



**Weekly Report**

**01/25/2016-01/29/2016**

**President's Report**

	<b>Section 1: GENERAL INFORMATION</b>
Department	President's Office
Date	Week ending on January 23, 2017
Members	President Daniela Pineda Soracá
Expenses in the Past Week	N/A

	<b>Section 2: Activities</b>
Summary of Accomplishments	<p><b>On 1/16/17</b></p> <ul style="list-style-type: none"> <li>• Attended the Martin Luther King Day Celebration</li> </ul> <p><b>On 1/17/17</b></p> <ul style="list-style-type: none"> <li>• Met with Advisor Pam Norris             <ul style="list-style-type: none"> <li>○ Finalized ASCSU's Spring Retreat needs &amp; Agenda</li> </ul> </li> <li>• Held Office Hours</li> </ul> <p><b>On 1/18/17</b></p> <ul style="list-style-type: none"> <li>• Met with Director of Health Nolan to discuss semester initiatives             <ul style="list-style-type: none"> <li>○ Agreed that I would take the lead on the contacts needed for our CSU Health Fair to be held in April</li> </ul> </li> <li>• Met with Director of University Affairs Waida             <ul style="list-style-type: none"> <li>○ Discussed messaging around the "BARE" Run</li> <li>○ Conversation to be continued at the Retreat</li> </ul> </li> <li>• Met with Speaker Pro Tempore Kendall             <ul style="list-style-type: none"> <li>○ Discussed Legislative Updates &amp; Final Retreat Details</li> </ul> </li> <li>• Met with Chief of Staff Maldonado, Deputy Chief of Staff Vessa, and Director of Environmental Affairs Johnson             <ul style="list-style-type: none"> <li>○ Discussed the role of ATFAB and our strategies moving forward for the next fiscal year; more details to come</li> </ul> </li> <li>• Held Weekly Cabinet Meeting             <ul style="list-style-type: none"> <li>○ Shared Retreat Agenda items</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Reference this week's meeting minutes for full updates</li> <li>● Attended Senate <ul style="list-style-type: none"> <li>○ Supported Bill #4610</li> <li>○ Gave the Legislative Branch regarding the Retreat Agenda &amp; other updates</li> </ul> </li> </ul> <p><b>On 1/19/17</b></p> <ul style="list-style-type: none"> <li>● Held Office Hours</li> <li>● Attended the VP for Enrollment and Access Search Committee</li> </ul> <p><b>On 1/20/17</b></p> <ul style="list-style-type: none"> <li>● Met with Elections Manager Barthel <ul style="list-style-type: none"> <li>○ Finalized Presentation for Spring Retreat</li> </ul> </li> </ul> <p>Outlined Timeline of Elections Activities 2017</p>
Lessons Learned	<ul style="list-style-type: none"> <li>● Syllabus week isn't what it used to be Freshman Year</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>● Attend the ASCSU Spring Retreat</li> <li>● Conference Call with CSU System Representatives to discuss collaborative efforts</li> <li>● ASCSU Business as usual</li> </ul>

### Vice President's Report

	<b>Section 1: GENERAL INFORMATION</b>
Department	<i>VP</i>
Date	<i>1/20/2017</i>
Members	<i>Mike Lensky</i>
Expenses in the Past Week	\$0.00

	<b>Section 2: Activities</b>
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Attended the Martin Luther King Jr. Day event in the LSC Ballroom</li> <li>- Attended Cabinet</li> <li>- Preparation for the first SFRB Meeting of the year</li> <li>- Chaired Senate</li> <li>- Held a meeting to discuss Transit Financial Literacy</li> <li>- Preparations were made for the ASCSU Retreat</li> <li>- Worked on job description and details regarding the Speaker of The Senate</li> <li>- Diversity Bill Petition Process is underway and brainstorming for the petition is underway as well.</li> </ul>
Lessons Learned	The week flies by really fast and make sure that you are working efficiently in order to maximize time
Delegated Tasks	Some senate duties to Speaker Pro Tempore Kendall and Parliamentarian Vaisampayana

