

▪ **Dates to Remember**

- Payroll signature dates –Every two weeks. If you are on payroll, please be sure to have those dates outlined on your calendars. This is your responsibility
- Next Cabinet Meeting is on Tuesday July 30th
- ASCSU Leadership Retreat, Thursday, August 15th from 9:00am-3:30pm at the University Remington House
- ASCSU Fall Retreat August 16th-18th
- International Student Orientation Fair is on August 20th at 8:00am

Executive Branch

▪ **President – Nigel Daniels**

- Last Two Week's
 - Colorado State University Preview and Orientation
 - Thank you to all the people who participated in the preview orientation sessions for incoming freshman throughout this summer
 - Concluded all of the preview sessions to ensure ASCSU involvement and representation and recruitment for next year's Ram Leadership Team
 - ASCSU Advisors
 - Met with Pam Norris and Mike Ellis to discuss the progress made thus far for ASCSU
 - Established better understanding for the future plans and goals for next year
 - National Campus Leadership Conference
 - Met with Joe from the NCLC about future plans for ASCSU and the major issues we are planning on focusing on as an administration
 - Discussed the potential in assisting to organize and host a western conference similar to the NCLC conference in Washington D.C. I attended this June
 - Established strong working relationships with multiple universities across the nation that are focusing on similar issues
 - ASCSU Supreme Court
 - Met with Chief Justice, Kelsey Hall to discuss the future plans for the ASCSU Supreme Court
 - Discussed ways to incorporate the Supreme Court in ASCSU involvement and ways to promote the court
- **Goals**
 - Next Week
 - Take a much needed break for summer vacation from July 22nd- July 31st
 - Attend the Board of Governors meeting at the CSU Pueblo campus on Aug 1st- Aug 2nd
 - Catch up on everything missed this last week and make appropriate responses
 - Finalize the ASCSU retreat agenda and itinerary with advisors and departments
 - Touch base with Blanche Hughes and John Morris about the Fan Experience Committee

- **Vice President – Andrew Olson**
 - **Past Week Follow-Up:**
 - SFRB Spring Schedule
 - Almost done, just waiting for conformation from the president’s cabinet before I send it to all the fee areas
 - The senate will meet in BSB 107 for the first semester of the year and the second semester as well
 - SFRB Application is now finalized and available to anyone who wants to apply
 - Pacesetters application is just about done
 - Want it looked over by Lindsay Sell before it is finalized
 - Talked with USA Today about Collegiate Readership Program
 - Working with Gov. Affairs on a senate session with City Council Representatives
 - Possibly City Manager Darin Atteberry and Mayor Karen Weikunat
 - **Goals for Next Week:**
 - Revaluating bylaws for SFRB with Mike Ellis and Robert Schurer (ongoing through the summer until SFRB Fall Retreat)
 - Finish work on the Spring Schedule of SFRB
 - Set up catering for SFRB in the Spring with Mike Ellis and LSC Catering
 - Continue looking for an advisor to senate
 - Pacesetters meeting with Lindsay Sell on Monday
 - Get the word out about Pacesetters and look for potential members of the selection committee
 - Drop off SFRB applications to each fee area
 - Get the Interactive Student Fee online
 - Ongoing through August
 - Check in on University Affairs on progress on College Council presentation
- **Chief of Staff – John Stockley**
 - **Work Completed This Week:**
 - Attended RamRide Advisory Board Meeting
 - The ‘Mobile Knowledge’ dispatch system is currently the front runner due to cost
 - If the cost can come down slightly then there will be no need for a bidding process
 - Planning for the 10th birthday is ongoing
 - There will be an alumni dinner as well as a student oriented bash
 - The Logo is in the process of being revamped

