10 hours a week

Special Events Assistant – Hired to assist the Campus Wide Programming Coordinator in executing events and support the Student Life Office in any tasks needed. Their duties range from organizing files, flyering for events, and or serving as concert staff. Anyone who applies to this position is automatically hired, pay ranges from \$10-\$25 an hour depending on the job, and this is a project based position where the employees choose how much they work

Food Insecurity

Pantry Manager – Is the representative of the SUA Pantry and Lounge program in any meetings regarding the pantry or food insecurity, oversees all operations of the pantry, and supervises the payroll and assignments of the Shift Leads. This position is an academic year long commitment and works approximately 10 hours a week

Shift Leads – Are on call during all hours of pantry operation, supervises volunteers for the Pantry, and is the first person volunteers turn to if there is a problem. They also help with basic upkeep of the pantry including labeling and intaking food shipments.

SUA Outreach Materials

-Picked up the SUA swag from the distributor in time for OPERS Fest

SUA Open House & OPERS Fest

-Generated my own flyer to increase outreach for my office hiring opportunities

-Drafted and had the budget for food approved for the Open House from the officers, had the purchase order made, and called in the catering order

-I attended both events and assisted with the clean up and setup

SUA Pantry Updates

-Drafted and sent out the campus-wide email to recruit volunteers for the Pantry

-Opening date has been set to November 1st

-Created outreach flyers to encourage students to become a pantry volunteer

Weekly Officer Meetings

-Use the link below to access minutes from Officer Meetings

<https://docs.google.com/a/ucsc.edu/document/d/1yvIhij4-yq2R9R79C2fTmjwbGIbzUjbQC4FcxbJWrYE/edit?usp=sharing>

ONGOING PROJECS

Prepping for Pantry Re-Opening

-Prepare shopping list for materials needed before the opening (hand sanitizer, bags, new chairs, ect)

-Write up interview questions for potential interns

AREAS OF IMPROVEMENTS

This month was relatively slow for me as most of my time was consumed with Residential Assistant training for 3 weeks straight and helping my floor of incoming frosh transition into their new home at College Nine. I am looking forward to next month as my RA work load slows down so I can focus on hiring interns and opening the pantry

This concludes my September 2017 officer report. If you have any questions or comments, please email me at suavpsl@ucsc.edu

Cheers,

Tamra Owens | Vice President of Student Life

