



# 2017-2018 WEEKLY REPORT

## Week ending September 29, 2017

### President Report

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

### EXECUTIVE SUMMARY

What matters to me is that no matter what, we are doing work that actually matters to students and that students actually care about. The more time we can spend on that, and the less on internal ASCSU matters, in my opinion, the better. This week was heavily focused on personal improvement, interviewing candidates for the Director of Academics position, and external stakeholder meetings.

### ACTIONS ACCOMPLISHED

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

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• <b>Attended weekly Cabinet meeting and Senate</b></li> <li>• <b>Conducted interviews for the Director of Academics position with Chief of Staff Wise</b></li> <li>• <b>Attended a meeting kicking off CSU planning for the City Plan update</b></li> <li>• <b>Attended a meeting discussing future sustainable building standards on campus</b></li> <li>• <b>Attended weekly Todos Santos exchange trip meeting</b></li> <li>• <b>Met with RamRide and Transfort stakeholders to discuss collaboration opportunities and improvements</b></li> </ul> | <ul style="list-style-type: none"> <li>• ASCSU</li> <li>• Chief of Staff Wise</li> <li>• Transfort, Parking and Transportation Services, City of Fort Collins</li> <li>• Vice President for Operations</li> <li>• SLiCE office; Daniela Pineda Soraca</li> <li>• RamRide marketing and operations team; CSU Parking and Transportation Services; Director Johnson</li> </ul> | <ul style="list-style-type: none"> <li>• 9/27</li> <li>• 9/25-9/29</li> <li>• 9/26</li> <li>• 9/26</li> <li>• 9/26</li> <li>• 9/29</li> </ul> |
|--|--|---|

## HOW DID STUDENTS BENEFIT FROM YOUR WORK?

I always think about how every administration only has a year (at most) to get things done and make a difference. Meetings for long-term projects such as the City Plan and Transfort impact all students through enriching their lives and making sure they all have a seat at the table. Additionally, the Board of Governors meeting always provide a larger sense of perspective of what is really at stake.

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- The importance of remaining humble and honest about your plans, goals, and initiatives
- Patience is key
- Pursuing self-care and being emotionally honest
- Reminded of the importance of academics and having a life as a CSU student

## ACTION ITEMS AND GOALS FOR NEXT WEEK

- Practice self-care and maintain perspective

- ASCSU Leadership meeting
- Weekly Todos Santos meeting
- Attend Cabinet and Senate
- Present to the RHA on ASCSU initiatives and collaboration opportunities
- Present to the GSC on ASCSU initiatives and collaboration opportunities
- Brief and assist in transitioning the new Director of Academics
- Meet to discuss the future of the Bustang
- Attend Faculty Council and/or the 20<sup>th</sup> anniversary celebration of the President's Commission on Women and Gender Equity
- Monthly meeting with Dr. Tony Frank and Dr. Blanche Hughes
- Prepare for the ASCSU alumni reunion
- Meet with the VP for Advancement
- Attend the Board of Governors meeting



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### [Position] Report

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

### EXECUTIVE SUMMARY

The Student Fee Review Board began its fall touring schedule of fee areas, kicking off with the University Center for the Arts as well as the Health and Medical Center. I continued in work with the Health Network and our internal Health Department to finalize the Health Center open House and Health Fair. We have reached the 75 person threshold for signups in our Ambassador program with many members beginning to find areas of interest within ASCSU. Overall, my dept. has been striving to enhance my currently started initiatives and power through the semester!

### ACTIONS ACCOMPLISHED

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

- **Toured the University Center Fort the Arts – discussed upcoming programs in the UCA and how students could get more involved.**
  - **Toured the new Health and Medical Center – Director Anne Hudgens explained the layout of the building and some different services that the center offers including dental, counseling, acupuncture, and optometry.**
  - **Finalized with Chief Justice Anderson the Associate Justice positions. All three positions were filled from 8 applicants. Names will be added to the ASCSU website**
  - **Conducted second ASCSU ambassador meeting – discussed ways to improve communication between ambassadors and ASCSU members**
- Dr. Dan Goble UCA director (external)
  - Dr. Mike Ellis (internal)
  - Dr. Anne Hudgens Health Network Director (external)
  - Chief Justice Anderson (internal)
- Sept. 23-29
  -

## **HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

SFRB has now begun to see the fee areas, allowing to ask questions of the fee areas and bring a voice from the students to Fee area directors. Members of the board asked questions like “how many student events are put on each year”, “How many student workers are employed”, “how can you reach the broader CSU campus?”, “do you serve grad students?”. These questions and more help to shape the way that student fees are structured and give back to all students!