- RamRide is expected to hit its 200,000th ride this upcoming year
- Attended the 'Models of Supervision' training
 - Learned various supervisory models to ensure an effective workplace
- Reviewed the content and advertisements of the ASCSU funded planner
 - Added a few dates
 - Found a few questionable advertisements that were removed
- Completed the last Preview Orientation sessions
 - Compiled a list of over a hundred interested incoming students
 - The list will be used to advertise our services as well as Ram Leadership Team
- Goals for the Upcoming Week:
 - Meet with Emily from the Collegian to discuss the FGCU event
 - Attend the next RamRide Advisory Board meeting
 - Possibly meet with Lance Wright to discuss Grill the buffs
 - Attend the International Student Orientation Fair to advertise ASCSU services
- Deputy Chief of Staff – Samantha Guinn
 - Work completed:
 - 1st press release sent into the Collegian
 - 2nd press release ready to be sent in next week
 - Talked to Coach Skip about speaking at Grill the Buffs
 - He said as long as he is in town he will be able to speak at the pep rally and try to get everyone ready for the game
 - Spoke to Dell Rae about press releases
 - Advice given was just to keep everything professional and appropriate
 - Started working on the Positive Impact press release- will release that when school starts
 - Preview orientations finished!!
 - To be done:
 - Cabinet on Tuesday July 30 at 5:30 pm
 - International Student Orientation Fair August 20 at 8 am
 - CSU Open House August 14 – Are we going to be there??
 - Retreat is coming up fast!
 - Fill open student boards
 - Another meeting with Paul Thayer on Student Success Initiatives
 - Keep talking with Coach Skip about Grill the Buffs
 - Help out with whatever else needs to be done in the office and with other department
- Finance – Fred Colclough
 - Progress on Goals from Previous Week:
 - BSOF
 - Website up to date, ready to go

- Helped a few students start filling out paperwork to be ready for fall
- Interactive Student Fee
 - Worked/ing with Mike Ellis to get a more standard expectation from fee areas
 - Worked with several other fee areas as well
- Updated Controller books expenses in recent weeks
- Goals for Following Week:
 - Update Controller Books as money is spent
 - BSOF
 - Correspond with any students seeking funding, help them get ready for fall
 - Finish getting website put together/ get login for me
 - Get moved to BSOF.Colostate.EDU from SFB.Colostate.EDU
 - Help students seeking funding fill out paperwork for fall
 - Start advertising BSOF for people interested in sitting on the board
 - Interactive Student fee
 - Continue catching up with directors that have been out for the summer/ vacations
 - Finish up retreat budget/ plan with Lauren W.
- Outreach – Lauren Wester
 - Work Accomplished:
 - Coordinated roommate arrangements for ASCSU Retreat.
 - Met with ASCSU Advisors to discuss ASCSU Retreat Sessions.
 - Confirmed ASCSU Advisors to speak at the ASCSU Retreat.
 - Met with Nigel Daniels to discuss CLP and Outreach Projects.
 - Met with Oscar Felix to discuss Outreach Projects partnership.
 - Met with Kevin Johnson to discuss implementing Outreach Projects through RLT.
 - Met with Wahid Awad to discuss GSC Contract.
 - Met with Riley Bitner to discuss Greek Life Chapter Incentive.
 - Met with Kim Grubbs to begin finalizing the plans for ASCSU Retreat.
 - Sent menu email for ASCSU Advisor Luncheon.
 - Finalized the ASCSU Retreat Schedule.
 - Researched and read ways to begin Outreach Projects.
 - Contacted leaders to begin the conversation about Outreach Projects.
 - Created an ASCSU Retreat Checklist.
 - Information and packing list for ASCSU Retreat written.
 - Ordered project supplies for ASCSU Retreat.
 - Made list of registration and special accommodations for ASCSU Retreat.
 - Goals:
 - Meet with Andrew Cundiff about ASCSU Advisor Luncheon to finalize details.
 - Gather supplies for ASCSU Retreat.
 - Finalize roommate accommodation list for ASCSU Retreat.
 - Send out packing list for Pingree for ASCSU Retreat.

- Make roommate signs for ASCSU Retreat.

- **Governmental Affairs – Morgan Smith**
 - Progress From Last Week:
 - Attended Community Welcome Walk meeting
 - Talked about what needs to be done before the event
 - It will be held at the Drake Center this year due to the LSC renovation from 4:30-8:00 pm
 - I am responsible for student volunteers
 - Reached out to Ram Welcome Leaders, they will be volunteering this year
 - I will also be sending out an email to ASCSU within the next few weeks
 - We are going to review last year's surveys before the next meeting
 - We will not include a "sorry we missed you" card
 - We will also be looking at the feasibility of t-shirts for volunteers
 - Continued to work on the fall roundtable agenda
 - Got some ideas from ASCSU
 - Met with Jeannie from Off Campus Life
 - Talked about format of the roundtable
 - Had a phone conference call with CU's Director of Legislative Affairs
 - I updated her on ASCSU's work with textbooks last year
 - Talked about legislative goals
 - We also talked about the possibility of communicating or meeting with the other student governments in Colorado
 - I'm going to start compiling contact information of the other schools
 - Found a date to meet with Rich, CSU's lobbyist
 - Either August 6th or 7th
 - Waiting to hear back from Jenn and Nigel
 - We will be talking about legislative goals, and Day at the Capitol
 - Reviewed Team Fort Collins White Paper
 - Goals for Next Week:
 - Attend Community Welcome Walk meeting (8/8)
 - Attend Party Registration meeting (8/1)
 - Contact the City Manager's office and City Council to see who will be able to attend the fall roundtable
 - Decide what issues will be discussed
 - Follow up with Off Campus Life about the Community Welcome Walk
 - Volunteers and draft email to volunteers

