

2017-2018 WEEKLY REPORT

Week ending August 25, 2017

President Report

<i>Prepared by</i>	President Josué “Josh” Silva
<i>Department</i>	Office of the President
<i>Members</i>	Vice President Michael Wells Chief of Staff Cole Wise Deputy Chief of Staff Baylee Lakey
<i>Expenses in the Past Week</i>	\$0

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> • Met with Speaker Brown to discuss goals and communication strategy • Participated with weekly ASCSU Executive Leadership meeting • Met with Pamela Norris to discuss strategy • Met with Kathay Rennels, former county commissioner, to discuss civic engagement strategies • Met with Bruce Mann for weekly meeting to discuss developments • Attended Community Welcome Walk with ASCSU and other stakeholders 	<ul style="list-style-type: none"> • Speaker Isabel Brown (I) • VP Wells, Chief of Staff Wise, Deputy Chief of Staff Lakey, Kim Grubbs (I) • Pam Norris (I) • Kathay Rennels; Anthony Taylor; Hanna Johnson (E) • Bruce Mann • ASCSU, Off-Campus Life, FSL, SLiCE, CSUPD, FCPD (E) • Blanche Hughes, VPSA (E); Speaker Brown; VP Wells • ASCSU members • Hermen Diaz, SLiCE (E); Jody Donovan, Dean of Students • CSU Social Media Team 	<ul style="list-style-type: none"> • 8/21 • 8/21 • 8/22 • 8/23 • 8/23 • 8/23 • 8/24 • 8/25 • 8/22 • Week of 8/21-8/27

- **Met with Blanche Hughes to discuss developments and opportunities**
- **Interacted with various Senators and Directors to discuss yearlong goals**
- **Approved joint letter to be sent on my behalf and the Dean of Students**
- **Took over CSU Social media (@proudtobeacsuram Instagram, @coloradostateu Snapchat) to promote various initiatives**

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

ASCSU has been tasked with providing a safe and rich tailgating experience for students on campus. I am confident we will succeed in this goal. It is also incredible to be recognized by students on campus and thanked for the hard work that all of us do.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Balancing moving with attending meetings and ASCSU events
- Time is of the essence: “Timing is everything” –Michael Wells
- If time is not scheduled for emails/lunch, the day will get sapped up in meetings
- Communicate who will do what, clearly, and include the how

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Ensuring Grill the Buffs is successful
- Meeting with Dr. Frank to discuss goals
- Stadium debriefing meetings
- Adjusting to class and maintaining a calm and steady pace
- Meet with Off-Campus Life to discuss collaboration
- Meet with Anne Hudgens to discuss Health initiatives
- Attend the first incredible Senate session of the year, hosted by Speaker Brown
- Attend the Rocky Mountain Showdown

EXECUTIVE SUMMARY

This week was incredibly challenging, but also rewarding. It has been such a great feeling to see more people coming into the office and interacting in ASCSU. My focus has been on getting large projects up and functional, while communicating them to external stakeholders. We successfully set up Game Day Tailgating for the first football game, and the ASCSU Ambassador program is ramping into high gear. The year is just getting started.



2017-2018 WEEKLY REPORT Week ending August 25, 2017

[Position] Report

<i>Prepared by</i>	[Michael Wells Vice President]
<i>Department</i>	[President's Office]
<i>Members</i>	Josh Silva – President Michael Wells – Vice President Cole Wise – Chief of Staff Baylee Lakey – Deputy Chief of Staff
<i>Expenses in the Past Week</i>	N/A

EXECUTIVE SUMMARY

After the summer work, and this first week of school I am ready and prepared to begin implementation of our newly updated ambassador program, as well as finalize the planning for the Student Fee Review Board. We have over 300 signatures of interest in ASCSU from

this summer, thanks in large part to Director Syron and his very successful tabling campaign this summer. With those sign ups and interest generated from Ram Welcome I am anticipating a pool of 50 ambassadors to be a part of ASCSU this year.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> • Completed tentative schedule of SFRB for the 2017-2018 school year. I will be finalizing this with Mike Ellis in the next week • Uploaded ASCSU Ambassador Form onto the Website • Updated SFRB section of ASCSU website with application Live now! • Worked with Director Maurya to review tech initiatives for the year – side note Director Maurya is AMAZING!! • Attended and Spoke at the Indian Students Association Mixer to welcome new students to campus 	<ul style="list-style-type: none"> • Dr. Mike Ellis (External) – LSC Director • President Silva (internal) • Chief of Staff Wise (internal) • Director Syron (internal) • Director Maurya (internal) • Rose Kreston – Director of RDS (external) • Jason Huitt – IT Director (external) 	<ul style="list-style-type: none"> • July 15th-August 21st •

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

The Ambassador's program allows for ANY CSU student to get involved more in not only ASCSU but the CSU community as well.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

