

## 2017-2018 SEMESTER REPORT Date March 23, 2018

## [Presidential] Report

Prepared by	[Michael Wells]
Department	[President's Office]
Members	Cole Wise, Vice President
	Eddie Kendall, Chief of Staff
	Baylee Lakey, Deputy Chief
Expenses in the Past Week	\$0
Week	

#### **EXECUTIVE SUMMARY**

The first week back from Spring break offered a lot of great hope for the rest of the semester ahead. We as a body discussed several issues that need to be addressed before the end of the year and have begun the full swing of election! A lot of energy surrounds the office and I hope our next student leaders are as excited as I am!

#### **PROGRAMS PUT ON**

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul> <li>Finalized Marketing strategy goals for the Arts Festival on April 30<sup>th</sup>. In the coming weeks we will release</li> </ul>	<ul> <li>Dr. Hughes, Vice President of Student Affairs (External)</li> </ul>	• 3-10/3-16

signups as well as social media ads.

- Prepared with students for upcoming Student Led PASFC meeting. We will hold an only student meeting this coming Monday the 26<sup>th</sup>, in hopes to discuss all upcoming projects and plans for collaboration. This meeting will also serve to plan for the upcoming year in this council
- Speaker Brown, Vice President Wise and myself, spoke with the ASCSU **Budgetary Committee as well** as the Senate Body about constitutional updates that are in the works. Jason Johnson and Jodi Donavan were kind enough to share time on Wednesday to also help with these updates. There was a lot of good feedback and we will work more diligently to communicate the next steps with the body
- Met with Dr. Blanche Hughes to discuss the current elections and prepare for the transitional meetings upon election night

- Vice President Wise (External)
- Speaker Brown (internal)
- Dr. Miranda (external)

#### **GOALS AND INITIATIVES ACCOMPLISHED/WORKED ON**

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

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

As stated last week, the student elections offer the one time in the year students have a fully democratic vote on who they want to lead their government next year. This is an amazing time for both ASCSU to hear feedback, as well as the student body to look ahead to future years.

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

• Timing is everything

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

- Begin Marketing for Arts Festival
- ELECTIONS!!



## 2017-2018 WEEKLY REPORT Week ending March 9, 2018

### **Vice President Report**

Prepared by	Cole V. Wise – Vice President
Department	Office of the President
Members	Michael Wells – President
	Cole V. Wise – Vice President
	Eddie Kendall – Chief of Staff
	Baylee Lakey – Deputy Chief of Staff
Expenses in the Past	\$0.00
Week	

#### **EXECUTIVE SUMMARY**

This week was definitely a busy week coming back from Spring Break. I continued working with the planning committee for CSUnite – No Place 4 H8 event coming up this next week and made sure our advertising as an ASCSU unit was visible for the rest of the week. ASCSU will also be CLOSED beginning at 3:00 p.m. for the rest of the day on Thursday, March 29<sup>th</sup> in support of CSUnite. My work also consisted of efforts towards producing a new Constitution and presenting in front of Senate on Wednesday alongside CSU Administration and General Counsel.

#### **ACTIONS ACCOMPLISHED**

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
• Attended Executive Leadership meeting	<ul> <li>President Wells; Chief of Staff Kendall; Deputy Lakey; Kim Grubbs</li> </ul>	• 3/19/18
<ul><li>Held SFRB Meeting</li><li>Met with Dr. Hughes</li></ul>	<ul><li>SFRB Members, advisors</li><li>Dr. Hughes; President Wells;</li></ul>	<ul><li> 3/19/18</li><li> 3/22/18</li></ul>
Attended CSUnite Meeting	<ul><li>Speaker Brown</li><li>Committee Members</li></ul>	<ul> <li>3/21/18</li> </ul>
Attended Senate	<ul> <li>ASCSU Members; Dr. Donovan; Jason Johnson</li> </ul>	• 3/21/18
Met with Dr. Pam Jackson	<ul> <li>Dr. Jackson</li> </ul>	• 3/23/18
Held SFRB Advising Meeting	Angie Nielsen; Craig Chesson	• 3/22/18

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

Students benefited from my work with the Student Fee Review Board, representing the student voice to CSU Administration, and my work with all of ASCSU membership to make the organization more efficient and effective.