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

Timing is everything

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

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- Tour fee areas
- Ratify SFRB members



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Chief of Staff Report

<i>Prepared by</i>	<b>Cole V. Wise – Chief of Staff</b>
<i>Department</i>	<b>Office of the President</b>
<i>Members</i>	<b>Josh Silva – President</b> <b>Michael Wells – Vice President</b> <b>Cole Wise – Chief of Staff</b> <b>Baylee Lakey – Deputy Chief of Staff</b>
<i>Expenses in the Past Week</i>	<b>\$0.00</b>

### EXECUTIVE SUMMARY

This week was very eventful and busy. Most of my week was spent conducting interviews for the positions of Director of Academics and Deputy Director of Environmental Affairs. With conducting over 10 interviews this last week, I am happy to say that we have hired Bayler Shubert as the new Director of Academics and Haley Dallas as the new Deputy Director of Environmental Affairs. With the applicant pool for both positions being very competitive, I am excited to have these two on board and can't wait to see the good work they will do in these respective positions.

## ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> <li>• <b>Held weekly Executive Leadership Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• President Silva; Vice President Wells; Deputy Lakey; Kim Grubbs</li> </ul>	<ul style="list-style-type: none"> <li>• 9/25/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Held Weekly meetings with Directors</b></li> </ul>	<ul style="list-style-type: none"> <li>• Director Tubbs; Director Johnson; Director Syron; Director Rhine; Director Leonard; Director Gertner; Director Taylor</li> </ul>	<ul style="list-style-type: none"> <li>• 9/25-9/29/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Held interviews for Deputy Director of Environmental Affairs</b></li> </ul>	<ul style="list-style-type: none"> <li>• Director Royal and numerous applicants</li> </ul>	<ul style="list-style-type: none"> <li>• 9/25-9/29/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended Student Fee Review Board</b></li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Dan Goble (UCA); Anne Hudgens (Health Center); Vice President Wells; Mike Ellis (LSC)</li> </ul>	<ul style="list-style-type: none"> <li>• 9/25/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended meeting at Student Resolution Services</b></li> </ul>	<ul style="list-style-type: none"> <li>• President Silva; Vice President Wells; Deputy Lakey; Brooke Wichmann</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Met with Director Tubbs to discuss #ThisIsMyState Campaign</b></li> </ul>	<ul style="list-style-type: none"> <li>• Director Tubbs; Director Maxwell; Deputy Lakey</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended the President's Commission on Diversity and Inclusion</b></li> </ul>	<ul style="list-style-type: none"> <li>• Numerous campus attendees</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended 1:1 Weekly meeting with Bruce Mann</b></li> </ul>	<ul style="list-style-type: none"> <li>• Bruce Mann (SLiCE)</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended weekly Cabinet meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Executive Cabinet Members</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended weekly Senate Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• ASCSU Members</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27/2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Met with Jennifer Mayhew</b></li> </ul>	<ul style="list-style-type: none"> <li>• Jennifer Mayhew (OEO)</li> </ul>	<ul style="list-style-type: none"> <li>• 9/28/2017</li> </ul>



## **HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

Students benefited through my work in hiring the new Director of Academics and Deputy Director of Environmental Affairs. In turn, students will also greatly benefit from the work that these two positions will do along with all other departments in ASCSU.

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

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- The interviews took a lot of time and effort to conduct which didn't allow for as much time responding to e-mails.
- Self-care time is crucial in a busy environment
- It is important to build good relationships with those you work with

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

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- Open Deputy Director of Traditions and Programs position
- Assist in the training for Director of Academics and Deputy of Environmental Affairs
- Work with Deputy Lakey on various tasks and initiatives
- Hold meeting with my new Ambassadors!



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Deputy Chief of Staff Report

<i>Prepared by</i>	<b>Baylee L. Lakey—Deputy Chief of Staff</b>
<i>Department</i>	<b>President’s Office</b>
<i>Members</i>	<b>Josh Silva—President</b> <b>Michael Wells—Vice President</b> <b>Cole Wise—Chief of Staff</b> <b>Baylee Lakey—Deputy Chief of Staff</b>
<i>Expenses in the Past Week</i>	<b>\$0.00</b>

### EXECUTIVE SUMMARY

This week, I continued to work on the Pacesetters scholarship application process. I worked with directors as they continue to work on projects and initiatives. I also met with my ambassador and began to brainstorm potential project ideas that she can pursue while working in the president’s office. I also met with Jennifer Mayhew from the Office of Equal Opportunity.

### ACTIONS ACCOMPLISHED

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

- **Attended weekly ASCSU leadership meeting** • Kim Grubbs; President Silva; Chief of Staff Wise • 9/25/17
- **Held weekly meeting with Health** • Director Wright • 9/27/17
- **Held monthly meeting with Deputy Director Paricio** • Deputy Director Paricio • 9/27/17
- **Attended weekly Cabinet meeting** • ASCSU Executive Staff • 9/27/17
- **Met with Marketing, Traditions, and University Affairs to discuss 12<sup>th</sup> Ram** • Director Merline, Director Maxwell, Director Aldern, Director Rhine, Director Gertner • 9/27/17
- **Attended ASCSU Senate Session** • ASCSU Body • 9/27/17
- **Held first meeting with DCoS Ambassador- Katy** • Katy Krupinsky • 9/28/17
- **Worked on Pacesetters Scholarship Application** • NA • Rolling basis
- **Held weekly meeting with Environmental Affairs** • Director Royal • 9/28/17
- **Held weekly meeting with Marketing** • Director Maxwell; Director Merline; Director Aldern • 9/28/17
- **Bi-weekly meeting with Bruce Mann** • Bruce Mann • 9/28/17
- **Met with Jennifer Mayhew** • Jennifer Mayhew • 9/28/17