Timing is everything

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Finalize SFRB Schedule
- Complete Recruitment for SFRB



2017-2018 WEEKLY REPORT

Week ending August 25, 2017

Chief of Staff Report

<i>Prepared by</i>	Cole V. Wise – Chief of Staff
<i>Department</i>	Office of the President
<i>Members</i>	Josh Silva – President Michael Wells – Vice President Cole Wise – Chief of Staff Baylee Lakey – Deputy Chief of Staff
<i>Expenses in the Past Week</i>	\$54.50

EXECUTIVE SUMMARY

This week was busy preparing for the first game day, helping Directors and Officers get into a school year routine and being an advocate for the entire Executive Cabinet. With some difficulties arising internally, I found myself using creative problem solving to overcome some of these difficulties. I, myself, have had to learn how to handle this new job alongside school and other activities. I tried to be an advocate for self-care this week while ensuring that the ASCSU activities and events that are coming up have the attention and work they deserve by the Cabinet. I can say that I am very proud with how this first week went by all departmental staff!

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> Met with Front Desk staff to go over expectations of the Weekly Reports in terms of sending them out to the list serve and organization of the compiled document. 	<ul style="list-style-type: none"> ASCSU Front Desk Staff 	<ul style="list-style-type: none"> 8/21/17
<ul style="list-style-type: none"> Met with the Community Affairs Department. 	<ul style="list-style-type: none"> Director Johnson 	<ul style="list-style-type: none"> 8/21/17
<ul style="list-style-type: none"> Attended weekly ASCSU Leadership Meeting to discuss the week ahead. 	<ul style="list-style-type: none"> President Silva; Vice President Wells; Deputy Lakey 	<ul style="list-style-type: none"> 8/21/17
<ul style="list-style-type: none"> Attended and hosted a booth at the annual CAMunity fair to welcome students back. 	<ul style="list-style-type: none"> Deputy Fenton; Deputy Castaneda; Vice President Wells 	<ul style="list-style-type: none"> 8/21/17
<ul style="list-style-type: none"> Met with Director of SLiCE Pam Norris to discuss the progress of ASCSU and my position over breakfast. 	<ul style="list-style-type: none"> Director Norris 	<ul style="list-style-type: none"> 8/23/17
<ul style="list-style-type: none"> Met with Eddie Kendall, the new Clerk for ASCSU, to discuss expectations for Cabinet minutes throughout the year. 	<ul style="list-style-type: none"> Clerk Eddie Kendall 	<ul style="list-style-type: none"> 8/23/17
		<ul style="list-style-type: none"> 8/23/17

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| <ul style="list-style-type: none"> • Met with the Traditions and Programs Department to discuss Grill the Buffs progress as well as Homecoming ideas. | <ul style="list-style-type: none"> • Director Gertner | <ul style="list-style-type: none"> • 8/23/17 |
| <ul style="list-style-type: none"> • Attended the annual Community Welcome Walk. | <ul style="list-style-type: none"> • Numerous CSU affiliates, CSU Police, Fort Collins Police, and leadership from the City of Fort Collins and CSU. | <ul style="list-style-type: none"> • 8/24/17 |
| <ul style="list-style-type: none"> • Attended weekly meeting with Bruce Mann. | <ul style="list-style-type: none"> • Bruce Mann | <ul style="list-style-type: none"> • 8/25/17 |
| <ul style="list-style-type: none"> • Held a Traditions and Programs Departmental meeting to discuss job delegation to Deputy's as well as organize Homecoming. | <ul style="list-style-type: none"> • Director Gertner; Deputy Mendoza; Deputy Shubert | |

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Students will benefit from my supervision of departments within the Executive Cabinet as well as the departments' success in putting on activities and programs like Grill the Buffs, student tailgating and homecoming.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- School comes first even when work seems to be more important.
- Self-care is everything.
- I have to remind myself to breathe in times of stress and make sure to prioritize things respectively.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meet with Directors and Officers
- Host the first school year cabinet meeting.
- Meet with Brooke from Student Resolution Services.



2017-2018 WEEKLY REPORT Week ending August 25, 2017

Deputy Chief of Staff Report

<i>Prepared by</i>	Deputy Chief of Staff Lakey
<i>Department</i>	President's Office
<i>Members</i>	President Josh Silva Vice President Michael Wells Chief of Staff Cole Wise
<i>Expenses in the Past Week</i>	NA