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

- Communication is key when handling delicate issues
- Being open, transparent, and honest is a must
- I am proud to be at this University and work with the great people I work with every day

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

- CSUnite Event
- Meet with RamRide

- Attend PSFAC
- Attend Alumni Association Etiquette Dinner
- Attend ASCSU Elections Debate
- Attend Day at the Capitol



## 2017-2018 WEEKLY REPORT Week ending April 2, 2018

### **Chief of Staff Report**

Prepared by	Eddie Kendall – Chief of Staff
Department	Office of the President
Members	Michael Wells – President
	Cole Wise – Vice President
	Edie Kendall – Chief of Staff
	<b>Baylee Lakey – Deputy Chief of Staff</b>
Expenses in the Past	\$0.00

#### **EXECUTIVE SUMMARY**

This week was the first week back from break and was a lot of getting our feet back under us. We have only a handful of weeks left in the semester and the focus is slowly shifting to preparing the organization for the hand-off to the next organization.

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

<ul> <li>Attended weekly 2x1 w/ Pam Norris</li> </ul>	<ul> <li>Pam Norris; Deputy Lakey</li> </ul>	• 3/19/18
• Held weekly meeting with Academic Affairs	Director Shubert	• 3/20/18
Held weekly meeting with     Governmental Affairs	Director Taylor	• 3/19/18
<ul> <li>Met w/ new Clerk Brady Linnell</li> </ul>	Brady Linell, Clerk	• 3/20/18
Held weekly 1x1 with Community Affairs	Hanna Johnson, Comm Affairs	• 3/19/18
Elections Committee meeting	• E-Comm	• 3/20/18
RHA President 1x1	Kyra Ferguson	• 3/20/18
Senate	• Senate	• 3/21/18
Attended plaza debate	• E-Comm	• 3/21/18
• 2 <sup>nd</sup> weekly E-Comm meeting	• E-Comm	• 3/23/18

Students will benefit from having various choices of candidates to run their student government this next year.

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

- Had 4 mid-terms and various projects to do
- Was frustrated/shocked/left aghast by lack of respect some Senate members had when addressing administrators who were kind enough to attend a Senate meeting

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

• Final endorsements for Pride-RLC collaboration and legislative follow-up w/ Residence Hall Association



## 2017-2018 WEEKLY REPORT Week ending March 23, 2018

### **Deputy Chief of Staff Report**

Prepared by	Baylee L. Lakey—Deputy Chief of Staff
Department	President's Office
Members	Michael Wells—President
	Cole Wise-Vice President
	Eddie Kendall—Chief of Staff
	Baylee Lakey—Deputy Chief of Staff
Expenses in the Past Week	N/A

#### **EXECUTIVE SUMMARY**

This week my main focus has been communicating with Emma lannacone with CTV in order to help her get the ASCSU debates in order. Weekly meetings were held as usual. This week has also consisted of much discussion around the ASCSU Constitution. On Wednesday, I attended Senate in order to stay up to date on the process.

	Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
•	Weekly Leadership Meeting	<ul> <li>President Wells; Vice President Wise; CoS Kendall</li> </ul>	• 3/19/18
•	Weekly Meeting with Pam Norris	<ul> <li>Pam Norris, CoS Kendall</li> </ul>	• 3/19/18
•	Meeting w/ Director of Environmental Affairs	Director Royal	• 3/20/18
•	Marketing Department Meeting	• Director Aldern; Director Merline	• 3/21/18
•	Meeting with Director of Graduate Affairs	Director Kalyan	• 3/21/18

<ul> <li>Attended weekly Cabinet meeting</li> </ul>	Executive Body	• 3/21/18
ASCSU Senate	ASCSU Members	• 3/21/18
<ul> <li>Talk with Emma Iannacone with CTV about ASCSU Debate plans</li> </ul>	• Emma lannacone	Throughout the week

Students benefit from the assistance I provide to directors.