- **RMSMC Executive Committee Meeting**
- Peter Waack, Sam Perrine, Eddie Kendall
- 9/28/17

## **HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

Students benefitted from the support I was able to provide to directors. Looking ahead, students will benefit from my work on the Pacesetter Scholarship plans as this is an open opportunity to all CSU students.

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

- There is a lot of turnover and shifting of positions in ASCSU currently
- I need more than 24 hours in a day!

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

- Continue to meet my new ambassadors
- Conduct Pacesetter scholarship interviews and meet with Pam Norris to discuss the scholarship



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Director of Finance Report

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

### EXECUTIVE SUMMARY

This week was our first official week as BSOF. We received applications from student orgs requesting funding for events and worked with them so that they were prepared to present to the board on Thursday night. We heard a total of three groups who presented 5 events that were all approved. Chabad had Shabbat 200, the Menorah Lighting, and Passover approved. PRISM had the Fall Drag Show approved and SIAM had their colloquium approved.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> <li>• <b>Approved Chabad's events</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mathew Mehrian</li> </ul>	<ul style="list-style-type: none"> <li>• 9/28/17</li> </ul>

- **Approved PRISM's event**
- **Approved SIAM's event**
- Delray Echohawk
- Derek Handwerk

## **HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

The student body benefitted from our work this week by having 5 new events that are ready to be put on for them to attend. They also benefitted by having three new board members ready for ratification.

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

- Having to manage my time between tests in class, extra-curriculars, and ASCSU was challenging again this week but I was able to use my experience last week to help manage my time and still accomplish what I needed to.

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

- Have three new board members ratified
- Help more student orgs



## 2017-2018 WEEKLY REPORT

### Week ending September 22, 2017

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### Campus Engagement Report

<i>Prepared by</i>	Director Tristan Syron
<i>Department</i>	Campus Engagement
<i>Members</i>	Tristan Syron, Director Clare Fenton, Deputy Director Paine Lewis, Ambassador Dawson Warken, Ambassador Erin Rueter, Ambassador Natalie Gentil, Ambassador
<i>Expenses in the Past Week</i>	\$0.00

### EXECUTIVE SUMMARY

A lot of organizational work and setting things up for the next week
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### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> <li>• Attended Senate</li> <li>• Attended Cabinet</li> <li>• Went To BACC office real Talk</li> <li>• Went to Kappa Kappa Delta</li> </ul>	Conversation on what “success is defined as in the community”	•

<ul style="list-style-type: none"> <li>• <b>Department meeting</b></li> <li>• <b>RLT meeting</b></li> <li>• <b>New coffee pot</b></li> <li>• <b>Charity</b></li> </ul>	<p>Discussed next steps for department tasks</p> <p>Children’s hospital, and rescue mission</p>	<p>Everything is a compromise- you will never win the first time</p> <p>Emailed for meetings next week</p>
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## HOW DID STUDENTS BENEFIT FROM YOUR WORK?

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The students benefited because we set the frame work for our charity events this week.

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

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- Everything is a compromise
- No matter what it is, or how simple you think it should be, there is something you won't foresee, an obstacle in the way, perhaps that's the nature of government.
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## ACTION ITEMS AND GOALS FOR NEXT WEEK