EXECUTIVE SUMMARY

The first week of school consisted of a meetings and welcome back to school events. Since school is back in session, all ASCSU directors are back in the office. This week I met with Directors: Merline, Rokde, Maxwell, Aldern, Wright, Kalyan, and Yassa. Through these meetings we are working to get goals and initiatives in order so directors can hit the ground running. In addition to meetings, an article in the Collegian discussing ASCSU summer initiatives and accomplishments printed this week. Finally, I participated in Community Welcome Walk with fellow ASCSU members as we welcomed the Fort Collins community and CSU students to a new school year.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> Accumulated information, wrote, and submitted an article to the Collegian: "The Summer Months" 	<ul style="list-style-type: none"> President Silva (Internal), Erin Douglas (External) 	<ul style="list-style-type: none"> Printed on 8/24/17, Article written per request of President Silva to highlight initiatives worked on and accomplished this summer.
<ul style="list-style-type: none"> Director meetings 	<ul style="list-style-type: none"> Directors: Merline, Maxwell, Kalyan, Wright, Yassa, and Rokde (internal) 	<ul style="list-style-type: none"> Weekly Meetings with directors
<ul style="list-style-type: none"> Participated in Community Welcome Walk 	<ul style="list-style-type: none"> Director Rhine and Director Maxwell 	
<ul style="list-style-type: none"> Approved forms and emails regarding student tailgating 		

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

The first week back is always busy. A lot of this week consisted of helping directors get back into the swing of things. This is important, because helping directors get in order for the school year will help them as they work to serve students.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Communication is extremely important. When communication is lacking, important information does not reach the people it needs to.
- Facilitating difficult conversations is something I have room to improve upon.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meet with and assist directors
- Work alongside marketing to prepare for the next big event, homecoming
- Continue to increase my knowledge of the marketing process
- Improve upon my ability to facilitate and monitor difficult conversations.



2017-2018 WEEKLY REPORT Week ending August 18, 2017

Director of Finance Report

<i>Prepared by</i>	Director of Finance Robert Leonard
<i>Department</i>	Finance
<i>Members</i>	Director of Finance Robert Leonard Controller Kyle Steinhoff
<i>Expenses in the Past Week</i>	\$N/A

EXECUTIVE SUMMARY

This week I worked with Sarah Stephens completing the online BSOF application. I also met with Rod Lammers to start the funding process for Science In Action. I met with Sarah Stephens to get more information about the BSOF process as well. The BSOF board is also picked and ready to be ratified.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none">Finished BSOF applicationMet with Rod LammersPicked BSOF members	<ul style="list-style-type: none">Collaborated with Sarah StephensMet with Rod Lammers of Science in Action.	<ul style="list-style-type: none">

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

The student body benefitted from our work this week by having an application ready to use for their events. They also benefitted by the BSOF board being ready to be ratified.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Deciding what to put on the application so that it is as informative and easy as possible was a task that took a long time.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Have the board ready for ratification at the second senate session of this year.
- Meet with Indian Student Association to discuss India Night.
- Meet with any other student orgs that need BSOF money.



2017-2018 WEEKLY REPORT

Week ending August 25, 2017

Director of Academics Report

<i>Prepared by</i>	Director of Academics: Stephanie Yassa
<i>Department</i>	Academics
<i>Members</i>	Director of Academics, Stephanie Yassa
<i>Expenses in the Past Week</i>	N/a

EXECUTIVE SUMMARY

This week was great in preparing for the next week as all the committees I will sit on begin next week. Deputy Chief of Staff Lakey helped me in this. Working with Director Maxwell in

creating a new Test file application form and having files be online was essential in being able to rank how many students are requesting each type of exam and for which courses. The Community Welcome Walk was a great experience in getting to understand and get to know the CSU and Fort Collins Police Department as well as be able to build relations with the community of Fort Collins as a whole.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> • Volunteered for Ram Welcome Events • Met with Deputy Chief of Staff, Lakey • Worked on the ASCSU Academics Department Website Synopsis • Attended Community Welcome Walk • Met with Director of Multimedia Maxwell to edit content and launch the Academics Department as well as create a website hyperlink for a new Test File application form • Met with Dave Johnson of CSU Oslone: Director of Research and Learning Analytics. 	<ul style="list-style-type: none"> • Orientation and Transition Programs (External), ASCSU Members (Internal) • Deputy Chief of Staff Lakey (Internal) • N/A • Community Members (External), Fort Collins Police Department (External), CSU Police Department (External), ASCSU Members (Internal) • Director of Multimedia Maxwell (Internal) • Dave Johnson and Team (External) 	<ul style="list-style-type: none"> • August 18,2017 • Every Tuesday, Ongoing • Throughout the week • August 23, 2017 • August 25, 2017 • August 25, 2017

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

The Test File applications now being online makes it more accessible for students to be able to request new tests they would like to see in the test file as well as keeps record of how many students are requesting tests for each set of courses. The Community Walk that ASCSU got to be apart of also helped in reaching out to students guiding them on how to be good neighbors in the Fort Collins community, as well as informing students about the upcoming traffic during game day and about CSU events to take place during the first week of school.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Planning your time in advance helps you in the long run.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meeting with former Vice President Lensky to discuss Financial Literacy Program
- Attend C-ALT, COTL and Learning Analytics Ethics Committees
- Schedule a meeting with Dr. Brown for Academic Integrity Week
- Follow up with Director Tubs for Midterm events
- Meet with Director of Marketing Strategy Merline
- Continue to meet with faculty regarding Learning Analytics