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

- School is requiring a greater portion of my time.
- Elections are going on, which means a busy time in the office

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

- Make sure ASCSU debate logistics for streaming are in order
- Submit an order to Burts for supplies



## 2017-2018 WEEKLY REPORT

## Week ending March 23, 2018

### **Marketing Strategy Report**

Prepared by	Kyrie Merline Director of Marketing
	Strategy
Department	Marketing
Members	<b>Kyrie Merline Director of Marketing</b>
	Strategy

#### **Jackson Aldern Director of Graphic Design**

Expenses in the Past Week

\$50.00

#### **EXECUTIVE SUMMARY**

This week in the marketing department we are still trying to work with 4 imprint to get the correct artwork made for the swag materials. Currently, it is taking quiet a bit of effort and time to get the art department from 4 imprint to understand what we are wanting; however, I believe we are close to the finish line where we can start to send things to production. We got three new events to work on the marketing for including a health one that will be a tight turn around. All of the elections materials have been made and delivered, and we are focusing on social media campaigns and promotions surrounding the election candidates.

#### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul> <li>Marketing Team Meeting</li> <li>Weekly Ambassador Meeting</li> <li>Health Wall Meeting</li> <li>Election Candidate Promotion</li> <li>Weekly Internal Marketing Meeting</li> </ul>	<ul> <li>Internal, Director Aldern and Deputy Chief of Staff Lakey</li> <li>Internal, Ambassador Brienna</li> <li>Internal, Director Aldern, Director Jelena</li> <li>Internal, Elections Manager Siri</li> <li>Internal, Director Aldern</li> </ul>	<ul> <li>3/21/18</li> <li>3/21/18</li> <li>3/21/18</li> <li>3/21/18</li> <li>3/23/18</li> </ul>

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

Students will benefit from the various marketing materials by understanding what ASCSU does and the events we hold. The materials will help put ASCSU as an organization in the understanding of students. The elections promotions on social media will help keep students involved in the candidates and let them decide whom they want as their next president and vice president. Lastly, our

job as marketing is to overall promote for the students so we will continue to keep that in our mind for the upcoming events.

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

- Organizing all social media
- Scheduling last minute events
- Organizing multiple events

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

- Organize all the upcoming projects
- FINALLY order marketing swag
- Meet with Environmental to get their project going



## 2017-2018 WEEKLY REPORT Week ending March 23<sup>rd</sup>, 2017

### **Director of Academics Report**

Prepared by	Director of Academics Bayler Shubert
Department	Academics
Members	Director of Academics
Expenses in the Past Week	N/a

#### **EXECUTIVE SUMMARY**

As many of my projects began wrapping up right before break I now have time to begin focusing on Ramped Up Week. I attended the typical committee meetings which talked about next steps moving to have Online Course Surveys and Learning Analytics Principles passed by Faculty Council. I will make sure those initiatives have concluded before I leave office in May.

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul> <li>Attended COTL Meeting this week. Mostly Just housekeeping items on the agenda.</li> </ul>	<ul> <li>Dr. Hickey</li> <li>Power Chair Sherif</li> <li>Vice Provost Long</li> <li>Vice President of Student</li> </ul>	3/19/18
<ul> <li>Attended the Pass committee this week to discuss possible new massive donation for first generation student support.</li> </ul>	<ul> <li>Success Barone</li> <li>Chief of Staff Eddie Kendall</li> <li>Election Manager Siri</li> <li>The Collegian</li> </ul>	3/21/18
<ul> <li>Connected Senator Khan with Vice Provost Kelly Long</li> </ul>	<ul> <li>Director Gartner</li> <li>RHA President</li> <li>President Wells</li> </ul>	
<ul> <li>Had 1 on 1 with Chief of Staff</li> </ul>	• Fresident Weils	
<ul> <li>Past on RHA opinions to faculty.</li> </ul>		
<ul> <li>Rescheduled meeting with Dr. Folkestad.</li> </ul>		
<ul> <li>Continued to discuss Ramped Up week and possible projects</li> </ul>		

