



**Weekly Report**

**4/17/2017 – 4/24/2017**

**President's Report**

<b>Section 1: GENERAL INFORMATION</b>	
Department	President's Office
Date	Week ending on April 21 <sup>st</sup> , 2017
Members	President Daniela Pineda Soracá
Expenses in the Past Week	

<b>Section 2: Activities</b>	
Lessons Learned	Take it one day at a time. That is all you can do.
Next Steps	<ul style="list-style-type: none"> <li>• ASCSU Business as usual (office hours and meetings with advisors, branch/ executive leadership, cabinet, senate)</li> <li>• Finalize ICR Conference Details               <ul style="list-style-type: none"> <li>○ Invoices, P-Card Checkout, attendee communications, etc.</li> </ul> </li> <li>• Attend Internal Committee to present Chief Justice Job description</li> <li>• Meet with several senators including a meeting with Senator Horowitz</li> <li>• Attend the Ram Spirit Sub-Committee</li> <li>• Meet with Advisor Norris</li> <li>• Met with President-elect Silva, Vice President-elect Wells, RMSM ASCSU Liaison &amp; Speaker Pro Tempore Kendall, and Pete Wack, RMSM CEO, to</li> </ul>

	negotiate the contract terms for the upcoming school year <ul style="list-style-type: none"> <li>• Meet with Dr. Hughes and Dr. Miranda</li> </ul>

### Vice President's Report

Section 1: GENERAL INFORMATION	
Department	Vice President
Date	4.23.2017
Members	Mike Lensky, Vice President
Expenses in the Past Week	272

Section 2: Activities	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- <b>Monday 17<sup>th</sup></b></li> <li>- Held Office Hours</li> <li>- Aided incoming administrations with bills pertaining to their job descriptions and budgets</li> <li>- Chaired Student Fee Review Board</li> <li>- SFRB say presentations from ASCSU. ATFAB presented once more. The Student Fee Review Board approved one of the seven ATFAB budgets for fiscal year 18. All other fees approved on the Long Bill</li> <li>- <b>Tuesday 18<sup>th</sup></b></li> <li>- Helped Bus to Coffee</li> <li>- Passed out flyers for Financial Literacy program "Moneywise on campus"</li> <li>- Met with President Tony Frank and VP Blanche Hughes to discuss issues across campus</li> <li>- Attended the unveiling of the Old Main Bell</li> <li>- Held Office Hours</li> <li>- <b>Wednesday 19<sup>th</sup></b></li> <li>- Attended Presidents Sustainability Committee Celebration</li> <li>- Attended Dean's Student Leadership Council</li> <li>- Chaired Senate along with Speaker Pro Tempore Kendall</li> </ul>

	<ul style="list-style-type: none"> <li>- Passed Job Descriptions bill for the incoming administration</li> <li>- Executive budget was moved to external committee</li> <li>- Bill in regards to Diversity Petition was placed in University Issues Committee</li> <li>- <b>Thursday 20<sup>th</sup></b></li> <li>- Met with students to discuss Special Course Fees</li> <li>- Met with Director Norris to discuss end of the year evaluations</li> <li>- <b>Friday 21<sup>st</sup></b></li> <li>- Finalized Long Bill</li> <li>- Met with Students to discuss parking with the new stadium</li> <li>- Met with Director Norris and Ashley Noel and Senate leadership to discuss how to improve Senate</li> <li>-</li> </ul>
Lessons Learned	Many lessons from the Student Fee Review Board were learned and I will carry these lessons forever
Delegated Tasks	Certain chairing duties to Senate Leadership
Next Steps	Chair Senate Finalize Moneywise on Campus program SFRB Dinner

### Chief of Staff Director's Report

	<b>Section 1: GENERAL INFORMATION</b>
Department	Chief of Staff
Date	04/21/2017
Members	Gabriela Maldonado
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>- Met with Kim, Vice President Lensky, and President Pineda-Soraca</li> <li>- Completed Cabinet Agenda</li> <li>- Weekly Meeting with Director of Marketing Perletz and discussed cabinet applications progress on handshake</li> <li>- Met with Director of University Affairs and discussed meeting in regards to initiatives for the dorms that have to re-park during game days, Ram Ride's participation with the video and the video's progress which has proved challenging, and meeting with the new administration to give input on the University Affairs department to help transition to the next administration</li> <li>- Met with Meet with Director of Academic Affairs and discussed financial progress on RAMped up week RFD's and invoices as well as the senate presentation of the changes to the elections code</li> <li>- Met with Director of Outreach and discussed the final Mobile Food Pantry on May 4<sup>th</sup> at the same location and time, involvement with the elementary school visit last Friday, and plans for the rest of the semester</li> </ul>
Lessons Learned	There is two more weeks of school before finals.
Relations Bridged	- NA
Cross Departmental Strategy  (How did pre/during/post cross departmental collaboration go)	<ul style="list-style-type: none"> <li>- Deputy Vessa</li> <li>- Kim Grubbs, President Pineda Soraca, and Vice President Lensky</li> </ul>
Next Steps	- Begin working on End of Year Report