EXECUTIVE DIRECTOR'S REPORT 2017-2018

Project Summary

REPORT DATE	DEPARTMENT	PREPARED BY
August 25, 2017	Engagement	Tristan Syron

executive Summary

Week one of school has focused primarily on administrative work and outreach. Are orientation Pm's have emailed again and as we receive emails we have scheduled to meet with them to go into depth on ASCSU branches and opportunities for involvement. Deputy Fenton as made RLT agenda's and begun the process of marketing for that.

actions accomplished

TASK	COMPLETED?	DUE DATE	NOTES
Cleaned email	Yes		Organized folders, caught up, clean inbox

Cleaned Contact list of mistyped/fake emails	Yes	All emails are real emails for volunteer list
Met with Johanna	Yes	Passed on to senate
Met with Maria	Yes	
Met with Lauren	Yes	Passed on to Supreme court
Met with Maddie	Yes	Passed onto VP for ambassador
Met with Jack	Yes	Passed to VP
Declined catholic charities	Yes	Emailed Catholic charities to explain hesitation with religious affiliation
Met with Conner	Yes	Undeclared/senate
RLT applications	yes	Fenton finished and submitted RLT application
Met with Adam	Yes	Bike Racks- set up with ATFAB and Director of Community Affairs
Met with CJ	yes	Undeclared

How did students benefit from your work this week?

The Students, primarily freshman and transfer students, benefited from involvement with ASCSU. I've set up many meetings to explain branches and to set students up with opportunities in ASCSU and on campus. For Example we set one student up with the court, as well as the student legal services board.

How did you effectively collaborate with internal/external partners this week? please use names and titles.

INTERNAL/EXTERNAL	WHO?	ACCOMPLISHMENTS
Internal	PM's	We set potential members up with every branch of government this week
External	PM'S	We've set students up with two different boards on campus

What challenges/setbacks did you face this week?

I've been ill for the entire week which was a huge set back, however Deputy Fenton really covered for me. It has been difficult to get other tasks done with the amount of new students emailing me, however better time management would go a long way.

Action items for the next week

- Contacts- Councils- waiting on Director Rhine
- Contact- Diversity offices



2017-2018 WEEKLY REPORT

Week ending August 25th, 2017

Officer of Community Affairs Report

<i>Prepared by</i>	Officer Hanna Johnson
<i>Department</i>	State and Local Policy
<i>Members</i>	Hanna Johnson- Officer of Community Affairs Anthony Taylor- Director of Governmental Affairs
<i>Expenses in the Past Week</i>	\$0

EXECUTIVE SUMMARY

It was fantastic to have everyone back on campus this week! I primarily worked on developing my civic engagement plans and supporting external CSU organizations/departments who organize around civic engagement. I also provided some support to the Environmental Affairs department.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
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<ul style="list-style-type: none"> • We Ride 	<ul style="list-style-type: none"> • CSUPD (External), Alternative Transportation (External), Director Rokde (Internal) 	<ul style="list-style-type: none"> • This event helps students register their bike at CSUPD while also teaching them bicycle safety tips, laws, and best practices.
<ul style="list-style-type: none"> • Civic Engagement Mtg with Kathay Rennels 	<ul style="list-style-type: none"> • Kathay Rennels (External), President Josh Silva (Internal), Director Anthony Taylor (Internal) 	<ul style="list-style-type: none"> • Kathay Rennels, a previous County Commissioner, talked with President Silva and the State and Local policy department about the best ways ASCSU can engage with Larimer County and the City of Fort Collins.
<ul style="list-style-type: none"> • Straayer Center Engagement 	<ul style="list-style-type: none"> • Sam Houghteling (External) 	<ul style="list-style-type: none"> • Attended two Straayer Center events on Wednesday August 23rd and informed other ASCSU members
<ul style="list-style-type: none"> • Community Welcome Walk 	<ul style="list-style-type: none"> • Off Campus Life (External), City of Fort Collins (External), Senate (Internal), and Cabinet (Internal) 	<ul style="list-style-type: none"> • Tons of ASCSU members volunteered for the 17th annual community welcome walk! Students, CSU Employees, City of Fort Employees, CSUPD, and FCPD all joined together to welcome old and new residents of the surrounding community. We gave out information regarding city ordinances and game day.
<ul style="list-style-type: none"> • Environmental Affairs Mtg. 	<ul style="list-style-type: none"> • Deputy Director Madelyn Royal (Internal) 	<ul style="list-style-type: none"> • Gave guidance regarding the department and initiatives she would like to accomplish. We set up a weekly meeting so I can continue to support her.
<ul style="list-style-type: none"> • Police Department Ride Alongs 	<ul style="list-style-type: none"> • Jeri Porchout 	<ul style="list-style-type: none"> • Spoke with a CSUPD employee about having a few ASCSU folks do PD Ride Alongs in the Spring

