

Executive Branch:

- **President – Samantha Guinn**
 - **Work Accomplished:**
 - Have meet with Blanche about the Fan Experience Task force meeting
 - Will find people to sit on these sub-committees and report back to Blanche and John
 - Party Planning committee meeting happened
 - Talked about how to better market the service to students and get more students involved in registering their parties
 - Also tried to gage a new approach to having the student who receives a violation to get an educational piece from the warning/ticket and learn from experience rather than just strict punishment.
 - Have been setting up expectations and figuring out how they will be handled
 - Transfer orientation has been going on to get students interested as well as giving them the services ASCSU provides and help welcome them
 - Ram Orientation begins this week and ASCSU will be present to welcome students and give them information about ASCSU and get them excited about coming to CSU
 - Had the NCLC and NCCWSL conference in Washington, D.C. this week.
 - Will send out a summary of the conferences ASAP to the organization so everyone is in the loop about everything that has been going on and where we can go from here
 - **Goals for Next Week:**
 - Keep up with the Fan Experience and make sure everything is updated there
 - Attend the Community Welcome Walk planning meeting and make sure that Jake knows what is going on there and how the transition will work from here
 - Continue Ram Orientation for the remainder of the summer orientation schedule
 - LSC tour to figure out the office furniture meeting and try to get that scheduled
- **Vice President – Lance Li Puma**
 - **Work Accomplished:**
 - Supervisor Training Tuesday and Thursday
 - Learned Supervisor skills centered around:
 - Effective supervisory skills
 - Constructivist listening
 - Diversity and Supervision
 - Mattering and Marginality

- Organizational Culture
 - Circle Model
 - Drama Triangle
 - Etc.
 - SFRB
 - Began looking at changes to bylaws
 - Scope of the board
 - Description of presentations
 - Etc.
 - Met with Andrew Bondi to discuss changes
 - Senate
 - Met with Andrew Bondi to look at Senate Recruitment and Retention officer job description
 - Scope of his job
 - Also discussed Bondi's proposals to the changes in Senate Leadership
 - Set a timetable
 - ASCSU Handbills
 - Reworking the Contract and the cooperation with Resident Life
- Goals for Next Week:
 - Begin Rewriting SFRB Bylaws
 - Set SFRB Schedule
 - Meet with Mike Ellie and Lyn Johnson to discuss SFRB schedule
 - Work Orientation booth
- Chief of Staff – Hugo Pasillas
 - Work Accomplished:
 - Meeting with Sam and Lance
 - Weekly meetings
 - All meetings are going to be delegated half chief and half deputy.
 - Sam and Lance and Hugo will sit with controller and finance director in one
 - Cabinet
 - Meetings with agendas to have date of events that week
 - Should have updates from all directors of upcoming events, what they are working on, or who has done what in the department
 - Director Reports
 - For the purpose of the summer it's better to have **bi weekly** director reports due **Friday at 4**

- These should be sent to the front desk: ascsu_front_desk@mail.colostate.edu
- and cc my email address (chief of staff):
ascsu_chief_of_staff@mail.colostate.edu
- Here is a list of the dates for friendly reminders!
 - 6/6/14
 - 6/20/14
 - 7/4/14
 - 7/18/14
 - 8/1/14
 - 8/15/14
- Director reports are very important to communicating within ourselves and to show the rest of the CSU community what we are working on and have accomplished. These should have what each director and all deputies have accomplished for the past week or 2 weeks.
 - I think it is very important to get all the dates for your new events and to give credit to any staff or other departments you are collaborating with!
 - In order to get everyone to have great communication, I figured that it would be most convenient to have 1 week announcements in your goals for next week section. This can be for any event, big meeting, travel, or for volunteers
 - I'll be attaching a layout to this report for your use!
- Committees
 - Lauren will sit on most, expect for Hugo will sit on the RamRide committee with the President
 - Hugo will also sit on the Student finance committee
- Goals for Next Week:
 - Finance
 - I'm going to talk to Ryan Brooks and get him on the same page that I will be the primary signer for all p-cards request after his approval and signature. If in any circumstance that I am not to be found Sam will have permission to sign on urgent matter, Lance will follow if she cannot.
 - Possible get everyone p-card trained at the retreat
 - Office regulations
 - I am going to look over some past write up forms and decide how they will look this year. I am trying to find a common ground that will allow room for improvement and feedback before consequence. I meet with Kim for this and am going to rewrite a write up policy.