- Attended Cabinet
- Attended Senate

This week I begin planning for Ramped Up Week

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

- Getting nervous for graduation.
- Finding a new major project
- GOT A JOB

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

- Go to committees
- Continue planning Ramped up week.
- Meet with Alex again
- Meet with LSC Catering



## 2017-2018 WEEKLY REPORT Week ending March 23, 2018

### **Environmental Affairs Report**

Prepared by	Director Madelyn Royal
Department	Environmental Affairs
Members	Madelyn Royal, Director
	Haley Dallas, Deputy Director
Expenses in the Past Week	n/a
Week	

#### **EXECUTIVE SUMMARY**

In the aftermath of our big Symposium, it is wonderful to find ourselves free to focus on more projects! This week was a combination of committee meetings and the formation of new project ideas. We are looking forward to Earth Week, legislation writing, and preparing to pass our knowledge onto the next administration.

#### **ACTIONS ACCOMPLISHED**

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
• Met with the President's Sustainability Commission		• 03/19
<ul> <li>Met with Zero Waste Team</li> <li>Attended presentation on</li> </ul>	<ul> <li>Maggie Gilman (ZWT)</li> </ul>	• 03/19
Interface Carpeting Solutions (A zero-waste flooring proposal that we are hoping to write legislation for)	Deputy Dallas	• 03/21
<ul> <li>Registered for Earth Week Festival, coordinated various groups in preparation for Earth Week</li> </ul>		

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

Students will benefit in our efforts to involve the wider population in eco-conscious events such as our Recycled Art Contest, and Zero Waste efforts. Furthermore, the interface flooring conversation could lead to a more sustainable and environmentally responsible university in the future.

### CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK ACTION ITEMS AND GOALS FOR NEXT WEEK

• This week was smooth sailing! Now that we have time to focus on our smaller projects, it feels much more widely productive.



## 2017-2018 WEEKLY REPORT Week ending March 23, 2018

### **Director Of Governmental Affairs Report**

Prepared by	Anthony Taylor (Director of Gov. Affairs)
Department	State and Local Policy
Members	Anthony Taylor (Director of Gov. Affairs)
	Hanna Johnson (Director of Community
	Affairs)
Expenses in the Past Week	\$700.00

#### **EXECUTIVE SUMMARY**

This week I continued to do my due diligence to plan Day at the Capitol. I think the experience will be impactful to the students and I am looking forward to finalizing the agenda for the event.

#### **ACTIONS ACCOMPLISHED**

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
<ul> <li>Cabinet</li> <li>Correspondence with ASCSU Lobbyist</li> <li>Correspondence with the Political Science Department</li> </ul>	<ul> <li>Various Participants (I)</li> <li>Jenn Penn (I)</li> <li>Straayer Center (E)</li> </ul>	<ul> <li>3/21/18</li> <li>3/19/18-3/23</li> <li>3/22-3/23</li> </ul>

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

A successful Day at the Capitol event will teach students about their legislatures and the policy making process. While LSAB ensures that students have a strong voice in the Fort Collins community and in the State legislature.

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

• Personal time is important

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

• Have a successful event next week!



## 2017-2018 WEEKLY REPORT Week ending March 23, 2018

### **Officer of Graduate Affairs Report**

Prepared by	Satya Kalyan
Department	Office of the President
Members	President Michael Wells
	Vice President Cole Wise
	Chief of Staff Eddie Kendall
	Deputy Chief of Staff Baylee Lakey
Expenses in the Past Week	\$0.00

#### **EXECUTIVE SUMMARY**

A week involving requesting information from different universities and trying to understand their policies regarding the out-of-state internships matter. Though there was not a lot of information I could gather as universities are not so cooperating, it was sad to know that states with a similar international student policy as Colorado do not let students go for better opportunities during the fall and spring semesters.

