



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

President's Report

<i>Prepared by</i>	Tristan Syron
<i>Department</i>	Office of the President
<i>Members</i>	The President

EXECUTIVE SUMMARY

This first two weeks was centered on set-up, learning, planning and meeting. This encompassed restricting of the office set up, setting up emails, figuring out technologies, and sending hundreds of emails. I believe, to a certain degree, that we managed to start moving. I think the Cabinet is beginning to feel comfortable and things are getting going. The start of planning has begun for tailgating, U+2, grill the buffs, parking, voter registration and more. To sum, killing it so far.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Appeal 	<ul style="list-style-type: none"> • Student 	<ul style="list-style-type: none"> • A CSU student came to the office and asked for help on an appeal for a CSU decision. I called some offices with him and went through the rules and helped draft some

		<p>documents. I told him what I felt his best case was. We don't have students come in often for no reason other than that they know we are their student government. He left very happy.</p>
<ul style="list-style-type: none"> • Orientations 	<ul style="list-style-type: none"> • Campus Engagement, Deputy, VP, Diversity Deputy, Community serve Deputy, T and P 	<ul style="list-style-type: none"> • I've been Tabling while Sam is on vacation, and I will be with him once he got back. Several members of the cabinet have offered to help. We've signed up dozens of students and discussed marketing. • Super impressed by Sam. When he knew he was going on vacation, I got an email listing every orientation, where and what time it was. He helped me set up who would do it in his place. He sent emails about improvement strategies. And his Deputy Paine is also exceeding every expectation. No summer hours and he still shows up to table. I was campus engagement last year, and I can say they set the standard for what that department should look like.
<ul style="list-style-type: none"> • Marketing and website 	<ul style="list-style-type: none"> • Dir. Of Marketing • Dir of Design 	<ul style="list-style-type: none"> • Blake, CJ and I have met on several occasions in regards to many things. With Business cards, I'm continually amazed by CJ. His dedication and willingness to start again is outstanding. He doesn't seem to know frustration. He will send a design saying "final". By the time I leave the office, I've received "final 2, final 3" and

forward. He also has this mentality about him; he accepts nothing less than perfection. We talked for a solid hour about how he could get cheaper business cards elsewhere, with higher quality. Unfortunately, we have to follow CSU guidelines for vendors, so now he wants to add vendors and is going through that process.

- In regards to the website, Blake is easily the most skilled marketer I've ever met. He walked in on day one wanting to work. His biggest issue was that I couldn't get him access to the website fast enough. I feel bad because his entire department's number one burden is me and my technology failures. However, they continue to push through. Blake has an innovative mind and is self-sufficient. He rarely needs guidance and runs with it to a degree of success that is astonishing.
- Blake and CJ have already produced massive improvements on the website and for graphics. All while both working other jobs. The marketing standard will forever be set

- **Meeting with Blanche Hughes**

- In the meeting, we took probably half the time to get to know each other. Her life story and how she got to student affairs is inspiring. After that, we discussed her hesitations with me, advice

	<p>from previous years, and what character traits make a good president. Kevin and I took her advice to heart and are eager to start working with her.</p>
<ul style="list-style-type: none"> ● Institutional Fee Plan <ul style="list-style-type: none"> ● Mike Ellis ● Bob Shubert ● Others involved with SFRB 	<ul style="list-style-type: none"> ● Kevin and I made suggestions around the student survey, parking, and more. They walked us through every comment we had in our annotations and made some changes. ● Kevin found out that a board exists for students to appeal a fee, which he is pushing to have a student representation on- <i>huge</i> ● This is more his department so I won't say more on it
<ul style="list-style-type: none"> ● Meeting With Tony Frank <ul style="list-style-type: none"> ● Dr. Tony Frank 	<ul style="list-style-type: none"> ● In a word- amazing ● He will help move the U+2 survey to the fall when students could partake in it. That was huge. ● We discussed having the parking meters not charge after 4pm when it is free. He was incredibly receptive. ● Michael Wells and other Admin were there. When we left he said, "Most productive meeting I've ever had with him". We were beyond happy
<ul style="list-style-type: none"> ● Pam 1 on 1 meetings <ul style="list-style-type: none"> ● Pam Norris- Dir. Of Slice 	<ul style="list-style-type: none"> ● Discussed new advisor and office space. Little movement around that. ● Discussed Finance restructuring. Nick and Lynise will have a lot to do in the next 2 weeks, I think

