

▪ Dates to Remember

- August 30 Macklemore Concert
- September 1 Rocky Mountain Showdown
- **PAYROLL SIGNATURES ARE REQUIRED THIS WEDNESDAY, SEPTEMBER 4.** Don't forget to sign your payroll sheets. It is your responsibility if you want to get paid for the work you are doing.
- September 4 First Senate Meeting
- September 6 First BSOF Meeting

Executive Branch

▪ President – Nigel Daniels

- Last Two Week's
  - Rocky Mountain Showdown
    - Met with Mathew Helmer with University Events to provide updates and to finalize the plan for “Grill the Buffs”
    - Discussed ASCSU's involvement in Ram Week
    - Work to identify volunteers for the Rocky Mountain Showdown bus trip to Denver
  - Fan Experience Standing Committee
    - Discussed updates and received feedback on the minute notes from the subcommittee
    - Discuss immediate things we can do to address fan behavior through the first week of classes (Ram Week)
    - Established clear goals and expectations to charge subcommittees with
  - APLU Western Conference
    - Met with the key members in ASCSU leadership to discuss the format and preliminary planning for the proposed conference in October
    - Discussed the potential schedule and goals to achieve
    - Worked to finalize the plan for housing and meeting space
  - Welcome Walk
    - Helped to ensure ASCSU participation at the event in collaboration with CSUPD, City of Fort Collins, and community members
  - State Legislatures
    - Met with President Frank, Chancellor Martin, Senator Kefalas, Representative Fisher, and Representative Ginal to discuss legislative goals for the upcoming year
    - Discussed potential in an open forum held on campus
- Goals
  - Next Week
    - Begin to finalize arrangements for the upcoming conference
    - Meet with the UniverCity Connections Mobility Task Force
    - Speak at the President's Fall address
    - Attend the Fall Leadership Forum with CSU leadership

▪ **Vice President – Andrew Olson**

▪ Past Week Follow-Up:

- SFRB
  - Retreat on September 7<sup>th</sup> and the first meeting is on September 10<sup>th</sup>
  - The retreat will be about the bylaws and a couple introductory type things
  - The first meeting will be about the setup of the fall tours and expectations
- Pacesetters application is just about done
  - Jason Berlinberg is working on the Pacesetters timeline with the Traditions Council who will be the selection council for the Pacesetters
- RAMCart is well underway and locations are being scouted out by Neal Lujan, Director of Technology Services and the RamCard Office as well as Thomas Moothart, Assistant Dean of Libraries
  - Location may be in the library entryway shared with the Cube and other potential locations that have high foot traffic
- Met with legislators today to discuss higher education issues and what collaboration efforts will look like and where those efforts will be focused on for the next year.

▪ Goals for Next Week:

- Reevaluating bylaws for SFRB with Mike Ellis and Robert Schurer (ongoing through the summer until SFRB Fall Retreat)
  - Plenty of changes are going to be proposed at September 7<sup>th</sup> retreat
- Have SFRB membership finalized on the 4<sup>th</sup> of September
- Hopefully have the Pacesetters timeline set so that it can be advertised as much as possible

▪ Miscellaneous

- Have a Great Weekend!
- I'll be out of the office the 5<sup>th</sup>-6<sup>th</sup> for the Fall Leadership Forum

▪ **Chief of Staff – John Stockley**

▪ Work Completed This Week:

- Attended the annual Community Welcome Walk
  - Talked with off campus students as well as long term residents about city ordinances and ways to grow community
  - Over 30 ASCSU students were present for this event
- Volunteered at Grill the Buffs
  - Grilled burgers that were handed out to students
  - All burgers were handed out
  - Event was very successful
- Attended the Town Hall meeting with representative Jared Polis
  - Had discussion about college affordability and ways to improve that for students