**Deputy Chief of Staff & Press Secretary**

	<b>Section 1: GENERAL INFORMATION</b>
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Department	<i>Office of the President</i>
Date	April 21, 2017
Members	Christina Vessa
Expenses in the Past Week	\$0.00

	<b>Section 2: Activities</b>
Summary of Accomplishments	<p><i>Met with Adviser Grubbs, President Pineda Soraca, Vice President Lensky and Chief of Staff Maldonado to organize logistics leading up to the conclusion of the semester: graduation, Cannabis Conference</i></p> <p><i>Collaborated with President Pineda Soraca, the Alumni Association and CSU Social Media to participate in the Snapchat Takeover on Tuesday</i></p> <ul style="list-style-type: none"> <li>- <i>Gathered input from campus leaders on what tradition means to them</i></li> <li>- <i>Met with Angie Dixon to talk strategy regarding marketing of the traditions unveiling</i></li> <li>- <i>Attended the unveiling of the Old Main Bell</i></li> <li>- <i>Assisted in crafting President Pineda Soraca's opening remarks for the event</i></li> </ul> <p><i>Providing input to Director Nathan regarding iBall logistics – superlatives, floral, etc.</i></p> <ul style="list-style-type: none"> <li>- <i>Delegated assisting in floral arrangements to Ambassador Mendoza and Mentee Knollmann</i></li> </ul>
Lessons Learned	Meet someone new; do something out of your comfort zone
Delegated Tasks	Mental Health Week recap to Ambassador Kovoov Misra for the website

Relations Bridged	
Cross Departmental Strategy  (How did pre/during/post cross departmental collaboration go)	<i>Ensuring directors are on-task for transition reports, while working with the incoming administration</i>
Next Steps	Attending the Institute for Cannabis Research Conference next week; volunteering again for Mobile Food Bank

### Director of Academic Affairs Report

	<b>Section 1: GENERAL INFORMATION</b>
Department	Academics
Date	4/21/2017
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>- Attended the presentation of the return of the Old Main Bell.</li> <li>- Participated in PASS. <ul style="list-style-type: none"> <li>o Discussed current developments in the task forces for Student Success Initiatives.</li> </ul> </li> <li>- Worked with the Director of Finance on the individual budgets for RAMPed Up Week.</li> <li>- Worked with the Director of Traditions and Programs to plan the schedule for RAMPed up Week.</li> </ul>

	<ul style="list-style-type: none"> <li>- Coordinated the inclusion of the ICAs from Residence Life in RAMped Up Week with the Director of Diversity.</li> <li>- Presented the changes to the Elections Code to Senate to be voted on next week.</li> </ul>
Lessons Learned	<ul style="list-style-type: none"> <li>- Constant work is required for success.</li> </ul>
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>- Final planning for RAMped Up Week and starting to get volunteers.</li> <li>- Working on transition report for next year's Director.</li> </ul>

### Director of Community Affairs Report

	<b>Section 1: GENERAL INFORMATION</b>
Department	Community Affairs
Date	April 24, 2017
Members	Pranaya Sathe
Expenses in the Past Week	N/A

	<b>Section 2: Activities</b>
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Coordinated meeting with Sam Houhgeling from the Straayer Center for Public Service and Leadership</li> </ul>
Lessons Learned	<ul style="list-style-type: none"> <li>- Take a step back when you need to</li> </ul>
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>- Send email to new City Council members</li> <li>- Complete end-of-year report</li> </ul>

### **Director of Diversity and Inclusion Report**

	<b>Section 1: GENERAL INFORMATION</b>
Department	Diversity and Inclusion
Date	4/21/2017
Members	Erin Vargas, Axel Foor
Expenses in the Past Week	None