		<ul style="list-style-type: none"> • Discussed voter registration, and I then sent several emails and met with Dir. Rosenthal about it
<ul style="list-style-type: none"> • U+2 and voting 	<ul style="list-style-type: none"> • Dir of community affairs 	<ul style="list-style-type: none"> • Yuval might be the most organized, prepared and professional, intelligent person to walk the planet. He's swimming with ideas around having ASCSU do a voter drive, or partner with an organization. Before I even say the potential downsides he begins to list them off. I feel like he explains things to me, more than I do to him. • We've met with some external players regarding U+2 and the next step is research. He seems to have an idea of how to tackle and I pretty much just do as I'm told. He truly was meant for this position. His passion for the work is contagious. The only down side to him is he talks to me about fishing. But I live.
<ul style="list-style-type: none"> • IT Stuff 	<ul style="list-style-type: none"> • Kim Grubbs • Jason Huitt • Linda Carpenter 	<ul style="list-style-type: none"> • On a personal note- Jason Huitt is someone I've really begun to respect. He's amazingly talented. • With all three of their help, we've set up the computer, installed new emails, and dealt with way too many technology problems. Their speed is pretty remarkable considering the circumstances.

		<ul style="list-style-type: none"> • I also signed the LSC IT and ASCSU agreement. It was pretty standard
<ul style="list-style-type: none"> • Tailgating 	<ul style="list-style-type: none"> • Everyone 	<ul style="list-style-type: none"> • This meeting had everyone from the police, athletics, to student affairs. We discussed how the committee came to be, what tailgating was last year, and the changes brought up this year. Kevin and I didn't say a word. I had so many questions around re-park and the Friday night game; I actually set up a follow up meeting. I've begun to plan my tailgating strategy and interviewed for the director of university affairs.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Everything is more complicated than you think

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Continue the plan. We are up and walking- now let's start running. The standard isn't set in a day.



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Vice President Report

<i>Prepared by</i>	Kevin Sullivan
<i>Department</i>	Office of The President
<i>Members</i>	Claire Fenton Zach V. Tristen Syron

EXECUTIVE SUMMARY

Department has been great from my side. We've been reaching out to directors and solving email and onboarding issues. I've been working on SFRB with Mike Ellis and President Sryon.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none">• Began work on new SFRB Survey.	<ul style="list-style-type: none">• I worked with Mike Ellis (External) to find information regarding a new SFRB survey.	<ul style="list-style-type: none">• This would have been last Friday morning before I had work.
<ul style="list-style-type: none">• Cleaned my office.	<ul style="list-style-type: none">• I worked with Vice President Sullivan (Internal) to clean my office and prepare it for a more professional look.	<ul style="list-style-type: none">• Every day.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Having two jobs is hard but not that hard because honestly serving people at the country club is harder.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Work with the IT person Mike Ellis suggested on formatting and picking a new survey date.

- Make enough money in tips to afford school for next year. Student fees are very high.



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Chief of Staff Report

<i>Prepared by</i>	Zachary Vaishampayan
<i>Department</i>	Office of the President
<i>Members</i>	Tristan Syron, President Kevin Sullivan, Vice President Zachary Vaishampayan, Chief of Staff Claire Fenton, Deputy Chief of Staff

EXECUTIVE SUMMARY

These first few weeks were mostly just me settling into the position, at least as much as I can from a distance. I've been emailing and calling a fair bit to stay involved and have been checking in with President Syron in decision-making. The Executive bylaws have been coming along with a first draft hopefully done by next week sometime. I've also been reviewing some of CSU's HR policies, notably this week the drugs and alcohol policy.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> Collaborated on Summer Cabinet and reports 	<ul style="list-style-type: none"> Claire Fenton (Internal) 	<ul style="list-style-type: none"> Revised reports format Looked into dates for reports or meetings
<ul style="list-style-type: none"> Spoke with HOHM about proposition 	<ul style="list-style-type: none"> Tristan Syron (Internal) Nikolas Woods (External) 	6/12-6/15 <ul style="list-style-type: none"> Informed about CSU policies and departmental sovereignty Referred to administration
<ul style="list-style-type: none"> Worked on Executive Bylaws 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Set up structure for document Will consult on specifics when more has been done