- Held meeting to discuss planning a Student Government Conference for member colleges of the APLU
  - Tasks were delegated to begin the scheduling and invitation process for the conference
  - Kelsey Hall and myself will be in charge of looking into hotel room availability and affordability
  - Lauren Wester will be in charge of drafting an invitation email for student government officials of APLU member colleges
- Goals for the Upcoming Week:
  - Schedule a date for the sustainability event/ test run of the proposed on campus shuttle
    - Hope to determine the feasibility and cost effectiveness of such a shuttle
  - Work with Kelsey hall to investigate availability and cost of hotel rooms for incoming student representatives for the conference
- Deputy Chief of Staff – Samantha Guinn
  - Work Completed:
    - Grill the Buffs was a complete success!! Great job!
    - Community Welcome Walk was also a complete success! Great event!
    - Town hall meeting with Jared Polis Thursday night was also a good event.
    - Have been in touch with the students about volunteering at specific events.
    - 4 press releases sent in to the collegian
    - Been in contact with Paul Thayer
    - Decided that I send out calendar events to the cabinet
    - Have been in touch with various advisors about meeting to be happening soon and what boards need to be filled
  - Work to be completed:
    - Next PACSS meeting is when?
    - Cabinet Wednesday at 5:30!
    - First senate session at 6:30
    - Figure out what boards/committees must be filled and fill them
    - Reevaluate schedule and finalize office hours
    - Set up meeting with Regina.
    - Make sure everyone is all good and if they need help to help them!
    - More press releases to be sent out.
- Finance – Fred Colclough
  - Progress on Goals from Previous Week:
    - Make sure to use the ASCSU financial request forms, NOT the SLiCE ones
    - All forms come to me FIRST, then I will get them to Kim/ SLiCE/ etc.
  - BSOF
    - First meeting/ Training set for 9/6/13
    - Still trying to recruit senators – will at senate on 9/5/13
  - Working to update controller books expenses in recent weeks

- If you've bought something and NOT filled out a financial request form, come get the receipt from me/ Kim, and please fill out a sheet and return it to the Finance Dept so we can get caught up on summer purchases.
- Trained on Kualu with Diana and Michele
- Goals for Following Week:
  - Update Controller Books as money is spent
  - Keep catching up with departments on money that was spent over summer
  - More Kualu training/ getting comfortable with it
- Outreach – Lauren Wester
  - Work Accomplished:
    - Met with Nigel Daniels to discuss the Western APLU Conference.
    - Called west coast universities to inquire about interest in the Western APLU Conference.
    - Drafted invitation to west coast universities for the Western APLU Conference.
    - Volunteered at Grill the Buffs.
    - Volunteered at Community Welcome Walk.
    - Scheduled weekly department meetings and office hours.
    - Attended the Jared Polis town hall meeting on campus.
    - Attended Diversity Symposium Planning Committee meeting.
    - Met with Matthew Bruno from Lincoln Middle School to discuss Outreach Project.
    - Met with Rebekah Sampson to discuss how to get CSU students involved with Outreach Project.
    - Met to discuss resources for long-term illness students with Mackenzie Whitesell.
  - Goals:
    - Send out invitation letters to west coast universities.
    - Submit a press release about the Outreach Project.
    - Start planning the best way to support Lincoln Middle School.
    - Meet with Mackenzie Whitesell to discuss long-term illness resources.
    - Schedule a meeting with Housing and Dining and Health Network to discuss these options.
    - Work out monthly leadership development for ASCSU.
    - Strategize better ways for student outreach on campus.
    - Plan of action for CLP.
    - Meet with Bobby Kunstman for detailed update on Ram Leadership Team.
  - Kevin Johnson – Director of Ram Leadership Team:
    - Work completed:
    - Volunteered for Grill the Buffs
    - Got together with Nate Todd and created an interview process for RLT
    - Created RLT ideas and gave them to Nigel. They appear basic but there is a ton of info for each point on that list.
    - Sent another email to the summer list of prospective RLT applicants reminding them of the application.
    - Community Welcome Walk
    - Collaborated with Derrick to create an RLT Graphic for T-Shirts, RamLink flyer, etc.
    - Met with Bobby to discuss basic RLT logistics further.
    - Active recruitment outside the office on my own time.
  - Riley Bitner – Director of Greek Life and Student Organizations:
    - Greek Life