- Finance – Ryan Brooks
 - Work Accomplished:
 - Read through half of the last years end of year directors report
 - Scheduled a meeting with Sam, Lance, and Deep concerning BSOF structure
 - Goals for Next Week:
 - Meet with Sam, Lance, and Deep
 - Reach out to Allison to see if she would like to join the meeting
 - Continue with reading and understanding the end of year directors report
 - Send Allison a copy of the directors report
 - Controller – Allison Eret
 - Work Accomplished:
 - Established a timeline and process for sending directors reports to the Director of Finance to submit
 - Goals for Next Week:
 - Read through a significant portion of last year’s directors report

- Student Services – Deep Badhesha
 - Work Accomplished:
 - Set up email and calendar with Kim
 - Listened to an angry student complain about bike cops in the plaza during summer
 - Emailed Ryan, Director of Finance, to set up a time to talk about BSOF changes with Senate
 - Emailed Sam and Lance about top secret Project SCOHE
 - Sent Snapchats of office to Sam as she replied with “Meow” on *numerous* large cat pictures
 - Lance’s Question – Probably like a roll a week. Most likely less.
 - Goals for Next Week:
 - Meet with Tim Brogdon about Ram Ruckus stuff
 - Meet with advisor Lance Wright about Student Services stuff
 - Bring in my big White Board to set up some awesome things because I love white boards
 - See what’s happening with that diversity bill and email people about it
 - Continue to be awesome

- Outreach – Natalie McArthur
 - Work Accomplished:

- Meet with Sam Guinn to discuss goals that we would like to accomplish at this fall's retreat.
- Meet with Kim to show outline of retreat and get resources for guest speakers and invites.
- Make an outline of the fall retreat.
- In contact with Riley about creating a program that shows fraternity and sorority life history.
- **Goals for Next Week:**
 - Determine to more activities for the retreat.
 - Conference call Nate Todd, Deputy Director of the Ram Leadership Team, to determine a plan to recruit for next year's RLT.
 - Contact Emily Ambrose for resources for a social justice activity.
 - Send out retreat invitations to cabinet.
- **Marketing – Taylor Bergeron**
 - **Work Accomplished:**
 - Met with Dillon for transition (6/2)
 - Got familiar with the office/computer
 - Creating a to do list for summer marketing
 - Created an office hours schedule
 - Initiated communication with department
 - **Goals for Next Week:**
 - Update website:
 - Delete previous minutes
 - Update bios
 - Need to email Kelsey Z (in contacts) regarding the planner
 - Set up meeting time(s) for department
 - Check out SLiCE for P-card training
 - Get popsicles for orientation?
- **Health – Mackenzie Whitesell**
 - **Work Accomplished:**
 - Cam's Crew
 - Received notice that Cam's Crew sweatbands are ready for pickup and confirmed that Sam (with Conflict Resolution & Student Conduct Services) will get them
 - Sent invoice for sweatbands to Fan Experience Standing Committee (who paid for the bands)
 - Chronic Health Mentoring

- Contacted Anne Hudgens and Rose Kreston about insurance for mentors
- In communication via email with Policy, Risk, & Environmental Programs and Resources for Disabled Students (RDS) to determine whether or not volunteer mentors should be put on university liability insurance
 - Exploring options to appoint mentors as university volunteers through RDS or have volunteers sign liability waiver
- Scheduled training for September for mentors and confirmed dates with Counseling Services, Medical Services, Case Management, and Resources for Disabled Students (all presenting at training)
- Received additional mentor application, reviewed it with Rhondda from RDS, and decided to accept the new mentor into the program (total of 10 mentors)
- One mentor dropped the program for unknown reason (no response to emails/calls)
- Notified all mentors of training dates and emailed out contact list for mentors
- Tobacco/Smoking
 - Attending first Tobacco Task Force Meeting (May 19th) as co-chair of the Task Force (along with Sandy Sheahan from Facilities and Mari Strombom from Housing & Dining)
 - Charge for the Task Force was given by Blanche Hughes & Amy Parsons
 - Presented the Tobacco Policy Review Document from the CSUHN and student opinions regarding a potential change to university smoking/tobacco policy
 - Contacted Carlos Jaquez, new Student Health Advisory Council (SHAC) President about sitting on the Tobacco Task Force – arranged a meeting for July to update him
 - Received data from Fort Collins tobacco policy expansion survey and open forum (also passed on to Tobacco Task Force)
 - Per the request of the Task Force, contacted student who emailed me petition with 1,066 signatures asking for a smoke-free CSU about potentially being part of a focus group to discuss student concerns (the student just graduated and cannot participate)
- Miscellaneous
 - Ratified by ASCSU Senate
 - Created summer to-do list for Department of Health
 - Began brainstorming ideas (along with Assistants) for new initiatives, including more involvement with mental health (partnership with CSUHN), male body image, and sexual assault
 - Contacted Sam Guinn about food bank goals
- Goals for Next Week:
 - Solidify plans for insurance or waiver for Chronic Health Mentors

- Determine if background checks are necessary
- If necessary, contact mentors regarding insurance information
- Begin brainstorming specific goals/tasks for Assistants in 2014-15
- Email Sam & Mike from CRSCS about Cam's Crew t-shirts, food vouchers, parking passes, and training
- Read tobacco articles from Larimer County
- Continue developing list of goals for summer and academic year for the Department of Health
- Assistant Directors of Health – Will Mahr, Abby Etchepare, Conner Jackson
 - Work Accomplished:
 - Ratified by ASCSU Senate
 - Brainstormed ideas with Mackenzie (briefly) for Department of Health 2014-15
 - Goals for Next Week:
 - Assistants will not be working over the summer unless needed