	<b>Section 2: Activities</b>
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Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Continued outreach to SDPS offices, offering assistance with organizing programming.</li> <li>- Figured out an activity for Ramped Up Week</li> </ul>
Lessons Learned	<p>Axel: to keep up with events on going, and work on timeliness.</p> <p>Erin: Communicate better</p>
Delegated Tasks	None
Relations Bridged	
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	
Next Steps	<p>Meet one more time with all facilitators for Diversity Workshop</p> <p>Fill out an expense report for Ramped Up Week</p>

### Director of Environmental Affairs Report

	<b>Section 1: GENERAL INFORMATION</b>
Department	Environmental Affairs
Date	April 21, 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	\$525- bought this week (specified in past when filled out RFD)

	<b>Section 2: Activities</b>
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Summary of Accomplishments	<p><b>ATFAB</b>          -Presented to SFRB 4/17          -ATFAB Meeting 4/18          SFRB granted transit funding to extend the horn to the south residence halls, make the 32 run later, add a trailer bus exclusively for the West Elizabeth corridor, and pay for routes 2 and 3 on Sundays.</p> <p><b>Earth Week</b>          -Carpool to Coffee 4/17          -Bus to Barista 4/18          -Bike to Breakfast 4/19          -Longboard to Lunch 4/20          -Bought Earth Day Festival supplies 4/20            -Succulents, helmet, headphones, and hammock for festival          -A Plastic Ocean Screening 4/22          -Earth Day Fest rescheduled for next week</p> <p><b>Give-A-Watt</b>          -Filmed video on 4/18</p>
Lessons Learned	Although sometimes tons of planning and work still doesn't let you fulfill your goals, you have still learned something valuable for next time.
Delegated Tasks	-Deputy: Helped with Earth Day events
Relations Bridged	
Cross Departmental Strategy	-Worked with Neall from marketing to make video
Next Steps	-Earth Day Festival next Tuesday -Transition Report

**Director of Finance Report**

	<b>Section 1: GENERAL INFORMATION</b>
Department	Finance
Date	4/21/2017

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 Funding (BSOF) reviewed its bylaws for an annual audit</li> <li>- Ambassador Leonard worked on Fiscal notes for the controller book</li> <li>- I reviewed payments for BSOF funded events</li> </ul>
Lessons Learned	Timing is everything
Delegated Tasks	Ambassador Leonard worked on fiscal notes
Relations Bridged	N/A
Cross Departmental Strategy  (How did pre/during/post cross departmental collaboration go)	N/A
Next Steps	Finalize BSOF Payments to close out the year.

### Governmental Affairs Report

	<b>Section 1: GENERAL INFORMATION</b>
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Department	Governmental Affairs
Date	April 21, 2017
Members	Cole Wise – Director
Expenses in the Past Week	0

<b>Section 2: Activities</b>	
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- I have contacted and spoke with the office of Senator Cooke on behalf of our position on House Bill 1035. Things are going well and we will expect it to be signed into law after the third reading of the Senate.</li> <li>- United State Senator Corey Gardner contacted me this week to speak on behalf of Colorado on our success this past year as a University. Senator Gardner spoke of his appreciation and dedication to us as a student government and wished us well as finals start to approach.</li> </ul>
Lessons Learned	Be confident and strive for excellence!
Delegated Tasks	This week was a very internal-based and preparing for the transition of the new administration's cabinet.
Relations Bridged	Internal week. And speaking with Senator Gardner and Senator Cooke.
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	Working with SLiCE and the Colorado State General Assembly.
Next Steps	Transition Report!

### Director Health Report

	<b>Section 1: GENERAL INFORMATION</b>
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Department	Health
Date	4/21/17
Members	Spencer Nolan, Director Angel Wright, Deputy Sonali Kovoov-Misra, Ambassador Hayley Gottwalt, Ambassador Kaitlin Webb, RLT Liason
Expenses in the Past Week	\$0.00

	<b>Section 2: Activities</b>
Summary of Accomplishments	<ul style="list-style-type: none"> <li>- Mental Health <ul style="list-style-type: none"> <li>o Month <ul style="list-style-type: none"> <li>▪ Posters have been printed and given out and will continually do so for the next week.</li> <li>▪ Table cards as well</li> </ul> </li> </ul> </li> <li>- Period Products Task Force</li> <li>-</li> </ul>
Lessons Learned	Self-care is necessary
Delegated Tasks	Write up on mental health week- Sonali
Relations Bridged	Work with new administration, Active Minds
Cross Departmental Strategy	Marketing helped out immensely again
Next Steps	Finish mental health month