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

- Represented student interests at the community level
- Welcomed new students to campus
- Built new connections internally to better collaborate in favor of student interests.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- It can be really difficult to not be initially frustrated when a team member doesn't meet your expectations. This week has taught me to try to ask how I can support someone rather than to be frustrated that they aren't meeting my expectations.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- City Council
- Meet with Bruce Mann to discuss Legislative Advisory Group
- Ag Sciences Meeting with Tony Frank
- ATFAB Website
- Email Sam Houghteling about City Plan engagement for the Fall Semester



2017-2018 WEEKLY REPORT

Week ending Aug 25, 2017

Director Report

Prepared by	Victoria Tubbs
Department	Diversity & Inclusion
Members	Victoria Tubbs Marcelino Castaneda
Expenses in the Past Week	\$35.00

EXECUTIVE SUMMARY

A strong foundation and sense of community were the two major guiding theme of this week. Between setting the schedule with the deputy director and my own we were focused on setting a strong foundation to work on throughout the year. Marcelino and I worked through several meetings to understand how we want to tackle this year and what we want to get out of it.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes

<ul style="list-style-type: none"> ● CAMunity ● CSU Welcome Walk 	<ul style="list-style-type: none"> ● Stephanie Zee, Diversity and Inclusion Coordinator ● Officers Rob & Jason, and Alan from Parking Services 	<ul style="list-style-type: none"> ● Aug 21: While I couldn't physically be there on the day of the event I know that members of the ASCSU Executive Board were there to run our table and interact with the first year students. ● This was my first community welcome walk. Overall it was a great experience to be out in the community giving the long time residents a more positive example of the student population and the new student renters some suggestions and guidelines.
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HOW DID STUDENTS BENEFIT FROM YOUR WORK?

ASCSU has started the year with our best foot forward through interacting with students and the community. We want to establish that we are here as a resource for students in a variety of ways and that we are very interested in hearing the individual voices of our student population from the incoming student at CAMunity to our upperclass students living off campus through the community welcome walk.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Freezer Malfunctions
 - I had bought a mixed variety of already frozen popsicles and juice popsicles for the CAMunity event, but our freezer had only been cold enough to maintain the already frozen popsicles. It was a silly error to have, but definitely something to double check in the future.
- Outlook
 - Marcelino and I were unaware that there was a Deputy log in for our shared email it was a quick fix and now he has a working schedule on our account and access to everything I have been working on.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meeting with Emily Ambrose with the PRIDE resource center.
- Work with Marketing for possible calendar on website.

- Meet with Director of Health for a possible program.



2017-2018 WEEKLY REPORT

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Environmental Affairs Report

<i>Prepared by</i>	Deputy Director Madelyn Royal
<i>Department</i>	Environmental Affairs
<i>Members</i>	Pradnyesh Rodke, Director Madelyn Royal, Deputy Director
<i>Expenses in the Past Week</i>	\$0.00 (if applicable)

EXECUTIVE SUMMARY

This week, we continued to focus our efforts toward the Zero Waste Stadium Initiative. We met with Maggie Gillman, a student coordinator for the Zero Waste Initiative, and strategized volunteer recruitment. We also met with John Henderson, our faculty advisor, and discussed the future of our positions.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes

- **Finalized the volunteer form for Zero Waste Game Initiative. Worked on details for the game day.**
 - **Got in touch with CSU Facilities management and ASCSU Campus Engagement for volunteer support.**
 - **Met the expert faculty for BEE Campus Certification and discussed ASCSU participation.**
 - **Madelyn participated in the Community welcome walk.**
 - **Madelyn met with Hanna Johnson to discuss the new position.**
 - **Madelyn and Prad met with John Henderson to discuss the Environmental Affairs department.**
- Maggie Gilman
 - Dr. Aarthi
 - Off Campus Life, Fort Collins PD, City Staff
 - Hanna Johnson, Officer of Community Affairs
 - John Henderson, Faculty Advisor
- August 21st
 - August 23rd
 - August 25th
 - August 25th

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

The efforts will promote a more environmentally responsible student body, and encourage sustainable practices in and outside of the new stadium.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- We are in an area of transition this week. Due to the many responsibilities that are realized within the first week of school, our current director, Prad, will potentially be stepping down. Our meeting with John Henderson assisted us greatly in thinking about this transition and planning for compromises as we move forward.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Madelyn will participate in the Zero Waste stadium efforts on Saturday 08/26.