- Lindsay Sell, the new Director for Greek Life starts on September 4<sup>th</sup> and I have already talked to her about setting up a meeting once she starts, so sometime hopefully that week I will be sitting down with her to talk about the Greek Chapter of the year idea. Following the meeting with her and hearing her thoughts I will hopefully be having a meeting with the presidents of the four Greek councils to further work out the details and feasibility of the competition. (I sent Lindsay an email trying to set up a meeting but have yet to hear back from her)
- I have been talking with a few other Greeks and working on a basic outline for the Greek Chapter of the Year idea but until I talk with Lindsay there will not be much I can do.
- I sent out an email to all the Greek Chapter Presidents from all four councils letting them know who I was and what I as well as the rest of ASCSU could do for them. I also told them I wanted to work on building the relationship between ASCSU and Greek Life on campus.
- Student Orgs
- Next week I am going to head to the student org office and/or the Slice Office to get the contact info for student orgs to send out the email to them.
- **Wahid Awad – Director of Graduate and International Student Affairs:**
  - Work finished:
  - Departmental orientations all over the university for new grade students to introduce to them ASCSU and GSC opportunities of involvement and services to be offered, as well as asking for new active members to represent their department.
  - Graduate school orientation attended. I gave a short presentation about the ASCSU and GSC and how they are working together. 200 T-shirts were provided to new grade students as well as more than 300 flyers.
  - I did participate in the community welcome organized by ASCSU and Fort Collins city. “It was fun”.
  - Attended the departmental mandatory meeting (pre-retreat) on Wednesday August 14<sup>th</sup> to discuss our department goals and prepare for the ASCSU retreat at Pingree Park.
  - Attended the ASCSU retreat at Pingree, from Friday to Sunday (August 16<sup>th</sup> to 18<sup>th</sup>).
  - I announced my office hours in the ASCSU message board.
  - Finished all paper work for ASCSU hiring.
  - 
  - Things to be done within the next two weeks:
    - Setting up a meeting for the GSC and ASCSU to discuss the GSC /ASCSU contract and plans for the fall semester.
    - Volunteer for Grill the Buffs” day.
    - Explore ways for cooperation between our department and other departments.
    - Plan any future events ahead for the department or for my branch.
    - Explore ways of cooperation between grad student affairs and graduate school.
    - Explore the availability of having an assistant for me.
- **Governmental Affairs – Morgan Smith**
  - Progress From Last Week:
    - Community Welcome Walk
      - The event was really successful and I appreciate everyone who came out to volunteer!

- I received really good feedback from Off Campus Life about ASCSU participation
- City council members, the mayor, the city manager, and officers from both CSU PD and Fort Collins PD attended the event
- The venue worked really well and the zones seemed to be the perfect size for volunteers
- Jared Polis Town Hall
  - Thank you again for the ASCSU members who came to the event!
  - The event went really well and I was glad to see a better turnout than last year
- Governmental Affairs had their first department meeting
  - It was great to coordinate events with the department and catch up on what everyone has been working on
- Volunteered for the Involvement Expo and Grill the Buffs
  - This was an awesome event and I'm so glad I got to serve burgers, it was a great experience!
- Goals For Next Week:
  - Continue to work on the fall roundtable agenda
  - Continue to work on Jenn Penn's contract
  - Start working on fall cleanup
- Health – Mackenzie Whitesell
  - Progress on summer goals
    - Cam's Crew
      - T-shirts
        - Compiled list of t-shirt sizes
        - Decided on t-shirt style with Mike & Dave
        - Ordered shirts from Burt's Logo Apparel via email on 8/30/13
          - CSUPD will be fronting the cost of the shirts, to be later refunded by Athletics/Student Affairs
      - Recruitment
        - Hung up posters in academic buildings, including Anatomy/Zoology, Microbiology, Chemistry, BSB, Clark, the library, and the LSC
        - Responded to several volunteers interested in Cam's Crew and compiled spreadsheet of their information
      - Confirmed CSUPD funding and contacted Karla with Ovations to change food vouchers
      - Made sign-up sheet to have at training and tally sheets for volunteers to use at games
      - Emailed Mike about Cam's Crew drivers
    - Tobacco
      - Communicated with Jane (LCDHE) regarding proposed expansion of smoking ordinance in Fort Collins to include a ban on smoking on patios/outdoors spaces of restaurants and near Transfort and Max stops
        - Also met with Andrea & Christina about this issue