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- Tabling and charity,





**2017-2018 WEEKLY REPORT**  
**Week ending:** September 29th, 2017  
**Officer of Community Affairs Report**

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

**ACTIONS ACCOMPLISHED**

<b>Summary of Accomplishments</b>	<b>Other Participants/Stakeholders (Internal/External)</b>	<b>Date (if applicable)/Notes</b>
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<ul style="list-style-type: none"> <li>• <b>ATFAB Project Proposal and Project Rating Criteria Edits</b></li> </ul>	<ul style="list-style-type: none"> <li>• Michael Quinn, Aaron Fodge, Aaron Buckley, (External), and Madelyn Royal (Internal)</li> </ul>	<ul style="list-style-type: none"> <li>• 9/28 and 9/29</li> </ul>
<ul style="list-style-type: none"> <li>• <b>City Council</b></li> </ul>	<ul style="list-style-type: none"> <li>• Fort Collins City Council, Ginny Sawyer</li> </ul>	<ul style="list-style-type: none"> <li>• 9/26; Budgeting Process includes the Occupancy Study; they are looking at CSU as a funding partner</li> </ul>
<ul style="list-style-type: none"> <li>• <b>City Plan</b></li> </ul>	<ul style="list-style-type: none"> <li>• President Silva, City of Fort Collins Planners and consultants, Aaron Fodge, Fred Haberecht</li> </ul>	<ul style="list-style-type: none"> <li>• 9/26; Attended Outreach Meeting while others attended CSU specific meeting</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Community Affairs Ambassadors Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Vice President Wells, Sage Miller, Bridget Murphy,</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing; met with Bridget; communication with Sage and Briget</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Bike to Breakfast</b></li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Responding to Occupancy Study request</b></li> </ul>	<ul style="list-style-type: none"> <li>• Campus Bicycle Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27; volunteered</li> </ul>
	<ul style="list-style-type: none"> <li>• President Silva, Kim Grubbs, Bruce Mann, Director Taylor, Parliamentarian Vaishampayan, Eddy Kendall (Internal), Jeanie Ortega, Lexi Adler, and Ginny Sawyer (External)</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout week/ ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• <b>City Boards and Commissions ASCSU Program</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sam Hougteling (External)</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27; seeking academic tie to Straayer Center for the ASCSU/City B&amp;C program</li> </ul>
<ul style="list-style-type: none"> <li>• <b>RamRide and GOLD Route conversation</b></li> </ul>	<ul style="list-style-type: none"> <li>• President Silva, Aaron Fodge, OCL,</li> </ul>	<ul style="list-style-type: none"> <li>• 9/29; began conversation about how ASCSU, Transfort, and RamRide can</li> </ul>

RamRide  
Coordinators,  
Timothy Wilder

work closer together to  
provide the best late night  
service to students on the  
weekend

## **EXECUTIVE SUMMARY**

The power of bringing the right people into a room to discuss how to make a program, initiative, or policy better amazes me. Although there may be set-backs in ASCSU right now, I am excited about the work being done at the community level on behalf of students. The city is excited to engage CSU's campus through the City Plan process; the city planners in charge of revamping the City Plan have put a lot of intention into engaging CSU and students during this process, and I'm excited to see how that affects this important guide for the community. I'm also excited about the prospects of having the student voice engaged with local Boards and Commissions; the Straayer Center is excited about this program and want to support where they can. The surprise of the city asking ASCSU and the university to partner with the Occupancy Study has brought a new opportunity to learn how to best represent students.

## **HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

- Maintaining good working relationships with the City of Fort Collins and campus partners
- Expanding opportunities for students to engage with the City of Fort Collins
- Expanding department to help foster new community-oriented student leaders
- Bringing the right people together to improve student resources

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

- **Breath and do not feel rushed to make a decision.  
Thoughtfulness and intention will create better results.**

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

- **ATFAB**
- **Bustang Conversation**
- **Finish up Legislative Working Committee bylaws**
- **Swipe Out Hunger pick up**
- **Mobile Food Pantry volunteering**



# 2017-2018 WEEKLY REPORT

## Week ending September 22, 2017

### Director Report

Prepared by	<b>Victoria Tubbs</b>
Department	<b>Diversity &amp; Inclusion</b>
Members	<b>Victoria Tubbs</b> <b>Marcelino Castaneda</b> <b>Rebecca Boniek</b>
Expenses in the Past Week	<b>\$0.00</b>

### EXECUTIVE SUMMARY

Planning and moving into implementation was the name of the game this week! I felt much more productive being able to focus efforts on upcoming events instead of concentrating on planning them.

### ACTIONS ACCOMPLISHED

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

<ul style="list-style-type: none"> <li>● Attended SOLAR meeting</li> <li>● #thisisMYstate planning</li> <li>● Implementing Stage one of #thisisMYstate campaign for CSU</li> <li>● Planned passive programming around cultural appropriation during halloween</li> <li>● Reached out to the previous advisor for Diversity &amp; Inclusion</li> <li>● Connected ambassador and ICA</li> <li>● Reached out to SDPS Senators</li> <li>● Attended the Keynote Speaker for the diversity Symposium</li> </ul>	<ul style="list-style-type: none"> <li>● Emily Ambrose</li> <li>● Chief of Staff Cole Wise, Director of Multimedia Kaleigh Ma</li> <li>● ASCSU Cabinet</li> <li>● Rebecca Boniek, Marketing department</li> <li>● Linda Ahuna</li> <li>● ICA Emma Robinson &amp; Rebecca Boniek</li> </ul>	<ul style="list-style-type: none"> <li>● I had the privilege of attending this meeting with the pride resource center and several of their staff members to see what events they have coming up and how ASCSU can support them. We are very excited for the upcoming Drag Show and LGBTQ Month!</li> <li>● During the cabinet meeting on Wed. we discussed posting one #thisisMYstate post to begin generating content</li> <li>● With Halloween just around the corner I want CSU students to know the impacts of their costume choices this year.</li> <li>● I am not sure if Linda is still in a position at CSU to advise but first step to figuring out who my advisor is/could be is asking her!</li> <li>● Stephanie Zee is out of town for a few weeks so I connected one of the diversity and inclusion ambassadors to meet with an ICA to work on phase one of #thisismystate.</li> <li>● Gauge interest in possible committee/meetings.</li> </ul>
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## HOW DID STUDENTS BENEFIT FROM YOUR WORK?