- **Health – Mackenzie Whitesell**
 - Progress on summer goals

- Cam's Crew
 - Sent more recruitment emails to all service-related student organization leaders who are enrolled on RamLink
 - Spoke with Doug Max (Athletics) about renting walkie talkies for the volunteers at the games
 - Spoke with Chelsey Green about RamRide insurance for volunteers
 - Spoke with Mike Katz about CRSCS setting up insurance agreement with motorpool for Cam's Crew volunteers
- Tobacco
 - Read documents regarding e-cigarettes and other vaporizing smoke products
 - Worked with Audrey on plans for tobacco photovoice display
 - Contacted Environmental Health professors regarding their interest in participating in discussions about tobacco on campus
 - Read Tobacco Free Larimer County newsletter
 - Read more of the online Tobacco 101 training
 - Read articles from Jan with LCPH regarding the benefits of smoke-free policies for smokers
- Miscellaneous
 - Worked with Dillon to get Alcohol EDU posters finished, printed, and delivered to Housing & Dining Services
 - Read Fan Task Force materials
 - Will be attending two Fan Experience Standing Committee meetings in August
- Goals for next two weeks
 - Continue work with Mike Katz & Dave Hurley to make plans for Cam's Crew
 - Send out more Cam's Crew recruitment emails to student organizations
 - Figure out plans for Assistant Director with Nigel
 - Call current Assistant Director back about her role, etc.
 - Attend Fan Experience Standing Committee meeting on August 5th
 - Continue to talk to Environmental Health faculty members about interest in tobacco policies on campus
 - Email Sam about Body Image campaign ideas
- Marketing – Dillon Rickard
 - Progress on Summer Goals
 - Planner
 - With the LSC move instead of the planners coming to the LSC West, we have arranged with Housing and Dining for a new location for there delivery.
 - Orientation
 - Orientation is complete. In my eyes it was a great success. We collected over 100 people's contact information with interest in ASCSU.
 - Student Org Marketing
 - The process for student org marketing is complete and we have now had 2 student orgs approach us and discuss marketing strategies
 - ASCSU Website

- Traveled to Denver to meet with the web designer and to set out a timeline of when the website will be finished.
- Grill the Buffs
 - I have been meeting with my advisor and been in discussion with my department on how we truly can reach the most students for grill the buffs with its change in location.
- Next week:
 - Water Closet Marketing
 - ASCSU Promotional Material for Grill the Buffs purchased
 - Department meeting 7/29/2013
 - Deans Leadership Marketing
- Director of promotions- Cassie Davis
 - Promotion updates-
 - In the pursuit of Marketing material for Grill the buffs.
 - ASCSU Collaboration-
 - Drafting a potential collaboration letter for business around the CSU Campus
 - Next week
 - Begin discussing with business advertising within ASCSU
 - Dean leadership Marketing
 - Water Closet Marketing.
- Director of web and graphic design- Derrick Murray
 - Website Updates
 - Ram Ride Job Descriptions up
 - Grill the Buffs
 - Working with student services to design a logo for Grill the Buffs
 - Next week:
 - Water Closet Marketing
 - Deans Leadership Marketing
 - ASCSU Pamphlet completion
- Student Services – Jamie Ragusa
 - Past Week Follow up:
 - Currently speaking back and forth with Joyce Durol about approving and finalizing everything for Grill the Buffs and ensuring we are not short on time for this event
 - The involvement Expo will be joining Grill the Buffs so now it will a much bigger and more exciting event! We are ordering 4,000 burgers instead of 2,000. Very exciting stuff.
 - Still planning on having the promotional event on the first day of classes to encourage students to attend Grill the Buffs/Involvement Expo.
 - Marching Band directors have responded to my email and might have a scheduling conflict but will do their best to have a pep band out there with us.
 - For-ever-green shirts are ordered!
 - Goals for Next Two Weeks:
 - Still need to finalize all financial requests for Grill the Buffs and abide by all rules and restrictions for IM fields and Basketball courts.