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Management from a distance is difficult
- Writing rules from near-scratch is difficult
- Outlook has been intermittently inaccessible, minutes at a time. Possibly just on my end.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Stay up to date on ASCSU Occurrences
- Finish first draft of Executive Bylaws and send around Office
- Continue to look into CSU HR policies



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Deputy Chief of Staff Report

<i>Prepared by</i>	Claire Fenton
<i>Department</i>	Office of the President
<i>Members</i>	President: Tristan Syron Vice President: Kevin Sullivan Chief of Staff: Zach Vaishampayan Deputy Chief of Staff: Claire Fenton

EXECUTIVE SUMMARY

The past two weeks have been very successful for our department as we finally started in office and had our first cabinet meeting. We have been working on organizing the office and getting everyone set up with their Outlook accounts. Furthermore, we have begun sitting in on various meetings with University leaders. We have benefitted the students through our planning for the upcoming year as well as our tabling initiatives which inform incoming students about ASCSU and how they can get involved.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Tabling 	<ul style="list-style-type: none"> • President Syron(Internal) • Vice President Sullivan(Internal) • Deputy Lewis(Internal) • Incoming CSU Students(External) 	<p>06/04-06/13</p> <ul style="list-style-type: none"> • We had a lot of different items to pass out which is great for getting our name out there • Also we encouraged people to write their email down to receive more information about upcoming

		opportunities within ASCSU and there was a lot of interest
<ul style="list-style-type: none"> • Created Summer Report 	<ul style="list-style-type: none"> • Chief Vaishampayan(Internal) 	<ul style="list-style-type: none"> • Collaborated to make summer report • Looked at previous years to decide what would be most effective and beneficial
<ul style="list-style-type: none"> • Executive Meetings 	<ul style="list-style-type: none"> • President Syron(Internal) • Vice President Sullivan(Internal) • Advisor Grubbs(Internal) 	<p>06/06 & 06/13</p> <ul style="list-style-type: none"> • Discussed cabinet meeting expectations • Interest in volunteer opportunities • Technological issues and office space discussion
<ul style="list-style-type: none"> • Master Plan Meeting 	<ul style="list-style-type: none"> • Master Plan Committee(External) • Director Rosenthal(Internal) 	<p>06/13</p> <ul style="list-style-type: none"> • Discussed creating a Science Quad area which would add two buildings to campus and remove the physiology and environmental health buildings • Discussed final plans for an addition to the Diversity House
<ul style="list-style-type: none"> • Game Day Experience Meeting 	<ul style="list-style-type: none"> • Game Day Committee(External) • President Syron(Internal) • Vice President Sullivan(Internal) 	<p>06/13</p> <ul style="list-style-type: none"> • Discussed minor changes in repark program • Removing MOB tailgating area • Discussed tailgating options
<ul style="list-style-type: none"> • Cabinet Meeting 	<ul style="list-style-type: none"> • President Syron(Internal) • Vice President Sullivan(Internal) • Advisor Grubbs(Internal) • Chief Justice Taylor(Internal) • Director Alfred(Internal) • Deputy Jewell(Internal) • Director Rosenthal(Internal) • Director Braun(Internal) • Director Aubrey(Internal) • Director Fairfeild(Internal) • Director Ropper(Internal) 	<p>06/14</p> <ul style="list-style-type: none"> • Introductions • Went over Summer Report expectations and where to submit the report • Discussed purpose of Cabinet meetings • Emphasized aspect of teamwork • Talked about technical issues with Outlook and U:Drive

- Director Bhosale(Internal)

- Discussed what everyone should have accomplished in the past two weeks

CHALLENGES/SETBACKS/LESSONS LEARNED THESE WEEKS

- Issues accessing Outlook from the Deputy computer in the office
- Miscommunication for scheduling meetings due to outlook calendars not being updated
- Learned how important it is to reiterate deadlines

ACTION ITEMS AND GOALS FOR NEXT TWO WEEKS

- Research and decide on a Leadership Retreat for this summer
- Brainstorm fun ideas for cabinet meetings to ensure we are making them worthwhile
- Reach out to all cabinet members to check in with them
- Become more efficient with Slack and help other cabinet members set it up



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Community Affairs Report

Prepared by **Yuval Rosenthal**

Department **Community and Governmental Affairs**

Members **Yuval Rosenthal, Director of Community Affairs**

EXECUTIVE SUMMARY

Although the past two weeks have been spent without a deputy, I believe the work done has been rather productive. The discussion regarding our voting registration structure is underway, meetings are scheduled for U+2 research/action plan, and I have confirmed attendance for several meetings this month about a plethora of subjects including the Community Welcome Walk and the CWC (Campus West Connections).