- Madelyn will schedule meetings with Emily Taylor of the SSC, Tonie Myamoto, and Hanna Johnson in an effort to kickstart the years environmental efforts.
- Madelyn and Prad will reach out to the individuals promoting a BEE certified campus.



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Week ending August 25, 2017

Office of Graduate Affairs Report

<i>Prepared by</i>	Satya Kalyan
<i>Department</i>	Office of the President
<i>Members</i>	President Josué “Josh” Silva Vice President Michael Wells Chief of Staff Cole Wise Deputy Chief of Staff Baylee Lakey
<i>Expenses in the Past Week</i>	\$0.00

EXECUTIVE SUMMARY

This week was great at starting off my position as an Officer of Graduate Affairs. I did my 8 hours of office hours and was comfortable adjusting to the new environment. Though I haven't met all the executives, knowing them on some or the level (thanks to the retreat) gave me comfort as I could approach and work with them without any inhibitions. I had a meeting with Baylee and had a quick overview about the functioning in the office. I have my schedule setup for the rest of the semester and also have meetings setup with the GSC members. I am looking forward to work with ASCSU and GSC for the welfare of the graduate students.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> • Survey 	<ul style="list-style-type: none"> • Josh Silva • Michael Wells • Lindsay 	<ul style="list-style-type: none"> • Not Applicable

- **Set up a meeting with Lindsay to know more about GSC and their ideas**
- Lindsay
- August 28th

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

- The main points of the 'Graduate Student Experience Survey' have been decided
- The flow of information between GSC and ASCSU will help both the student organizations in serving the students better
- I shall start working with the senators of GSC and ASCSU in order to bring the survey to the table

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- It has been difficult to know about the expectations of students from the university as I haven't met the senators yet
- I knew how to set my schedule so as to be available at ASCSU
- The Cabinet meeting will give me a clear idea as to collaborate with the respective executives regarding activities in and around the campus for graduate students

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meet Lindsay personally and have an in-depth insight into the expectations of GSC from ASCSU and the Office of Graduate Affairs
- Meet the senators both in GSC and ASCSU to get inputs for my survey
- Meet Josh Silva and Michael and get to know their ideas for the graduate students



2017-2018 WEEKLY REPORT

Week ending August 25th 2017

Director Report

<i>Prepared by</i>	Director Wright
<i>Department</i>	Health
<i>Members</i>	Director Angel Wright Deputy Director Lindsey Paricio
<i>Expenses in the Past Week</i>	\$0

Executive Summary

This week was a great kick off for the fall semester. Some final touches are being made for programs that are to launch here in the fall. The first few days were setting up meetings and talking about how to fulfill semester goals.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> • The Chronic Health Mentoring Program has been renamed to the Chronic Illness Support Community. • Chronic Illness Support Community was listed as workshop for referrals through the Health Network. • Meeting with the National Swipe Out Hunger 	<ul style="list-style-type: none"> • Christina Berg, HEPS • Health Network • Slice 	<ul style="list-style-type: none"> • 8/21/2017

Organization to give an update for food drive..

- **Food drive dates have been set from October 1st through 15th.**

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Students will be able to utilize programs ran through the health department within the next few weeks. The thought and detail of planning the programs will hopefully result in the best quality for students.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Scheduling conflicts has been a big thing this week.
- Finding balance between classes and work is necessary.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Work on future collaborations with other departments.
- Reach out to potential groups who might be interested in helping with the Health Fair.
- Work on volunteer recruitment for Swipe Out Hunger.



2017-2018 WEEKLY REPORT

Week ending August 25, 2017

Officer's Report

<i>Prepared by</i>	Mr. Shreesh Maurya
<i>Department</i>	Innovation and Technology
<i>Members</i>	Officer of Innovation and Technology, Shreesh Maurya
<i>Expenses in the Past Week</i>	\$0.00

EXECUTIVE SUMMARY

Worked on knowing more about UTFAB, went through its bylaws and faqs. I will be attending UTFAB meetings from 29 August 2017 onwards. Emailed Dr. Patrick Burns introducing myself and requesting him to allow me to be part of UTFAB meeting and let me know about any projects we ASCSU can work upon.

Had meeting with Vice President Wells about creating list of Technology ideas and ways to engage students through technology.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> • Enrolled myself in UTFAB meetings 	<ul style="list-style-type: none"> • Vice President Wells(Internal) And Jason Huitt(External) 	<ul style="list-style-type: none"> • 22nd August,2017

- **Discussed about Tech ideas and ways to engage students through technology**
- Vice President Wells(Internal)
- 22nd August,2017

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Formulating technology ideas which can benefit students like using iClicker app instead of iClicker which will make students life easier.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Finding ways to spread the word about technologies which CSU already has for students.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Attending the UTFAB meeting.
- Meeting with Director of Marketing to plan for a social media post to let students know about the technology which is already there for them.