- Still need marketing to Create a Grill the Buffs logo to send to Tim Brogdon for “Welcome Back Week”

- **Environmental Affairs – Sam Block**
 - Goals for the next two weeks (I will finally be back in town!!)
 - Housing and Dining and ASCSU initiatives
 - Finish list of goals and ideas by meeting on August 5th and go over a few with the SSC on what we can work on together
 - Talk to Health Department and see if they can join in on my meeting on August 5th to talk to Housing and Dining about a campus tobacco ban
 - Food Day
 - Ask the SSC what student organizations want to be involved
 - See if we can combine the event with National Campus Sustainability Day (since they are Oct. 23 and 24th)
 - Net Zero Waste Grill the Buffs
 - If this is a go, E-mail Sheela Backen in facilities for help
 - Save Money and Energy Campaign
 - Edit draft of energy saving tips
 - Bring final draft to marketing department
 - Have this list ready for students at the beginning of the semester
 - Progress on goals from the last two weeks
 - Save Money and Energy Campaign
 - Made a draft of list of energy saving tips to market to students living off campus
 - Sent to Andrew (assistant) to edit and add his ideas
 - Housing and Dining and ASCSU initiatives
 - Drafted a list of goals with Andrew’s input
 - Started to break down some goals into smaller ideas
 - Will collaborate on these with housing and dining at my meeting
 - Net Zero Waste Grill the Buffs
 - Asked Student Services Department about starting this
 - Food Day Event
 - Will be on October 24th
 - Coordinating with Jacob Kimiecik from the SSC on beginning plans
 - Researching what other college campuses have done for Food Day
 - Researching the main messages of Food Day
 - Been in contact with my department, we are keeping each other up to date on all that is going on
 - Reminders
 - Set up a meeting with Jacob Kimiecik, SSC
 - Aug 5th meeting with Housing and Dining
 - Aug 20th SEEAC meeting
 - Set up meeting with Carrol Dollard, Energy Engineer
 - Email the front desk on my food choice for the retreat

- **University Affairs – Lance LiPuma**
 - **Course Survey**
 - Met with Mike Palmquist and Rusty Scott to discuss creating a link in the registration page for each section. This link will allow students to view the course survey results for every professor from the last semester.
 - Created a proposal for the course survey link that highlighted the need for such a change and the dynamic approach that will be taken.
 - Waiting to hear back from Mike Palmquist so I can present this to the Registrar, Chris Seng.
 - **Academic Integrity**
 - Through Mike Palmquist I have set up a meeting with Elaine Green From Academic Integrity for August 1st. We will be sitting down and discussing the changes she would like to see to the CSU integrity code.
 - **Campus Liaisons**
 - Finished the profile for campus liaisons this week and sent it to Lauren from Outreach and Nigel Daniels.
 - This profile highlighted five different individuals to target for recruitment.
 - **Committee List**
 - I have begun compiling a list of open seats on various committees and hope to have a working list before the start of school.
 - I currently have two lists that do not match each other.

Front Desk

- **Front Desk & Kim Grubbs**
 - **Last Two Week's**
 - Worked with Lauren Wester to help with ASCSU retreat planning
 - Ordered and organized new administration cell phones to comply with new university standards and Verizon contract
 - Working to update administrators calendars to include yearly events and regularly scheduled meetings throughout the semester (ongoing)
 - Processed payroll for the 7/12/13 pay period
 - Working to compile payroll binders for 2013-2014 academic year
 - Planning the ASCSU Leadership Retreat for 8/15/13, which includes securing a facilitator to help with a session or two
 - Collecting Sexual Harassment certifications of ASCSU employees to ensure university standards are being followed
 - Submitting background checks of all paid ASCSU paid staff to the university background check office
 - Answering obscure questions –This week's off the wall questions "How are fees assessed for university computer labs, and who has the ability to determine who can use different labs, as well as the oversight for each lab"
 - **Goals**
 - Establish Front Desk fall 2013 weekly schedule
 - Process payroll for the 7/26/13 pay period

- Complete ASCSU Payroll paperwork for ratified employees
- Seek Advisors meal requests for luncheon on 7/16/13