The social campaign I am working on is not supposed to overlook the bad things that are happening on campus, but rather look at the ways in which CSU students are looking at those situations and working through them and treating each other with respect.

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- I am not sure if the previous advisor to this position is still at CSU.

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

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- Meet with RHA & NRHH Presidents for phase 2 of # thisisMYstate
  - Reach out to Fraternity and Sorority life as well



# 2017-2018 WEEKLY REPORT

## Week ending September 29, 2017

### Environmental Affairs Report

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

### EXECUTIVE SUMMARY

This week was focused on furthering the campus composting agenda, alternative transportation education, and outreach. Through multiple meetings and brainstorming sessions, the Environmental Affairs department is prepared to begin planning a few major events to incentivize a more sustainable student body.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> <li>• <b>Met with an ambassador from the Zero-Waste Team to discuss future Zero-Waste activity, including a potential educational video.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Nogah S (Zero-Waste)</li> </ul>	<ul style="list-style-type: none"> <li>• 09/25/17</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Facilitated a meeting with LSC managers and facilities managers to push for front of</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sheela Backen (Facilities), Maggie Gillman (Facilities)</li> </ul>	<ul style="list-style-type: none"> <li>• 09/25/17</li> </ul>



house composting infrastructure in the LSC.			• 09/25/17
• Attended a Zero Waste presentation which sparked the idea for the environmental affairs department to host a Zero Waste Symposium in early Spring Semester.			• 09/25/17
• Met with potential Ambassadors for the Environmental Affairs department			• 09/25/17
• Volunteered at the final Bike to Breakfast event	• Aaron Fodge (Facilities)		• 09/28/17
• Student Transit Meeting	• Aaron Fodge (Facilities), Hanna Johnson (Community Affairs)		• 09/28/17
• ASCSU/Slice kitchen compost confirmed!	• Sheela Backen		• 09/29/17

**HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

Through the ambassador program, future ASCSU students became informed on our work through the student government and the many opportunities to implement change throughout campus. Furthermore, the future students of CSU will benefit from our actions in advancing the campus-wide zero-waste agenda including through the potential for LSC front of house compost, and educational events.

**CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

**ACTION ITEMS AND GOALS FOR NEXT WEEK**

- The department is still a solo-act! However, I have managed to reach out to a variety of ASCSU members for support.
- Bike to Breakfast did not yield as many volunteers as I, or the Parking and Transportation staff, would have liked. Next time I will take more initiative to ask for ASCSU help.



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Director Of Governmental Affairs Report

<i>Prepared by</i>	<b>Anthony Taylor (Director of Gov. Affairs)</b>
<i>Department</i>	<b>State and Local Policy</b>
<i>Members</i>	<b>Anthony Taylor (Director of Gov. Affairs) Hanna Johnson (Officer of Community Affairs)</b>
<i>Expenses in the Past Week</i>	<b>\$0.00</b>

### EXECUTIVE SUMMARY

This week I've had some issues with individual ambassadors being unresponsive/confused about how to integrate into my department. I really want to get in contact with them and set up a process so that it is easy to coordinate all my ambassadors and we work together seamlessly. This will a priority for me for the next few weeks.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> <li>• Weekly Ambassador Meeting</li> <li>• Met with the Straayer Center</li> <li>• Weekly Cabinet Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Maddie Smith (I)</li> <li>• Sam Houghteling (E), John Straayer (E)</li> <li>• Executive Leadership (I)</li> </ul>	<ul style="list-style-type: none"> <li>• 9/27/17</li> <li>• 9/25/17</li> <li>• 9/27/17</li> <li>• 9/29/17</li> </ul>

- Impromptu Ambassador Meeting
- Vice President Wells (I)

## **HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

I believe that if I am able to coordinate my ambassadors effectively it will allow me to be more productive as a Director. Also, my ambassadors will obtain first-hand knowledge of student government and hopefully this experience will spur them on to continue being involved with ASCSU.

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

- This week was difficult for me with regards to the sheer amount of work that I needed to complete to fulfill all of my responsibilities. To be completely honest, I need to do a better job of creating space for myself throughout the week, so that the need to take care of myself doesn't completely disappear within a constant stream of extracurricular activities.

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

- Continue to work on coordinating ambassadors within my department
- Check in on the status of our lobbying contract.
- Contact Jenn Penn



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Office of Graduate Affairs Report

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

### EXECUTIVE SUMMARY

This week started slowly but I completed some tasks assigned by the GSC by the middle of the week and also started a few tasks. I started working on documenting on how different universities reach out to their students for publicizing events happening in the campus. GSC shall be participating in the Homecoming parade and this helps in easing the environment between graduate and undergraduate students. Information about different committees has been gathered and sent out to GSC. So, this should be helpful in exactly determining the operations of the respective committees and if possible, the executives in ASCSU can be placed in the committees so that ASCSU knows what is happening with the graduate students. The U-Drive has a ton of information!!