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Tabled for freshmen and transfer orientation 	<ul style="list-style-type: none"> • Collaborated with President Syron, Deputy Fenton, and Deputy Lewis to attract incoming students to participate with ASCSU (internal). 	<ul style="list-style-type: none"> • Collected many names and emails for follow-up in the fall. June 5th, 6th, & 7th.
<ul style="list-style-type: none"> • Established timeline and questionnaire for deputy interviews 	<ul style="list-style-type: none"> • Collaborated with Deputy Fenton (Internal) 	<ul style="list-style-type: none"> • June 13th. Full questionnaire can be found on the 'Summer To-Do List' sent to President Syron.
<ul style="list-style-type: none"> • Informational Lunch regarding U+2 and Student Conduct Services 	<ul style="list-style-type: none"> • With President Syron, Director Braun (internal), Forrest Orswell, and Kathy Harward (External) 	<ul style="list-style-type: none"> • Approx. June 3rd. Discussed previous approaches and their strengths/weaknesses, feasibility of the endeavors, and other municipal ordinance-related issues in our current code.
<ul style="list-style-type: none"> • Attended a Facilities Management Master Plan meeting 	<ul style="list-style-type: none"> • Attended with Deputy Fenton (internal), but the meeting included members of the CVMBS faculty, as well as the 	<ul style="list-style-type: none"> • 06/13. Discussed two agenda items including the re-development of the Physiology and Env. Health buildings (Science

University's Architect, and more.

Quad) and the update of the Diversity House (on Laurel and Shields) to accommodate a larger amount of people for conferences and training.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Technological issues (unable to connect to office computer, outlook issues, etc.)
- Finding set times to attend office hours (been sporadic)
-

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meet with President Syron & other stakeholder to solidify an action plan for U+2 efforts
- Determine final voting registration structure and begin deploying resources (marketing, space reserve, etc.)



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Director of Diversity/Inclusion Report

<i>Prepared by</i>	Zahra Al-Saloom
<i>Department</i>	Diversity & Inclusion
<i>Members</i>	Zahra Al-Saloom

EXECUTIVE SUMMARY

I started my position while in my summer class that I successfully finished up last week, along with trying to create my timeline for the summer. I attended my first major commission for the university, and I got to know the Vice President's Office for Diversity and other stakeholders. This is absolutely necessary to attend because this gives us insight to sensitive issues on campus to what happens in hiring processes in the university administration. Another accomplishment is being invited and planning the Bimson Seminar for next week, and this gives me a chance to exercise my knowledge on Diversity and Inclusion by breaking down barriers and stereotypes of marginalized communities. I do have quite a bit of worries about the ADA audit and trying to find myself an advisor and for future Diversity Directors.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • First President's Commission for Diversity and Inclusion 	<ul style="list-style-type: none"> • Mary Ontiveros (Internal), Linda Krier (Internal), Diana Prieto (Internal), Cori Wong (External), Daniel Bush (External), Carmen Rivera (External), Kathy Sisneros (External), Roze Hentschell (External), and <i>many</i> others... 	<ul style="list-style-type: none"> • May 30, 2018 • This was the first commission I attended as Director, and it was quite intense because this was when I realized that this was my position to be the student representative for this commission. • We discussed HR hiring policies regarding OEO coordinators and how to be sure that they hold diversity values during the interview process • Discussed the status of the two New Mexico students who came for the tour in April/May