- Decided to work with Jan to compile a survey for CSU students of their opinions on the policy
  - I will present a summary of the feedback from this survey at the public forum regarding the proposal in November
  - Will also advertise the opportunity to speak at the forum to other CSU students
- Began reading documents Audrey worked on over the summer regarding tobacco at CSU
- Miscellaneous
  - Attended Fan Experience Standing Committee Meeting (8/27)
  - Met with Christina to discuss my plans for the year and get her input on tobacco issues, body image campaign, health insurance changes, etc.
  - Contacted Andrea about request for alcohol presentation by a fraternity (request made to Lia)
  - Met with Nigel about potential food bank idea with Ginger Graham
  - Contacted Christina and Case Management regarding long-term illness resources on campus
    - Set up meeting with the Case Management team for next week
    - Set up meeting with Lauren to discuss plans for long-term illness
  - Attended Community Welcome Walk!
  - Attended clean-up shift at Grill the Buffs
- Assistant Director of Health – Lia Fortune
  - Hung up flyers in residence halls for Cam's Crew
  - Wrote summary for Mackenzie of health scholarship
  - Attended Community Welcome Walk
- Goals for next week
  - Print materials for Cam's Crew training: sign-up sheet, Ovation vouchers, tally sheets, contracts
  - Confirm training plans with Mike & Dave
  - Recruit more Cam's Crew volunteers!
  - Write up table of goals/action items/timeline for the department for Christina
  - Smoking ordinance (Fort Collins):
    - Contact Jan about survey idea and how to develop a survey (with Angela Gale as well)
    - Talk with marketing about how to get survey on website (along with information about forum in November)
    - Talk with Nigel – send out survey to students via his email?
  - Discuss politics of tobacco photovoice project with John and Nigel
  - Set up meeting with Christina and Lia
  - Set up weekly Department meeting with Lia
  - Continue work on overview of Cam's Crew planning for future Exec. Directors

- **Marketing – Dillon Rickard**
  - **Fall Semester**
    - Incentive program
      - Working with Student Services to create an incentive program for students to volunteer for events to increase participation in ASCSU.
    - SLICE Orientations
      - The first student org orientation will be Wednesday, September 4, 2013 - 5:00 PM - 6:00 PM in the Lory Student Center in the Grey Rock room. Please come if you are interested in what ASCSU and other resources at CSU are able to do for you and your student org.
    - Student Org Promotion
      - Continuing to create different ways student org's can promote themselves. Being that CSU is a very diverse college we want to tailor our marketing schemes to specific colleges. As some strategies may work better than others depending on the college. Our goal is to spread student org awareness as quickly as possible.
    - Participation In Various Events
      - Community Welcome Walk, Grill the Buffs, Macklemore and a variety of other promotional events.
  - **Next week:**
    - Department meeting Tuesday September 3<sup>rd</sup>
    - Meet with the Student Org "Water Closet"
    - Continue work on ASCSU Website
    - Continue to develop incentive program
  - **Director of promotions- Cassie Davis**
    - Off Campus Promotion
      - After discovering multiple avenues of promotion on campus. We will now look at areas surrounding the campus where students are present to further promote ASCSU and potentially student organizations.
    - Next week
      - Begin contacting a variety of Coffee Shops to discover advertising policy.
      - We will have our first digital media push. This will be an interesting opportunity to discover how effective the promotional avenues on campus are.
  - **Director of Web and Graphic Design- Derick Murray**
    - College 2 Career
      - Creating a variety of material for College 2 Career. This includes a general poster, handbills and flyers.
    - Website
      - Continuing to update the website with new information as the school year begins.
    - Next week:
      - Continue work on College 2 Career material.
      - Continue work on Water Closet material.
      - Potential ASCSU advertisement design.



- Student Services – Jamie Ragusa
  - Past Week Follow up:
    - Grill the Buffs went GREAT! We had a great turn out and the volunteers were SO helpful. My department and I could not have done it without them.
    - We had some hiccups in the morning set up with FLEXX being 45 minutes late but other than that, we pulled it off!
    - The Volunteer Incentive program shirts were a hit and Marketing did a wonderful job on them. I think this program will be very successful.
  - Goals for Next Week:
    - Hand out FEG shirts to the whole Mac Gym.
    - Have a successful Ram Road Trip where no one gets hurt.
    - Establish a permanent weekly meeting time for department
    - Start planning homecoming float, and first two tailgates; as well as the next Ram Road Trip.
  