### ACTIONS ACCOMPLISHED

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

• <b>Survey</b>	• Lindsay	• Not Applicable
• <b>Information about Travel awards</b>	• GSC • ASCSU • GSC	• Not Applicable
• <b>Setup a meeting on Oct 2<sup>nd</sup> with the GSC (Josh and Michael shall be there)</b>		• Oct 2nd

**HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

- The committee information is helpful in placing ASCSU executives and undergrads can be involved too
- Meeting and knowing the issues of the graduate student representatives will be useful to address the issues of the students on Oct 2nd
- When done with the graduate reach-out media task (no name has been given to it yet), graduate students shall benefit by knowing what’s going on in the campus

**CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

- There (still) has been no response from many university councils when I asked them about Travel Awards
- I could not understand which universities to reach out regarding Travel Awards information.
- One challenge was to understand the specific needs of graduate students

**ACTION ITEMS AND GOALS FOR NEXT WEEK**

- Meet the senators both in GSC and ASCSU to get inputs for my survey
- Collaborate with other executives (hoping to do so)



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Director Report

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

### EXECUTIVE SUMMARY

This week consisted of administrative efforts to accomplish the health fair and prepare for the food pantry. This week was mostly made up of finishing to do list and taking care of necessary tasks for the Health Fair.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> <li>• Discussed ideas about the health fair with Health Network.</li> <li>• Outreached to different organizations for donations.</li> </ul>	<ul style="list-style-type: none"> <li>• Vice President Wells, Deputy Director Paricio</li> <li>• Director Wright.</li> </ul>	<ul style="list-style-type: none"> <li>• 9/25/2017</li> </ul>

## **HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

The donation drive for the food pantries is starting next week. Soon after collections students will have access to some of the office food pantries that exist in the LSC.

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

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- Improvising is helpful
- Reaching out can be hard to do

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

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- Confirm health fair booth attendants
- Look for more potential donors for the fair



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Officer's Report

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

### EXECUTIVE SUMMARY

Requested Keith Lopez, Associate Director of Orientation & Traditions Programs for meeting to discuss about how we can together inform new students about the technologies we already have for them.

Contacted Neal Lujan, Director of Student Affairs Technology/Ram Card Office regarding RamCard and any other input he can give from technology side where ASCSU can work with him. He told me about the RamCard and I will be further meeting him on 11<sup>th</sup> October to discuss more about it.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
<ul style="list-style-type: none"> <li><b>Came to know more about the You@CSU portal and will</b></li> </ul>	<ul style="list-style-type: none"> <li>Brady Nicholson(External)</li> </ul>	



be having meeting with him on Tuesday

- Trying to know more about RamCard and its charges and got meeting scheduled on 11<sup>th</sup> October.
- Director of Student Affairs Technology/RamCard Neal Lujan(External)

## HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Working with Associate Director of Traditions and Programs to get a small Technology Orientation given during normal scheduled orientation for new incoming students. Working on Brady Nicholson portal YOU@CSU so as to make it better and robust for students.

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Having meetings scheduled as soon as possible gets difficult. Delay occurs ultimately. So, started initiating meeting request much before time.

## ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meeting with Keith Lopez, Associate Director of Office of Traditions and Programs to discuss about the Technological Orientation and its feasibility as soon as I get his availability.
- Meeting with Ambassador Marcos and planning some tasks with him and tell him about ASCSU.



## 2017-2018 WEEKLY REPORT

### Week ending July 7, 2017

#### Director of Marketing Strategy: 07/07/17

<i>Prepared by</i>	<b>Kyrie Merline</b>
<i>Department</i>	<b>Marketing</b>
<i>Members</i>	<b>Kyrie Merline Director of Marketing Strategy Kaleigh Maxwell Director of Multimedia Jackson Aldern Director of Graphic Design</b>
<i>Expenses in the Past Week</i>	<b>N/A</b>

### EXECUTIVE SUMMARY

This week we finalized the Swipe Out Hunger marketing campaign materials, and we are also getting close to ordering the products for the Homecoming 12<sup>th</sup> Ram Tailgate. I was also able to work with 4imprint to figure out what kind of marketing materials we would like to order for tabling materials in order to work towards increased awareness of ASCSU. Through these materials we are hoping that it will combine something that students would actually like to have, and something that students will continue to use to bring awareness of ASCSU to students around campus.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
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<ul style="list-style-type: none"> <li>• <b>12<sup>th</sup> Ram Homecoming Meeting</b></li> <li>• <b>Meeting for New Social Media Campaign</b></li> <li>• <b>4imprint Phone Call</b></li> </ul>	<ul style="list-style-type: none"> <li>• Internal, Director of University Affairs, Director of Traditions and Programs, Director of Multimedia, and Director of Graphic Design</li> <li>• Internal, Director of Diversity, Director of Multimedia, and Director of Graphic Design</li> <li>• External, Rebecca Mallard 4imprint</li> </ul>	<ul style="list-style-type: none"> <li>• 09/27/17</li> <li>• 9/28/17</li> <li>• 9/29/17</li> </ul>
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## HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Students benefited from the 12<sup>th</sup> Ram Homecoming Meetings because this is a program that will be a fun and safe environment for them to enjoy the CSU community and athletic environment. Through the ordering of various marketing materials we will be able to reach a wide range of students, and encourage participation in various ASCSU activities and programs.