<ul style="list-style-type: none"> • Aided Dr. Gamze Cavdar in Bimson Panel portion 	<ul style="list-style-type: none"> • Dr. Gamze Cavdar (Internal), Merall Sherif (external) 	<ul style="list-style-type: none"> • June 8, 2018 • Dr. Cavdar approached me during a break in our lecture and asked if I would be willing to participate in the Bimson Middle Eastern Humanities Seminar that aims to train faculty and give presentations on MENA and Muslim students and deconstructing stereotypes • I invited Merall Sherif to attend the panel with me since we both identify as Arab and Muslim women living in the US • Dr. Cavdar and I broke down the schedule for the Q&A portion of the panel and what should be addressed/discussed
<ul style="list-style-type: none"> • (This probably doesn't count but I'm proud of myself anyway) I finished my 1 of 2 summer courses. 	<ul style="list-style-type: none"> • Myself (Internal) 	<ul style="list-style-type: none"> • May 14th-June 8th, 2018 • I finished my 4-week POLS449 course that was every day for 3 hours in frigid Clark C with a 102%. • Really enjoyed that class, I'm actually sad that it's over • Not too shabby.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- First challenge that I'm encountering is trying to figure out which project I need to tackle. I need to start the ADA audit, and President Syron gave me good advice on starting on current audits and going through there.
- Another challenge is finding an advisor for Diversity. This was Tori Tubb's past challenge when she was director, too. I'll reach out to Mary Ontiveros, but if the search seems cold, I'll reach out to the President's Office.
- It feels like I have setbacks, but I know I don't. I think it's because I feel like I have several issues that I want to start working on, and I know I need to prioritize the issues that are the most important. I think the setback is really

just is my mental organization and I need to use my skills to create timelines for myself.

- The biggest lesson that I learned in the last two weeks is the importance of this job and what it means. I am the student representative in one of the largest university commissions, and they cannot make a large decision without understanding how it could affect students.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Action #1 is to attend the Bimson Seminar with Dr. Cavdar and Merall Sherif. This is the first big panel for my department. This is also important for me as a Muslim and Arab woman because I will be given a chance to show the diversity amongst my culture and geography.
- Action #2 is to hang the “You are Welcome Here” posters all over campus. This won’t take too long I hope, but there is quite a bit, so I might enlist some help.
- Goal #1 is to create the ADA audit. I need to get in contact with RDS and possibly the senators as well. This goal will take some time, and this will be a recurring goal on my future reports.
- Goal #2 is to create a Diversity Committee with the senators from the SDPS offices. I want to create a small branch between Executive and Senate; inclusion/diversity issues shouldn’t be isolated.



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Environmental Affairs Report

<i>Prepared by</i>	Andrea Fairfield
<i>Department</i>	Environmental Affairs
<i>Members</i>	Andrea Fairfield, Director of Environmental Affairs Gina McCrackin, Deputy of Environmental Affairs

EXECUTIVE SUMMARY

These past two weeks were my first two weeks in ASCSU which have already been incredible. I started by reaching out to important individuals to gain information on how the administration was run last year. My hope is that, by reaching out to these individuals, I will gain important knowledge on where to pick up with my position. This will influence the students because a good organization is an organized one. The more organized I become this summer, the better I can help serve the students.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> Created folders in my email to help with organization 		<ul style="list-style-type: none"> I have started to create a folder for each student organization to put emails into. This will help me reference what is being said later on.
<ul style="list-style-type: none"> Reached out to Maggie Gilman via email to set up an appointment 	<ul style="list-style-type: none"> Maggie Gilman (external) 	06/13 <ul style="list-style-type: none"> Maggie and I are working on setting up a meeting to talk about what was done in the organization last year.

- **Cole Wise, John Henderson's Assistant**

- Cole Wise (internal)

06/14

- Working to set up an appointment with John who will be my advisor for the 2018-19 school year.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Getting access to my email has been a challenge since I can only do certain things on the desktop and others on my personal computer.
- Check with Kim Grubbs before making any sort of change to my desk.
- Go to the front desk with any sort of charges or reservations.
- I have had a lot of emails to get through and organize which is preventing me from doing other equally important tasks.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Finish organizing my email.
- Connect with more people to discuss what their role was last year within this department.
- Set goals for the coming year and begin to formulate how to achieve those goals.
- Continue making a list of ideas and things I would like to work on this upcoming school year.