- Environmental Affairs – Sam Block
  - Goals for next week
    - Bike to Breakfast
      - Get the event approved through Facilities/Health
      - Get coffee for the 19<sup>th</sup>
      - Meet with Jennifer Johnson with Parking and Transportation Services and finalize posters and advertising and figure out parking and services for the vendors participating
      - Let the mechanics know the first date is cancelled
      - Send a press release to the Collegian
    - Alternative Transportation Fair
      - I have another meeting with Aaron Fodge on 9/6
      - Speak to Off-Campus Life to see if they want to help
      - Find out if I need to purchase bike lights
      - Pick a date!
    - Sustainable Living Fair
      - I will be meeting with my advisor to talk about content for the booth, he will be joining us as well
      - Put together a few ASCSU things for the booth
    - Recycling Bins
      - Let Quan know what I hear about these
    - Live Green
      - Follow up with the RA on the Sustainable Living Fair
    - Food Day
      - Follow up with Jacob with the SSC on reserving a space soon
  - Progress on goals from last week
    - Bike to Breakfast
      - We have burritos for all dates! Snooze and Charco Broiler are donating burritos
      - FC Food Coop is donating on the 26<sup>th</sup>
      - We have mechanics for all of the dates from Recycled Cycles and Brave New Wheel
      - Mugs is donating coffee on the 12<sup>th</sup> and 26<sup>th</sup>
      - The first date will be cancelled, so there will be three on 9/12, 9/19, and 9/26
    - Alternative Transportation Fair

- Met with Aaron Fodge, he gave us some ideas and will be helping out too
    - Waiting to hear back from REI
  - Recycling Bins
    - I talked to my advisor about this and he is looking into it for me
  - Attended the Community Welcome Walk and Grill the Buffs—both were a blast!
- **University Affairs – Lance LiPuma**
  - Meeting with Jody Donovan
    - Discussed the Proposal for the Course Survey
      - Adjustments
      - Roadblocks
      - Next person to present to
    - Discussed the Proposal for the Senate Credit Hour
      - Will be getting in contact with Deanna Leone from PLP to discuss the Leadership minor that is being created
      - Will be rewritten so any leadership position within an organization at CSU can receive leadership credit (SLICE, ASAP, ASCSU, etc.)
    - Committee List
      - Jody said she would be able to get me most of the names of the chairs for the committees on the list
      - Will be meeting with her next week to sit down and create a list.
  - Course Survey
    - Got the critique from Mike Palmquist and will consider it with Jody Donovan's suggestions
  - Senate Survey
    - Is being rewritten and may be integrated into the leadership minor that is begin created.
  - College Council List
    - Got in contact with CVMBS and added new information to the list.
    - Still waiting to hear back from senators to get the information on their college councils.
  - Senate Roster
    - Nick Goode and I have paired up to create the most up to date list of Senators that will be returning.
    - Have found a potential Engineering Senator
      - Will be setting him up with his college council.
  - Committee List
    - Have begun finding the information for the list Kelsey Hall gave me for her Justices.
    - Forwarded her information regarding the Diversity Grant Committee that one of her Justices should sit on.
    - Will make major headway once I sit down with Jody again.
  - Blue Books
    - Valerie Ciurej reached out to ASCSU to inquire about the Blue Book purchase.
    - I have emailed, called, and have had Kim reach out to her to no prevail.
    - Will be attempting to get in contact with John Perry from the Bookstore to have a meeting next week.
  - McKael Grayson
    - Has reached out to Nick Goode for information about senate.
    - Will be at the next senate meeting to update the list
  - David Feldman
    - Is working on the Committee List for ASCSU

- **Front Desk –Kim Grubbs**
  - **Last Week**
    - Coordinated handbook distributions for entities on campus entities looking to use for their student population. AAC, CASA, and International Programs have utilized the handbooks for their students. If you know of any areas on campus that could use handbooks for their student populations, please contact the ASCSU Front Desk.
    - Helping students get acclimated to the MAC Gym. Our number one question at the front desk is “Where is SLiCE?”
    - Processed phone bills and secured signatures for accounting purposes.
    - Processing disbursement vouchers and internal orders for the office
    - Help support Grill The Buffs event from the back end.
    - Attended SLiCE Staff meeting. The next meeting is Wednesday, September 11<sup>th</sup> in the morning. Please let Kim know if you have any information you want to see passed onto SLiCE.
  - **Goals**
    - Get new front desk staff hired and trained
    - Send out feedback forms for everyone who attended the ASCSU Leadership Retreat
  - **Information to know**
    - Kim is in class from 9:00 to 12:00pm every Friday this semester. She will be making up those hours on Wednesday evenings. Please let her know if you have any questions or concerns