**Director of Marketing Report**

	<b>Section 1: GENERAL INFORMATION</b>
Department	Marketing
Date	24 April 2017
Members	Director of Marketing- Leah Perletz Deputy Director of Marketing- Veronica Bass Deputy Graphic Designer- Laura Morrison Pibel
Expenses in the Past Week	Boosted on FB (2), but RFD filled out by Finance & President

	<b>Section 2: Activities</b>
Summary of Accomplishments	<p>2017-2018 Administration Applications</p> <ul style="list-style-type: none"> <li>• Updated ALL job applications for executive branch (under involvement, branches etc)</li> <li>• Released Chief Justice Application (Senate)</li> <li>• Applications available on website <a href="http://ascsu.colostate.edu/branches/executive-branch/applynow/">http://ascsu.colostate.edu/branches/executive-branch/applynow/</a></li> <li>• Updated, promoted, shared “NOW HIRING” material on Social Media Platforms → Facebook, Instagram, Twitter</li> </ul> <p>Social Media</p> <ul style="list-style-type: none"> <li>• Unveiling of the bell → Instagram</li> <li>• Take Over “CSU Snapchat” (Jen) → Unveiling of Bell</li> <li>• “Live Streaming” of Bell Unveiling → Snapchat, Facebook, Instagram</li> </ul> <p>Began all transition documents/files for upcoming cabinet</p> <ul style="list-style-type: none"> <li>• New “GOOGLE” account for Marketing → easier to share content via google drive <ul style="list-style-type: none"> <li>○ <a href="mailto:marketing.ascsucolostate@gmail.com">marketing.ascsucolostate@gmail.com</a></li> </ul> </li> <li>• Created new Marketing Request Form (online, not ready to be implemented yet)</li> </ul> <p>Transition/Investment Suggestions</p> <ul style="list-style-type: none"> <li>• Met with Michael Wells (Finance) → G-Suite, Adobe, Whiteboard, Calendar, Camera/Memory Card</li> </ul>

	List of suggestions for positions/job descriptions, programs, materials for upcoming year/cabinet
Lessons Learned	Think outside the Box, everyone is our audience, so who is our target and how will we appeal to them
Delegated Tasks	Veronica-Website, Social Media, Lead for Campaign, help MHW (photos) Laura-Designs
Relations Bridged	Lindsay Connors (External Relations) Kim Sterns (External Relations-social media approval→ snapchat) Jen Smith (Assistant Director of Social and Digital Media, External Relations) → Takeover Snapchat
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	<ul style="list-style-type: none"> <li>● Daniela Pineda (President)→ Chief Justice Application, Snapchat Takeover</li> <li>● Spencer &amp; Angel (Health)→ Anti-Stigma Mental Health Campaign</li> <li>● Josh Silva &amp; Michael Wells (Controller/Finance) <ul style="list-style-type: none"> <li>○ Marketing budget for the year</li> <li>○ Job Applications upcoming cabinet</li> </ul> </li> <li>● Kim Grubbs (Advisor)→ Other options for using Marketing Budget</li> </ul>
Next Steps	Order SWAG 2017-2018 Finish Transition info Complete each branch “job description” upload Boost Chief of Justice job applications → Social Media  *****NOTE: Leah will not be in the office as much, but feel free to email or call her 720-505-6907

**Director Department of Outreach**

	<b>Section 1: GENERAL INFORMATION</b>
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Department	Outreach
Date	4/24/17
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>- Met with RHA</li> <li>- Met with NRHH</li> <li>- Met with Community Affairs</li> <li>- Helped spread word about application opportunities</li> <li>-</li> </ul>
Lessons Learned	Too many for just the space provided
Delegated Tasks	RLT
Relations Bridged	Marketing, Campus Activities
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	Community affairs with housing coalition, marketing for future marketing opportunities
Next Steps	Reach out to Deans

**Director of Traditions and Programs Report**



	<b>Section 1: GENERAL INFORMATION</b>
Department	Traditions and Programs
Date	April 21, 2017
Members	Director Bobbie Nathan; Deputy Director Alexis Svenson
Expenses in the Past Week	N/A