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Director of Finance Report

<i>Prepared by</i>	Lynsie Roper
<i>Department</i>	Finance
<i>Members</i>	Lynsie Roper – Director of Finance Nick Bohn - Controller

EXECUTIVE SUMMARY

These first couple weeks were me adjusting to the position and getting a better understanding of my role and responsibilities, as well as my resources. I read through the transition report from Rob and made a list of things I would like to accomplish this summer. I have started to build relationships with SLICE beyond my existing ones and look forward to working closely with them throughout the next year. I have also been focusing on understanding the BSOF bylaws and process so I can reach out to student orgs and start preparing for next years board. Overall, I have used these two weeks to start organizing the office and email in order to gain a better understanding of my role.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Cleaned up/Organized email 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Created folders for the past two years and then organized a folder for this year. This way it is organized for not only me, but also the Director of Finance after me. It will also be easier for me to track down internal and external communication.
<ul style="list-style-type: none"> • Met w/ Michael Wells for training 	<ul style="list-style-type: none"> • Michael Wells (External) 	<ul style="list-style-type: none"> • Sat down with Michael to get an idea of what this year will look like, some initial tasks I need to accomplish - set up meetings with Sarah, Pam, Lea, determine my personal goals for BSOF this year, and

		gave me tips on how to be successful. Also connected with him to help tie up some loose ends from last year.
<ul style="list-style-type: none"> • Set up meeting w/ Sarah 	<ul style="list-style-type: none"> • Sarah Stephens 	<ul style="list-style-type: none"> • I am set to meet with Sarah next Friday for BSOF training. We set up times and goals for the meeting. I have been looking through the bylaws from this past year as well as this year so I can be prepared for the meeting.
<ul style="list-style-type: none"> • Communicated with student orgs regarding BSOF 	<ul style="list-style-type: none"> • Silver Wings and Speech and Debate (External) 	<ul style="list-style-type: none"> • Two organizations have emailed me requesting BSOF funding so I have been communicating with them in terms of the process and timelines.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- One setback has been the finance training. With Michele being out of the office, Kim will be taking over a lot of the finance training and I have been connecting with her. Pam will be out of town for about a week and half so we are trying to coordinate a good time for training. Until that can be coordinated I will focus a lot of my efforts on BSOF, but also keep track of the budgetary matters as best I can until I am trained on the official process.
- I was still receiving emails from student orgs and speakers from last year in terms of invoices, contracts and payments. I was able to connect with Michael and he took on those projects and helped transition me into this role.
- One set back was the email and having access to that. I talked to Kim and eventually gained access, but I am still having trouble figuring out how to load changes onto the office computer that I make on my laptop (not sure if that made sense, but I will figure out how to fix it) :)

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Action 1: Meet with Sarah and go through BSOF training. After this I hope to determine the board application deadline and process, the finance page on the website, and connect with the student orgs requesting funding.
- Action 2: I hope to clean out and organize the finance office. This includes determining what filing system was used last year and adjusting it to my preference. This will allow me to determine what I have, what I need, and get a better idea of the process the paperwork goes through. This will also allow me to become more familiar with the UDrive and email.
- Goal 1: Fully understand the BSOF bylaws and process in order to create the application and start thinking about board selection.



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Marketing Report

<i>Prepared by</i>	Blake Alfred
<i>Department</i>	Director of Marketing
<i>Members</i>	CJ Jewell

EXECUTIVE SUMMARY

[This should be a summary of how the past two week within the department went. As well as how the student body benefitted from the work done by this department. The expectation is a 4-5 sentence brief summary.]

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Got access to website 	<ul style="list-style-type: none"> • We scheduled a meeting with Jason, got access to the website and started to get feedback from Tristan and others on the website as a whole 	6/12/18
<ul style="list-style-type: none"> • Got business cards ready to print 	<ul style="list-style-type: none"> • We worked together to redesign the business cards. Decided to print most of them in house and only a select few to print them through creative services. CJ and Kim helped with this. 	6/11/18
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	mm/dd •
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	mm/dd •

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Website access wasn't easy, working on getting it remote
- Getting into outlook wasn't easy, but it's now working.
- I learned that there is a HUGE process when it comes to printing, designing and marketing anything.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Work on website home page
- Put up job postings
- Change some pictures around, refresh content



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Graphic Design Report

<i>Prepared by</i>	[CJ JEWELL]
<i>Department</i>	Marketing/Graphic Design
<i>Members</i>	CJ JEWELL – Director of Graphic Design BLAKE ALFRED – Director of Marketing

EXECUTIVE SUMMARY

[This should be a summary of how the past two week within the department went. As well as how the student body benefitted from the work done by this department. The expectation is a 4-5 sentence brief summary.]