2017-2018 WEEKLY REPORT

Week ending August 25, 2017

Director of Marketing Strategy

<i>Prepared by</i>	Kyrie Merline Director of Marketing Strategy
<i>Department</i>	Marketing
<i>Members</i>	Kyrie Merline, Director of Marketing Strategy Kaleigh Maxwell, Director of Multimedia Jackson Aldern, Director of Graphic Design
<i>Expenses in the Past Week</i>	\$130.00

EXECUTIVE SUMMARY

This week was extremely busy in the marketing department. We had multiple Marketing Request forms submitted, meetings to schedule, etc. We also finalized the entire Grill the Buffs marketing, and had everything for that sent out. We scheduled multiple meetings with directors and departments to get going on events and programs like homecoming, RLT, etc.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> • Scheduled meeting for RLT • Scheduled meeting for Ambassador Programs • Scheduled meeting for Swipe Out Hunger 	<ul style="list-style-type: none"> • (Internal) Meeting included Director Maxwell, Director Aldern, Deputy Chief of Staff Lakey, and Deputy Director Fenton 	<ul style="list-style-type: none"> • 8/24/17 • 8/24/17 • 8/24/17 • 8/24/17 • 8/24/17 • 8/22/17

- **Scheduled meeting for Tabling materials**
 - **Scheduled meeting for Tailgating materials**
 - **Meeting for marketing**
- (Internal) Meeting included Director Maxwell, Director Aldern, Deputy Chief of Staff Lakey, and Vice President Wells
 - (Internal) Meeting included Director Maxwell, Director Aldern, Deputy Chief of Staff Lakey, and Director Siren
 - (Internal) Meeting included Director Maxwell, Director Aldern, Deputy Chief of Staff Lakey, and Director Rhine
 - (Internal) Meeting with Director Maxwell and Deputy Chief of Staff Lakey

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Through the continuous marketing efforts we are able to put out quality and well-planned work that will reach all students. By starting on projects early, and executing the plans through all departments, we are able to guarantee that all projects will be well thought out and planned.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Managing multiple projects at once
- Learning to dedicate quality time to every project
- Keeping track emails with various departments

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meet with every director for upcoming programs
- Continue to plan out budgets for the various departments
- Check on/order shirts for ASCSU



2017-2018 WEEKLY REPORT

Week ending August 25, 2017

Director of Multimedia Report

<i>Prepared by</i>	Kaleigh Maxwell, Director of Multimedia
<i>Department</i>	[Department in ASCSU]
<i>Members</i>	Kaleigh Maxwell, Director of Multimedia Kyrie Merline, Director of Marketing Strategy Jackson Aldern, Director of Graphic Design
<i>Expenses in the Past Week</i>	\$120 for Canva (online design platform) Social Media Spending (final expenses calculated at the end of campaign)

EXECUTIVE SUMMARY

This week was not only the end of summer, but was also the start of a new semester. With the arrival of students and the business of new classes, ASCSU worked hard to reach out to both new – and returning – students. Through social media and a new website, we have been able to promote our mission as an organization and reach out to those who may be interested in getting involved. In addition, I have continued to follow-up with all reservations made for “Grill the Buffs” marketing in order to ensure that we are taking full advantage of all possible advertising opportunities throughout campus. With the first “On-campus Gameday” on the horizon, marketing through various social media platforms is in full swing. Working with Director Rhine of University Affairs and President Silva, we ended up having over 30 reservations for “Student Tailgating” spots.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> • Continued work on ASCSU Official Website for Departmental Pages • Student Tailgating Promotion, Forms, and Management • Established Ambassador Program involvement form on website • Grill the Buffs Marketing 	<ul style="list-style-type: none"> • Continued to work with internal directors to gather content for the ASCSU official website. • Worked with President Silva and Director Rhine (University Affairs) in order to begin the ASCSU Student Tailgating program here on campus. Coded and developed registration form, promoted the opportunity through social media, and followed up with each reservation by personally emailing tailgating instructions. • Worked directly with Vice President Wells in order to develop a form for students interested in getting involved to provide their contact information. • Continued to post on social media platforms about the upcoming “Grill the Buffs” event next week. Talked with Director Gertner (Traditions & Programs) in order to develop posts aimed to excite students and encourage attendance. 	<ul style="list-style-type: none"> • Date n/a; Still waiting to hear from several directors and leadership across branches.

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

As school started, my work throughout ASCSU’s Multimedia platforms and accounts was geared towards informing new and returning students, encouraging school pride, and attendance at university events. With a focus on Student Tailgating and Grill the Buffs, students will be sure to receive relevant information.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Communication is essential within any Marketing Department. We have continued to research various Program Management Software options and encourage discussion amongst the Directors and our leadership.