#### **ACTIONS ACCOMPLISHED**

-	Summary of	Other Participants/Stakeholders	Date (if
	Accomplishments	(Internal/External)	applicable)/
			Notes
	<ul> <li>Survey Discussion with Gongora Balam</li> </ul>	GSC and ASCSU	• N/A
	GSC Event Bill	• GSC	• April 2nd

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

Learning the policies of different universities helped me in understanding the behavior of state policies and their impact on universities

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

• Co-operation from other peer universities

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

• Get back to the core issues of the graduate students on campus



## 2017-2018 WEEKLY REPORT Week ending March 25, 2018

### **Director Report**

Prepared by	Alexandra Gertner, Director of Traditions
Department	Traditions and Programs
Members	Alexandra Gertner, Director
	Jessy Mendoza, Deputy
Expenses in the Past Week	\$0.00

#### **EXECUTIVE SUMMARY**

Finalizing projects for the end of the year

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

- Meeting with RamEvents
- Meeting with T&P
- What I need from Marketing department
- Promote For-Ever-Green?
- Meet with Catering and Event Planning Services
- Partnering with RamEvents for coffee coupons during dead week/ finals week, Pancake Day May 7<sup>th</sup> 11am
- Coffee coupons printed for dead week/ finals week, Design for Evite for I-ball
- TV in the plaza with For-Ever-Green design (follow up with Jessy)
- Plan I-ball with Andrew- Event Coordinator

Friday March 30

Meeting

 Meeting Monday March 26

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

Free Pancakes during Dead Week, Free coffee during dead week/finals week,

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

- Eat Healthy
- Enjoy these last few weeks of school
- Journal/ read!!

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

- T.V. in the plaza promoting For-Ever-Green: Follow up with Jessy
- Get Pancake Day finalized with Events
  - $\circ$  Fill out RFD
- Get everything ready for I-ball after meeting with Andrew
  - $\circ~$  Fill out RFD
- After meeting with Marketing email Morgan's Grind saying it's a go
  - $\circ$  Fill out RFD



# 2017-2018 WEEKLY REPORT

### Week ending March 23, 2018

### Director Report

Prepared by	Victoria Tubbs
Department	Diversity & Inclusion
Members	Victoria Tubbs
	Rebecca Boniek
Expenses in the Past Week	\$0

#### **EXECUTIVE SUMMARY**

With Elections off with a bang this week I rounded out some projects and started looking at transitions materials for the next person in this position

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

<ul> <li>Finished Welcome relaunch.</li> <li>Meeting for ASCSU Roundtable</li> </ul>	<ul> <li>Office of international programs.</li> <li>Senator Tamera Breidenbach, Zahra Al-Saloom</li> </ul>	<ul> <li>Posters have been printed! We are working on distributing them around the campus.</li> <li>We decided to postpone the event until after Elections so the focus of the round table can be benefiting CSU students not the election.</li> </ul>
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I was finally able to finish the "You Are Welcome Here" Relaunch! It is a message I wanted to give to students in a new way to let them know that we are still thinking about them.

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

• Conflicting meeting schedule

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

• Finish Planning CSU roundtable



## 2017-2018 WEEKLY REPORT Week ending March 23, 2018

**Graphic Design Report** 

Prepared by	Jackson Aldern, Director of Graphic Design
Department	Marketing
Members	Jackson - Design Kyrie – Marketing
Expenses in the Past Week	\$0

**EXECUTIVE SUMMARY** 

#### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
Meetings	I met with Kyrie, Baylee, and Cabinet	
Elections	Reformats done (after some edits and unexpected ads needed)	
Diversity graphics	Done	

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

Students benefit from my work this week because I finished the diversity web graphics and made formats for the elections campaign to spread awareness and interest.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

· No setbacks!