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Website Access 	<ul style="list-style-type: none"> • President Syron, Director Alfred (Internal), Jason Huitt (Internal) 	<ul style="list-style-type: none"> • Had meeting with Mr. Huitt discussing do's/do nots of ASCSU website editing, gained access to website editing software (only in office). Added job description/application for Director of University Affairs

		<p>and updated images/content on home page.</p>
<ul style="list-style-type: none"> • Business Cards 	<ul style="list-style-type: none"> • President Syron, Kim Grubbs (Internal), Director Alfred (Internal), CSU Creative Services/Julianna Hissrich (External), all ASCSU members. 	<ul style="list-style-type: none"> • Met with Kim Grubbs to discuss proper method for printing ASCSU business cards. Designed two separate layouts, one for higher executive members, and another for lower executive members, senate, and judicial. Awaiting contact list for printing lesser amount of cards. Confirmed printing orders for Tristan, Kevin, Sam, Claire, Zack, and Yuval.
<ul style="list-style-type: none"> • Apparel Designs and Vendor Approval 	<ul style="list-style-type: none"> • President Syron, Director Alfred, Kim Grubbs, DJI Inc (external), Burt's Logo/Apparel (external), all ASCSU members who will wear merchandise. 	<ul style="list-style-type: none"> • Created new designs for ASCSU apparel, as well as initiating the process for creating DJI Inc. as an approved CSU vendor. Met with Kim to discuss why DJI Inc. should be our new vendors, on the basis that higher quality goods will be brought to ASCSU for equal or lesser to costs to us. Process for getting vendor approval has begun, but if it does not happen quickly enough we will delegate Burt's Logo/Apparel to create our garments as they have been an approved vendor for years but have too low of quality for too high of price. If not this order, DJI Inc. should be the new vendor for ASCSU this semester and will be looked at for all future purchases through the university.
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Unexpected amount of verifications and guidelines for designing, ordering, and printing any CSU document or really anything with ASCSU or CSU logos. Learning involved finding authorized vendors, authorized design templates, and proper authorization of financial requests and paperwork internally.
- Waiting on the list of names for multiple days (nearly a week) played a role in having setbacks with printing business cards, but this has since been resolved or will soon be.
- Meeting with Mr. Huitt went unscheduled as far as he saw it, despite our email agreements. Having Blake in Denver poses as a minor issue, and this will be worked out as soon as Mr. Huitt grants us remote access to website editing. Only being able to edit in the office provides significant difficulty for Blake and I and will need to be resolved immediately.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Plan Grill the Buffs – Blake will be taking on most of the strategic aspects, but I plan on redoing and producing the best graphics that Grill the Buffs has seen yet. New stadium placement may lead to be an issue as far as location and having the Athletics department's full assistance, as described by Mr. Aubrey. We will soon see how large these setbacks are and get to work. Looking into designs/placement of a nice "provided by ASCSU" graphic/logo to be set up on the big screen at the Stadium, as well as the screens at the LSC that have availability in late August.
- Gain Remote Access – having email access on our phones/home computers will be a necessary boost of efficiency for everyone involved in the organization. As well as previously discussed remote access to website editing software from home, not just work computers.
- Apparel/ Merchandise Finalization and Orders – as described above, the process continues to get new vendor approvals, but even if new vendor approval doesn't happen this week, agreement upon finalization of design and products should ideally happen within the next 14 days.
- Learning About this Job - so many new things to keep picking up, minor roadblocks on a daily basis that we forget even happened because there is

so many of them. Progress will continue as to learning how this organization works and working around the many protocols and guidelines of a bureaucracy.



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Director of Campus Engagement Report

<i>Prepared by</i>	[Sam Braun]
<i>Department</i>	[Campus Engagement]
<i>Members</i>	[Director of Campus Engagement, Sam Braun]

EXECUTIVE SUMMARY

I have been out of town for the last two weeks. However, I think that overall the campus engagement department is off to a great start. We have been tabling at the transfer and first year orientations and getting a lot of interested students. Other departments have helped out with tabling in my absence in order to keep campus engagement up and I think this shows good teamwork within the cabinet from the get go. This department has impacted students by giving them the opportunity to get involved in the fall and by educating new students about what ASCSU does.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • [Set up meeting with athletics marketing for opening game speech.] 	<ul style="list-style-type: none"> • Nick Popplewell (athletics marketing) • Chris Ferris (athletics marketing) 	<ul style="list-style-type: none"> • 5 – 24 – 18 • Made intentions known about speech at football game • Planned meeting (DATE TBA)
<ul style="list-style-type: none"> • Table first year and transfer student orientations 	<ul style="list-style-type: none"> • Tristan Syron • Kevin Sullivan • Claire Fenton • Yuval Rosenthal 	<ul style="list-style-type: none"> • Ongoing • Engage new students and get them interested in getting involved next fall!
<ul style="list-style-type: none"> • Meet with Tristan 	<ul style="list-style-type: none"> • Tristan Syron 	<ul style="list-style-type: none"> • 6 – 15 – 18 • Discussed goals for campus engagement this year and how to achieve them.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Terrible tabling materials
- Not a lot of students at transfer orientations (need to be proactive and approach them)
- Have to work next to student legal services which is boring