- Limited time on various projects did prove difficult and result in longer hours in the office.
- Still waiting to hear from multiple Directors and members of Branch leadership regarding website content.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- This next week, I am in control of the student-run “ProudtoBeaCSURam” Instagram and Snapchat’s “Takeover Tuesday.” I plan on developing a “post schedule” with various directors in order to make sure posts are effective and entertaining.
- Work on creating a general promotion video for ASCSU.
- Continue to update (and hopefully finish) the website.



2017-2018 WEEKLY REPORT

Week ending August 27, 2017

Director Report

<i>Prepared by</i>	Alexandra Gertner, Director of Traditions
<i>Department</i>	Traditions and Programs
<i>Members</i>	Alexandra Gertner, Director Bayler Shurbert, Deputy Jessy Mendoza, Deputy
<i>Expenses in the Past Week</i>	N.A.

EXECUTIVE SUMMARY

This time next week I will be writing how Grill the Buffs went. I'm excited and nervous all at the same time, I have been working on this event since the end of May and the event is finally here. I met with Event planning services to make sure we were all on track and I feel well prepared for Wednesday. It's nice to have the rest of T&P back so we can start planning events for the rest of the year

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> • Make sure everything is in place for Grill the Buffs • Marketing for Grill the Buffs • Ringing the Old Main Bell Tradition 	<ul style="list-style-type: none"> • Working with Andrew from Event planning services has been awesome. We went over everything for the event and everything is in order • It's amazing to see all of the hard work our marketing department 	<ul style="list-style-type: none"> • August 23

has put in to make sure our event is successful.

- What an incredible honor this is to have this tradition passed along to ASCSU from the alumni association.

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Students will be chosen to ring the Old Main Bell after we win a home football game. Students will enjoy free buff burgers next week as our Rams take on the CU Buffs at the Rocky Mountain Showdown.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- School and ASCSU will be fun challenge, I can do it!
- Delegate tasks to my deputy's!!!
- I love what I do, I never feel like I'm working just doing something I enjoy

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Figure out how to choose students to ring the Old Main Bell
- Start on Homecoming float
- Always do everything with positive actions



2017-2018 WEEKLY REPORT

Week ending August 25, 2017

Director's Report

<i>Prepared by</i>	Director Nathan Rhine
<i>Department</i>	University Affairs
<i>Members</i>	Director Nathan Rhine
<i>Expenses in the Past Week</i>	\$0.00

EXECUTIVE SUMMARY

School has started and with that being said, we were one week away from the first on campus game at the start of this week. In order to prepare for the first game I worked heavily with members in ASCSU to ensure that the tailgating application was live, the information applicants received regarding the lot was correct and clear, and that the lot itself was ready to go. In addition to this, I also worked on organizing the information that would be presented on the University Affairs page for ASCSU so that students would be able to navigate the page more clearly. During this week I also worked with the Deputy Chief of Staff to go over emails that will be sent out to students and faculty to clarify information and check everything that was included.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> • Met with Director of Multimedia Maxwell to go 	<ul style="list-style-type: none"> • Director of Multimedia Maxwell/Internal • President Silva/Internal 	<ul style="list-style-type: none"> • 08/22/17; Talked with multimedia to

over information included in the application.

- **Provided information to include in the email that is sent out to all students who apply for a TILT tailgating pass.**
- **Organized the information that will be included on the University Affairs page of the ASCSU website**
- **Met with President Silva to discuss all information presented in TILT application and verify all information presented**
- **Replied to emails and organized current projects going on in my Department**

discuss better marketing options for the TILT lot/completed application for the year

- **08/24/17;Talked with President Silva to share information provided throughout the application process**

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Each week is different and presents its own challenges. My biggest goal for this week was to ensure that the application was live and students were aware of its existence. Although not perfect, by collaborating with Director of Multimedia Maxwell this week we accomplished this goal. This gave students the opportunity to have an authentic tailgating experience on campus and a smooth process. By working further with Director of multimedia we ensured that the future games will be a smoother process with more marketing in advance. By reorganizing all of the current projects in my department, I am making sure that we are up to date on our tasks and not forgetting anything.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- With only one week to get the applications live and the marketing material out, we definitely struggled to get in applications.
- It's easy to become overwhelmed with this job, its important to take things one step at a time and remember to stay focused on one task.
- Being able to rely on your coworkers allows for you to take a deep breath and relax while you handle the next step.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Attend the New Game Day Experience Committee meeting to discuss what did and did not go well on the first game of the season.
- Meet with President Silva and Director of Multimedia to discuss further marketing campaigns for the TILT lot on game days.
- Meet with Chief of Staff Wise, Director of Marketing Merline, Director of Multimedia Maxwell, and President Silva to discuss past marketing requests.