Relations Bridged	None
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	None
Next Steps	Continue Diversity Bill process Plan SFRB Retreat Hold first SFRB Meeting Attend ASCSU Retreat Finalize Speaker of the Senate Job

### Chief of Staff

Section 1: GENERAL INFORMATION	
Department	Leadership
Date	01/20/2017
Members	Gabriela Maldonado- Chief of Staff
Expenses in the Past Week	Snacks for retreat

Section 2: Activities	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Met with Director of Academics Siri and discussed plans for the department and goals for the semester</li> <li>- Met with the Director of University Affairs Kevin and also discussed classes and future events that will be occurring with the CSU Stadium</li> <li>- Met with RLT member Michaela and Deputy Vessa</li> <li>- Made Cabinet Agenda</li> <li>- Attended Cabinet</li> <li>- Set up weekly meetings with directors</li> <li>-</li> </ul>
Lessons Learned	Plan ahead.
Delegated Tasks	Meet up w/ Deputy Vessa to catch up on retreat.
Relations Bridged	NA

Cross Departmental Strategy  (How did pre/during/post cross departmental collaboration go)	Deputy Vessa is such a great help!
Next Steps	Meet with Chrissy and discuss retreat details. Finish meeting with the rest of the directors

### Deputy Chief of Staff & Press Secretary

	<b>Section 1: GENERAL INFORMATION</b>
Department	<i>Office of the President</i>
Date	Jan. 20, 2017
Members	Christina Vessa
Expenses in the Past Week	\$225 for ASCSU Spring Retreat room reservation (Jan. 21, 2017); \$1,200 catering delivery and set-up at Tamasag Center

	<b>Section 2: Activities</b>
Summary of Accomplishments	<p><i>Discussed upcoming initiatives and programming with departments of Health, Environmental; Traditions &amp; Programming, Diversity, Community and Governmental Affairs.</i></p> <p><i>Day at the Capitol is Feb. 21; Mental Health Week and Body Acceptance Week are major events; Ram Madness Basketball Tournament is in the works.</i></p> <p><i>Led and executed ASCSU Spring Retreat where topics of Transfort, Undie Run and Elections were discussed. The general consensus is that an expansion of Around the Horn would be beneficial to students; we will focus on promoting resources to students related to sexual misconduct; the Elections Code will be slightly revised to become user-friendlier.</i></p> <p><i>Deputies will be attending Cabinet meetings during the first session of each month. Chief of Staff Maldonado I will be meeting bi-monthly with them as well this semester.</i></p>

	<p><i>Chief of Staff Maldonado and I met with our Ram Leadership Team mentee, Mikaela. We will be delegating tasks and projects to her as necessary this semester.</i></p> <p><i>Connected Reporter Rachel Telljohn to Director Siri and Director Johnson to discuss the promotion of online syllabi. Expecting a story this coming week.</i></p>
Lessons Learned	The retreat went well even though advisers were not present. Sometimes going with the flow works out best.
Delegated Tasks	N/A
Relations Bridged	Rachel Telljohn, Collegian
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	<i>We are looking to promote the combining of resources this semester with departmental events. Collaboration on large-scale initiatives and programming will be key to success.</i>
Next Steps	Profiling President Pineda-Soracá for upcoming Inside ASCSU blog

### Director of Academic Affairs Report

<b>Section 1: GENERAL INFORMATION</b>	
Department	Academics
Date	1/20/2017
Members	Director: Tyler Siri Ambassador: Stephanie Yassa
Expenses in the past week	\$0.00