ACTION ITEMS AND GOALS FOR NEXT WEEK Meetings for 3 upcoming projects



## 2017-2018 WEEKLY REPORT Week ending March 23, 2018

### **Director of Health Report**

Prepared by	Director of Health, Jelena Durdic	
Department	Health	
Members	Lindsey Paricio, Deputy Director of Health	
Expenses in the Past Week	\$X.XX (if applicable)	

#### **EXECUTIVE SUMMARY**

This week was focused on preparing for our Wall of Strength event. We met with Christina to finalize all of our logistics for the even happening in just a couple of weeks. We have finalized the dates and got in hold with some folks at the Health Network to use tents, iPads, etc. We created and published our online survey that we will be using to obtain feedback on the event. This week, we have also been in touch with multiple organizations that we are recruiting for volunteering/tabling the event.

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

<ul> <li>Logistics of Wa Strength have</li> </ul>		Lindsey Paricio, Deputy Director of Health (internal), Janelle Patrias,	•	20/3/18- 23/3/18
finalized and a		Manager of Mental Health Initiatives		
being checked	off the	and Advisor to Active Minds		
list		(external), Christina Berg, Director of		
Tent obtained	from	Health Education and Prevention		
CSU Health Ne	twork	Services (external), Erica Miller		
Graphics and		Program Assistant, Resiliency & Well-		
Marketing esta	ablished	Being Initiatives		
Survey comple	eted and	Health Education & Prevention		
uploaded		Services, Samuel Murray, Health		
		Ambassador(internal), Daniela		
		Chissum, Health Ambassador(internal)		

No hands on/direct benefit this week. Logistics need to be sorted out before we can put on the Wall of Strength event. The overall objective of the event is to de-stigmatize the idea of failure, and teach students and staff that failure is the best learning experience one can receive. This event will take place during the first week of April.

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

- Getting permission to pass out food and beverages on the plaza for Wall of Strength
- Learning and making a list of things to accomplish for the Wall of Strength Event for the RamsFailForward Campaign
- Finding volunteers

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

• Meet with Marketing to finalize request

• Meet with Christina to talk more about canvas and where we can place it after event



## 2017-2018 WEEKLY REPORT

## Week ending: March 28th, 2018 Officer of Community Affairs Report

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

#### **EXECUTIVE SUMMARY**

I have been focusing on my commitment to the election's committee, ATFAB fee business, supporting Director Taylor for Day at the Capitol, and working on my Civic Engagement Day on the Plaza event.

Summary of	Other Participants/Stakeholders	Date (if applicable)/
Accomplishments	(Internal/External)	Notes
<ul> <li>ATFAB Leadership Meeting</li> <li>Housing and Economy Working Group</li> <li>Election's Committee</li> <li>CPD Process Design Team</li> </ul>	<ul> <li>Aaron Fodge; Wendell Stainsby</li> <li>City of Fort Collins</li> <li>Election's Committee</li> <li>CPD</li> </ul>	<ul> <li>3/19 and 3/23</li> <li>3/19</li> <li>3/20 and 3/23</li> <li>3/23</li> </ul>

- Aiding the election's process
- Helping Director Taylor engage students around the Capitol
- Working through the fee process to best serve students

#### CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK - Getting back into the swing of things after Spring Break.

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

- PSFAC
- ATFAB Presentation
- ATFAB Meeting
- Engaged Cities Visit



## 2017-2018 WEEKLY REPORT Week ending March 23, 2018

### **Director of Finance Report**

Prepared by	Director of Finance Robert Leonard	
Department	Finance	
Members	Director of Finance Robert Leonard	
	Controller Kyle Steinhoff	
Expenses in the Past Week	ŚN/A	
Week	. ,	

#### **EXECUTIVE SUMMARY**

This week we approved one new event and should be done with BSOF soon. The event we approved was for the Divine Women of Leadership. Currently I'm making sure all payments are in and getting a rollover figure for next year.

Summary of Accomplishments	Other Participants/Stakeholders (Internal/External)	Date (if applicable)/ Notes
DWL Approved		• 3/23/2018

The student body benefitted from our work this week by having one new event to attend as well as a complete budget

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

• Getting contracts in and invoices from student orgs is tough to do.

#### ACTION ITEMS AND GOALS FOR NEXT WEEK

• Stay up to date with payments