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Order 12<sup>th</sup> Ram Posters
- Reschedule buying the tent for University Affairs
- Work on ASCSU branding as a whole

## ACTION ITEMS AND GOALS FOR NEXT WEEK

- Catch up on marketing materials
- Check on ASCSU polo order
- Work on Diversity program



## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Director of Multimedia Report

<i>Prepared by</i>	<b>Kaleigh Maxwell</b>
<i>Department</i>	<b>Marketing Department</b>
<i>Members</i>	<b>Kaleigh Maxwell, Director of Multimedia Kyrie Merline, Director of Multimedia Jackson Aldern, Director of Graphic Design</b>
<i>Expenses in the Past Week</i>	<b>All marketing expenses to be reported in Director of Marketing report.</b>

### EXECUTIVE SUMMARY

As Homecoming week approaches, Multimedia efforts have been focused on promoting 12<sup>th</sup> Ram, Old Main Bell, the Parade, and additional events and programs. Webpages have been completed and are published on the ASCSU websites for all ASCSU-run homecoming subjects. The 12<sup>th</sup> Ram registration form has been published and I am working with CSU Web Communications to transfer all registration and current website-related reservation management over to Director Rhine. Additionally, I have been managing Facebook promotions for Old Main Bell in order to encourage applications. Other than homecoming, I am continuing to edit, schedule, and publish all position headshots for the website and continue to publish pages and content as often as I can.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/Notes
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<ul style="list-style-type: none"> <li>• <b>Homecoming Webpage</b> (ascsu.colostate.edu/homecoming-2017)</li> </ul>	<ul style="list-style-type: none"> <li>• Designed and published an all-encompassing website for ASCSU-related homecoming activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• <b>12<sup>th</sup> Ram</b></li> </ul>	<ul style="list-style-type: none"> <li>• Met with Director Rhine in order to discuss reservations and social media promotion for the Homecoming 12<sup>th</sup> Ram Tailgate.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Homecoming Video</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussed and planned filming and production for ASCSU-sponsored Homecoming Video. Working with Deputy Chief of Staff Lakey and Chief of Staff Wise in order to discuss timeline and the process of creating the video.</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning Filming ASAP</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Instagram Analytics</b></li> </ul>	<ul style="list-style-type: none"> <li>• Throughout the week, posts and strategy on the Instagram account resulted in: 6,225 impressions, reached 800+ members, 65 profile views, 2 website clicks</li> </ul>	<ul style="list-style-type: none"> <li>• In the last 7 days</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Meetings with Diversity</b></li> </ul>	<ul style="list-style-type: none"> <li>• Met with Director Tubbs in order to discuss upcoming Multimedia plan for Diversity's new social media campaign.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

## HOW DID STUDENTS BENEFIT FROM YOUR WORK?

With Multimedia work focused around Homecoming, I have been working to make sure that students are informed and knowledgeable about how ASCSU is involved – even if the multimedia users are not followers. In addition, I added a contact link to both myself (Multimedia) to provide viewers with a contact if they experience website problems and to other ASCSU front desk for general questions.

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Reached out to my Ambassador; however, I still have not received a response.
- Homecoming is coming fast!!!
- Figuring out schedule and making sure that I am able to accomplish all Multimedia-related tasks.

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

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- Work on developing Instagram/Social media content that is favorable to our target audience using Instagram's new promotion algorithm.
- Work to have AS MUCH up on the website as possible before Homecoming.
- Have all shots for homecoming video filmed.



## 2017-2018 WEEKLY REPORT

### Week ending October 1, 2017

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### Director Report

<i>Prepared by</i>	<b>Alexandra Gertner, Director of Traditions</b>
<i>Department</i>	<b>Traditions and Programs</b>
<i>Members</i>	<b>Alexandra Gertner, Director Bayler Shurbert, Deputy Jessy Mendoza, Deputy</b>
<i>Expenses in the Past Week</i>	<b>\$8,000</b>

### EXECUTIVE SUMMARY

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This week was mostly about planning and prepping for Homecoming week. Traditions and Programs has some activities that will be available for students to participate in that week. Wednesday will be a time line of all the on campus stadiums CSU has had that will lead up to the new stadium. Thursday will be a roller rink in the plaza, "Rolling home". Friday will be the Homecoming parade.