<b>Section 2: Activities</b>	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Touched base with Dr. Matt Hickey to discuss the success of the Online Syllabus initiative. <ul style="list-style-type: none"> <li>o Many faculty took our legislation under advisement in the choice to print syllabi this semester.</li> </ul> </li> <li>- Connected with Dr. Kelly Long to set up advisor meetings for the semester.</li> <li>- Attended PASS, where we discussed the newly proposed HIPs rubric and how the university would like to move forward in promoting high impact practices on campus.</li> <li>- Participated in a meeting to discuss moving forward with the online financial literacy course and to start planning how to launch the program to the student body as a whole.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Attended the first meeting for the Community of Practice.</li> <li>- Set up an internal program for ASCSU to promote class attendance throughout the semester.</li> </ul>
Lessons Learned	<ul style="list-style-type: none"> <li>- Starting strong makes everything easier.</li> </ul>
Delegated Tasks	<ul style="list-style-type: none"> <li>- Financial literacy rollout planning</li> <li>- RAMped Up week planning</li> </ul>
Relations Bridged	
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	
Next Steps	<ul style="list-style-type: none"> <li>- Start working on RAMped Up week planning</li> <li>- Follow up on last semester's initiatives</li> </ul>

### Director of Community Affairs Report

	<b>Section 1: GENERAL INFORMATION</b>
Department	State and Local Policy
Date	January 20, 2017
Members	Pranaya Sathe (Officer of Community Affairs)
Expenses in the Past Week	N/A

	<b>Section 2: Activities</b>
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Met with Mayor Troxell to discuss upcoming projects</li> <li>- Taught at Merit Badge University with Officer Wise</li> </ul>
Lessons Learned	Sometimes, innovation and initiative is necessary where little to no help is given; and it will be taken well
Delegated Tasks	-help Officer Wise with transition
Relations Bridged	-Boys Scouts (Longs Peak Council)
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	
Next Steps	<ul style="list-style-type: none"> <li>- Begin planning upcoming projects</li> <li>- Help Officer Wise with Day at the Capitol</li> </ul>

### Director of Diversity and Inclusion Report

<b>Section 1: GENERAL INFORMATION</b>	
Department	Diversity and Inclusion
Date	January 20, 2017
Members	Erin Vargas (Director) Axel Foor (Deputy)
Expenses in the Past Week	None

<b>Section 2: Activities</b>	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Debrief with Axel</li> <li>- Started thinking about possible events for the semester</li> <li>- Started brainstorming about the inclusive excellence workshops</li> </ul>
Lessons Learned	Start planning and brainstorming, have those thoughts organized
Delegated Tasks	Reach out to our mentee Evan
Relations Bridged	None
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	None
Next Steps	Decide on possible dates for the workshops Figure out which skeletons and topics we will be using

### **Director of Environmental Affairs Report**

<b>Section 1: GENERAL INFORMATION</b>	
Department	Environmental Affairs
Date	January 20 <sup>th</sup> , 2017
Members	Hanna Johnson- Director of Environmental Affairs Nogah Seidemann- Deputy Director of Environmental Affairs Kailey Carlson- Environmental Affairs Ambassador
Expenses in the Past Week	\$0

<b>Section 2: Activities</b>	
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Summary of Accomplishments	<ul style="list-style-type: none"> <li>-ATFAB</li> <li>-Communication with board</li> <li>-Meeting with Daniela and Staff to discuss next steps</li> <li>-Meeting with Mike Lensky for clarification</li> <li>-CSSO</li> <li>-Communication with Emily Taylor</li> <li>-Meeting with Kailey Carlson for Ambassador position</li> <li>-Meeting with Nogah Seidemann for updates</li> <li>-Prepping Transfort Contracting info for ASCSU retreat</li> </ul>
Lessons Learned	Getting back into the swing of things after a long break can be challenging. Assess what needs to be done, plan, and begin moving forward. Clear communication is key.
Delegated Tasks	<ul style="list-style-type: none"> <li>-Scheduling for Deputy Director</li> <li>-PSC Meeting</li> </ul>
Relations Bridged	None
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	We set up a whole department weekly meeting time to keep unity in our department.
Next Steps	<ul style="list-style-type: none"> <li>-Department Meeting to discuss the semester and brainstorm</li> <li>-ATFAB</li> <li>-Meeting Tuesday, Thursday, and Sunday next week</li> <li>-Meeting with Mike Elis on Friday</li> <li>-Set up bi-weekly meeting with Aaron Fodge</li> <li>-Email Tonie Miyamoto about Earth Week</li> <li>-Ratify Kailey</li> </ul>