	<b>Section 2: Activities</b>
Summary of Accomplishments	<p>I-Ball:</p> <ul style="list-style-type: none"> <li>- Ordered floral arrangements</li> <li>- Finalized that the MCs of the night will be Nathan Rhine and Dusty Corliss</li> <li>- Began creating certificate templates for awards and superlatives</li> <li>- Booked speakers and decided on a 'class' playlist for the event</li> <li>- Decided on a theme of 'black and white'</li> </ul> <p>RampedUP:</p> <ul style="list-style-type: none"> <li>- Finalized inflatable reservation consisting of an obstacle course, jousting arena, and a typical bounce house.</li> </ul> <p>ForeverGreen:</p> <ul style="list-style-type: none"> <li>- Emailed winner, Timothy Curry, for a second time to acquire vector design.</li> </ul>
Lessons Learned	Just keep swimming.
Delegated Tasks	Deputy Svenson contributed to the decoration ideas for I-Ball.
Relations Bridged	N/A

<p>Cross Departmental Strategy</p> <p>(How did pre/during/post cross departmental collaboration go)</p>	<ul style="list-style-type: none"> <li>- Worked with Academics, Finance, and Outreach on RampedUP inflatables</li> </ul>
<p>Next Steps</p>	<p>ForeverGreen:</p> <ul style="list-style-type: none"> <li>- Collect Timothy Curry's vector image design</li> </ul> <p>I-Ball:</p> <ul style="list-style-type: none"> <li>- Book photographer for event (week of April 10<sup>th</sup>)</li> <li>- Change floral arrangements and decorations (week of April 24<sup>th</sup>)</li> <li>- Print out award/superlative awards (week of April 24<sup>th</sup>)</li> <li>- Buy fun props for photo booth and decorations for venue (week of April 24<sup>th</sup>)</li> <li>- Arrange for dietary restrictions (week of April 24<sup>th</sup>)</li> </ul> <p>RampedUP:</p> <ul style="list-style-type: none"> <li>- Call Big Air Jumpers back for an unknown inquiry</li> <li>- Design calendar for student organizations tabling throughout the week (week of April 24<sup>th</sup>)</li> <li>- Confirm group participation from registered organizations (week of April 24<sup>th</sup>)</li> </ul> <p>Misc.</p> <ul style="list-style-type: none"> <li>- Finalize transition report for incoming Director of Traditions and Programs!</li> </ul>

### Director of University Affairs Report

<b>Section 1: GENERAL INFORMATION</b>	
Department	University Affairs
Date	4.21.17
Members	University Affairs-Kevin Waida Graduate Affairs- Ali Abbas
Expenses in the Past Week	0

	<b>Section 2: Activities</b>
Summary of Accomplishments	<ul style="list-style-type: none"> <li>● 4/21 Meeting with athletics re:tailgate spots               <ul style="list-style-type: none"> <li>○ Repark communication plan</li> <li>○ Emailed Chris Ferris to set up athletics on plaza day</li> </ul> </li> <li>● ATFAB</li> </ul>
Lessons Learned	
Delegated Tasks	NA
Relations Bridged	Several ASCSU representatives Senate College Council Presidents Game Day Experience Committee member
Cross Departmental Strategy (How did pre/during/post cross departmental collaboration go)	Academics (AVPSS Search Committee) Environmental (CBAC, ATFAB) President, Vice President, Senate, Outreach (Stadium) Membership (External Committees) Health, Diversity (Messaging Campaign)
Next Steps	<ul style="list-style-type: none"> <li>● Continue discussion with Athletics</li> </ul>

### Judicial Branch Report

<b>Section 1: GENERAL INFORMATION</b>	
Department	<i>Supreme Court</i>
Date	<i>4/21</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>• Held All University Hearing Board hearing with student organization. Organization did not receive Notification Letter, so hearing has been rescheduled for next week.</li> <li>• Worked with President Pineda-Soraca to update the job description and application for Chief Justice</li> <li>• Began process to interview and hire candidate for Chief Justice for the 2017-2018 school year</li> <li>• Worked to schedule end of the year events for the Supreme Court, including annual Court photos and dinner</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>• Hold hearing and post-hearing with AUHB</li> </ul>

	<ul style="list-style-type: none"><li>• Meet with AUHB advisors to discuss the end of the year and transitioning to new Chair</li><li>• Discuss end of year activities/expenses with ASCSU Finance Department</li><li>• Schedule Court photos and end of year dinner</li><li>• Work on reviewing/updating Chief Justice transition manual and process</li></ul>
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