### ACTIONS ACCOMPLISHED

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

<ul style="list-style-type: none"> <li>• <b>Continue planning a Homecoming tailgate</b></li> </ul>	<ul style="list-style-type: none"> <li>• Working with Director Rhine to plan a Homecoming Tailgate in terms of decorations</li> </ul>	<ul style="list-style-type: none"> <li>• October 1, 2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Homecoming week</b></li> </ul>	<ul style="list-style-type: none"> <li>• Working with Sara Stevens to make sure contracts are in order for “Rolling Home”</li> </ul>	<ul style="list-style-type: none"> <li>• September 29, 2017</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Continue working on forever green Fridays</b></li> </ul>	<ul style="list-style-type: none"> <li>• Need to meet with athletics and external affairs to continue the tradition of Forever green Fridays</li> </ul>	<ul style="list-style-type: none"> <li>• N.A.</li> </ul>

**HOW DID STUDENTS BENEFIT FROM YOUR WORK?**

Students will have fun activities to participate in Homecoming activities

**CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

- Do ASCSU work in the office and leave
- Ignore what is going on, here to serve the students of CSU
- Always know your worth

**ACTION ITEMS AND GOALS FOR NEXT WEEK**

- Homecoming float!
- Work on Forever Green
- You come first





## 2017-2018 WEEKLY REPORT

### Week ending September 29, 2017

### Director's Report

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

### EXECUTIVE SUMMARY

Now that the ambassadors have joined the team, the work in the office has seemed to pick up. First this week I reached out to my department's ambassadors to schedule our first team meeting. After the meeting I also came up with the first project for the group to work on and complete. I had my weekly meeting for the 12<sup>th</sup> Ram with our Directors of Marketing, Multimedia, and Traditions and Programs for updates and to find out what each other needed. Worked on plan for FSL to slowly start joining the lot on GameDays which included coming up with a new application process for them. Worked on a plan for next week, including my goals and what projects I will be working on.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul style="list-style-type: none"> <li>• <b>Emailed the four ambassadors assigned to my department; ultimately finding a date for our team to</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ambassador's Koch, Laughlin, Leonard, and Teumer/Internal</li> <li>• Director of Multimedia Maxwell/Internal, Director of</li> </ul>	<ul style="list-style-type: none"> <li>• 09/25/17- Emailed the ambassadors, need to meet</li> </ul>

meet once a week. Also came up with the first project to work on in regards to committees.

- **Met with Director of Marketing, Multimedia, and Traditions and Programs and discussed updates with the 12<sup>th</sup> Ram plan. Discussed potential 12<sup>th</sup> Ram swag and a banner for attendants to sign in the lot.**
- **Started to develop the new plan for Greek life to apply for space in the lot, including looking at the space that will be provided and the benefits of an online application.**
- **Replied to emails, organized my plan for the library to push next week, and wrote out some goals for the department.**
- **Met with Chief of Staff Wise for our weekly meeting and discussed ongoing and upcoming projects.**

Marketing Merline/Internal,  
Director of Traditions and  
Programs Gertner/Internal

- Chief of Staff Wise/Internal

next week and start having them email chairs.

- 09/27/17-Need to build the goal posts with Director Gertner for the lot and order swag with Director Maxwell
- 09/29/17-Need to discuss plan with Director Maxwell and build a separate application
- 09/27/17-Need to organize committee list for my ambassadors so they know who to email
- 09/27/17-Going to start working on finding campus partners for an upcoming project and look into more possibilities for the 12<sup>th</sup> Ram lot.

## HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Now that my Ambassadors are set in place, the students will benefit from the work we will be able to accomplish. With the assistance I will be able to take on more tasks at once. By looking into possibilities for the 12<sup>th</sup> Ram we are always ensuring the students have the best experience possible on game days. By incorporating an easier process to get larger Greek life in the 12<sup>th</sup> ram lot, we are increasing the participation of Greek organizations in the lot.

Getting caught up in the week and establishing a plan for the upcoming week ensures that my time in the office will not be wasted on un-needed tasks. With this my weekly meetings with Chief of Staff Wise keeps me on task with my current projects and helps me find solutions to problems.

## **CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK**

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- Finding a solution to a task is not as easy as it seems, but reaching out to those around you can help you find the solution much easier.
- With two tests and a paper to write this week, it was hard to dedicate as much time as I wanted to the office.
- Finding ways to work with groups on short notice is not always easy.

## **ACTION ITEMS AND GOALS FOR NEXT WEEK**

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- Forward plan to Dr. Hughes for the University trip approval or recommendations.
- Meet with Director of Diversity and Inclusion Tubbs to discuss a potential project she is working on.
- Meet with Ambassadors to assign their first project and set up office hours/answer any questions they might have.
- Discuss the application for Greek organizations to reserve a space in the lot with Director Maxwell and how soon we could get it live.
- Meet with Jason Huitt to discuss my library hours project and the next steps to take in the process.
- Start to gather all of the décor and activities for the 12<sup>th</sup> Ram lot.