**Director of Finance Report**

	<b>Section 1: GENERAL INFORMATION</b>
Department	Finance
Date	1/20/2017



Members	Controller- Josh Silva Ambassador – Rob Leonard Director – Michael Wells
Expenses in the Past Week	None

<b>Section 2: Activities</b>	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- The Board for Student Organization Fundion (BSOF) approved two events this week for the student orgs Black Definition and Africans United. The total allocation for these two events was \$4,840.</li> <li>- I have worked to schedule Ambassador Leonard for this semester</li> <li>- Marketing Director Perletz and I worked to resolve issues regarding payments for advertisements on Social Media. Director Perletz has now made it possible for direct communication to happen with the Director of Finance in the future regarding these payments for advertising.</li> </ul>
Lessons Learned	Timing is everything
Delegated Tasks	None
Relations Bridged	BSOF has bridged relations with the new organization Black Definition.
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	As stated above, I worked heavily with Director Perletz to further the communication between marketing and Finance.
Next Steps	I will be holding one on one meetings with every group that funded by BSOF this year up to this point in hopes to generate feedback on our financial process. This should help to fight against our normal “event evaluation” surveys that typically lack detail and feedback. This will allow our department to better understand student groups work with us and what we can do to make the process more efficient.

### Governmental Affairs Report

	<b>Section 1: GENERAL INFORMATION</b>
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Department	Governmental Affairs
Date	January 20, 2017
Members	Cole Wise – Director Guarav Harshe – Ambassador
Expenses in the Past Week	None

	<b>Section 2: Activities</b>
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Developed Marketing Plan for Day at the Capitol</li> <li>- Started tracking legislation in the General Assembly</li> <li>- Spoke with Outreach regarding Day at the Capitol</li> <li>- Took P-Card Training</li> <li>- Set Agenda for Day at the Capitol</li> <li>- Got through my first week of the job!</li> </ul>
Lessons Learned	Time and planning is everything!
Delegated Tasks	Caught Guarav up on Day at the Capitol and have a meeting scheduled for next week.
Relations Bridged	Jenn Penn – Lobbyist, Marketing
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	Marketing is very responsive and willing to help! Outreach is on top of it and gave great suggestions on how to get the word about Day at the Capitol out to the CSU community. Department of Finance was extremely helpful this week!
Next Steps	Continue planning Day at the Capitol and track Senate Bills 17-060 and 17-062.

### Director Health Report

	<b>Section 1: GENERAL INFORMATION</b>
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Department	Health
Date	11/18/16
Members	Spencer Nolan, Director Angel Wright, Deputy Hayley Gottwalt, Ambassador Sonali Kovoov-Misra, Ambassador
Expenses in the Past Week	\$48

<b>Section 2: Activities</b>	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Emails emails emails</li> <li>- Working with Marketing on t-shirts</li> <li>- Department Meeting was a success</li> <li>- Met with President and Deputy Chief of Staff</li> </ul>
Lessons Learned	Stay on top of tasks. Make sure to submit things early.
Delegated Tasks	Mental Health Committee tasks. CHMP.
Relations Bridged	Will be working with senate soon
Cross Departmental Strategy  (How did pre/during/post cross departmental collaboration go)	Marketing deserves all the credit for success this week. Worked with Senate as well on Obstacle Course for April.
Next Steps	Get shirts for BAW. Meetings next week. Mental Health Committee meets on Tuesday week after next.

**Director of Marketing Report**

<b>Section 1: GENERAL INFORMATION</b>	
Department	Marketing  **Marketing Department Meeting Every Friday from 12-1pm
Date	23 January 2017
Members	Director of Marketing- Leah Perletz Deputy Director of Marketing- Veronica Bass Deputy Graphic Designer- Laura Morrison Pibel

Expenses in the Past Week	For-Ever-Green T-Shirt Design Contest, 15 Posters \$0 (\$21 from Tradition Budget)
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	<b>Section 2: Activities</b>
Summary of Accomplishments	<p>Design Request/In-Process Ad's created by Laura Morrison Pibel</p> <ul style="list-style-type: none"> <li>● For-Ever Green T-Shirt Design Contest, Poster</li> <li>● Ram-Madness</li> <li>● Body Acceptance Week</li> <li>● Day at the Capitol</li> </ul> <p>Social Media</p> <ul style="list-style-type: none"> <li>● Facebook "Event" for For-Ever Green T-Shirt Design Contest</li> <li>● Facebook Group to connect ASCSU (Front Desk, Senate, Judicial, Executive--all directors, deputies, ambassadors, etc)</li> <li>● ASCSU "person" Facebook → to track campaigns, spending, page traffic etc → tool for an easy transition</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>● Marketing Presentation → for Cabinet on 1/25/17</li> <li>● Working on Transition "binder"/materials</li> </ul>
Lessons Learned	Think outside the box, marketing if everywhere, so who is your target audience?
Delegated Tasks	<p>Laura-Designs</p> <p>Veronica-Website/Social Media</p>
Relations Bridged	Senate, Judicial
<p>Cross Departmental Strategy</p> <p>(How did pre/during/post cross departmental collaboration go)</p>	Finance, Health, Governmental Affairs, Traditions, Outreach, Senate?
Next Steps	<p>Continue working on designs</p> <p>Finish/present Marketing Presentation/Steps</p> <p>Transition Binder</p> <p>Order SWAG</p> <p>Work on Campaign → Outreach, Health, University Affairs</p>

**Director Department of Outreach**

<b>Section 1: GENERAL INFORMATION</b>	
Department	Outreach
Date	1/23/16
Members	Nick Bohn, Nate Rhine
Expenses in the Past Week	Zero

<b>Section 2: Activities</b>	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Registered ASCSU for the involvement Fair</li> <li>- Registered ASCSU for the admitted students Day</li> <li>- Helped with Day at the capital</li> <li>- Helped with the stadium forum</li> <li>- Emailed Jacob about club questions for election manager</li> </ul>
Lessons Learned	Take care of your health first and foremost
Delegated Tasks	RLT
Relations Bridged	Government affairs, front Desk
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	Worked with Gove3rnment affairs and university affairs to make an outreach plan with them about all of the different clubs available to them to reach out to to help promote their events
Next Steps	Start on the semester!

**Judicial Branch Report**

<b>Section 1: GENERAL INFORMATION</b>	
Department	<i>Supreme Court</i>
Date	<i>1/20</i>
Members	<i>Chief Justice – Jacob Stein</i>
Expenses in the Past Week	<i>None</i>

	<b>Section 2: Activities</b>
Summary of Accomplishments	<ul style="list-style-type: none"> <li>• Welcomed members of the ASCSU Court back for the semester and updated them on upcoming activities</li> <li>• Met with Elections Manager Sam Barthel to orient him to the office and discuss preliminary plans for the Elections season</li> <li>• Discussed presentation for ASCSU Spring Retreat with Elections Manager Barthel and President Daniela Pineda-Soraca</li> <li>• Worked to schedule meetings for the upcoming semester for All University Hearing Board</li> <li>• Attended ASCSU Senate meeting</li> <li>• Attended Pre-Admission hearing</li> </ul>
Lessons Learned	
Delegated Tasks	
Relations Bridged	
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	
Next Steps	<ul style="list-style-type: none"> <li>• Attend ASCSU Spring Retreat</li> <li>• Schedule AUHB time for the semester</li> <li>• Begin process to hire new Associate Justice</li> <li>• Meet with Elections Manager Barthel to discuss next steps for organizing elections</li> </ul>