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Set date and time for football speech meeting
- Continue tabling and increasing involvement
- Plan RLT
- Become friends with everyone in cabinet (engage)



2018 BIWEEKLY SUMMER REPORT

Week ending June 15, 2018

Traditions and Programs Report

<i>Prepared by</i>	Liam D. Aubrey
<i>Department</i>	Traditions and Programs
<i>Members</i>	Liam Aubrey, Director of Traditions and Programs [Member 2, other member title and name] [Member 3, etc.]

EXECUTIVE SUMMARY

In the past two weeks I laid the groundwork for Grill the Buffs. I reached out to stakeholders such as Nick Popplewell from athletics and individuals from catering to start to plan the event. I also reviewed some of the previous departmental projects and followed up on them such as Ram yell books. I have set up follow up meetings to continue what we began working on over the past couple weeks.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Meeting with athletics 	<ul style="list-style-type: none"> • I met with Nick Popplewell, assistant athletic director to discuss Grill the Buffs and 	<ul style="list-style-type: none"> • 6/13

	other ways that ASCSU can continue to support athletics and cultivate Ram pride.	
<ul style="list-style-type: none"> • Setting up meeting with Keith Lopez 	<ul style="list-style-type: none"> • I set up meeting with Keith Lopez to follow up on some of the projects that had been started by my predecessor such as Ram yell books. 	<ul style="list-style-type: none"> • 6/14
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> mm/dd •
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> mm/dd •

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Lesson learned: always start early to make it easier if plans change.
- Challenge: Figuring out how to stay in contact when I was not able to make it into the office.
- Lesson learned: Staying organized and on top of things is much easier if you do it as you go rather than trying to catch up.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Make a definitive plan for Ram yell books
- Meet with marketing on Grill the Buffs
- Brainstorm more ways ASCSU can actively play a role in cultivating school pride
- Look for ways new and different ways to support my colleagues



2018-2019 WEEKLY REPORT

Week ending June 15, 2018

Chief Justice Report

<i>Prepared by</i>	Madison Taylor
<i>Department</i>	Supreme Court
<i>Members</i>	Madison Taylor, Chief Justice
<i>Expenses in the Past Week</i>	N/A

EXECUTIVE SUMMARY

This report includes events since I stepped into the Chief Justice position which includes the CJ Ash ratification appeal and meetings with Jason Johnson, General Counsel, and Melissa Emerson, Director of the SRC.

After CJ Ash was not ratified for an executive position, the Court processed his appeal and referred the case back to Senate. This process included meetings with Jason Johnson to go over best practices.

I met with Melissa Emerson to discuss goals and logistics for any SRC business for the upcoming school year.

ACTIONS ACCOMPLISHED

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

<ul style="list-style-type: none"> • Processed CJ Ash's ratification decision appeal 	<ul style="list-style-type: none"> • Worked with General Counsel Jason Johnson to determine best practices moving forward (External)/ 17-18 Supreme Court, 18-19 Executive Branch, 18-19 Speaker of the Senate (Internal) 	<ul style="list-style-type: none"> • 5/9/18-
<ul style="list-style-type: none"> • Met with Melissa Emerson, head of SRC 	<ul style="list-style-type: none"> • Melissa Emerson (External) 	<ul style="list-style-type: none"> • 06/xx/2018 Discussed goals for academic year and scheduling for pre-admit hearings
<ul style="list-style-type: none"> • Participated in Appeal Hearing 	<ul style="list-style-type: none"> • Paul Mallette (External)/ Jack Hermanson (Internal) 	<ul style="list-style-type: none"> • 6/13/2018 Called in for standard appeal hearing

HOW DID STUDENTS BENEFIT FROM YOUR WORK?

Students benefitted from the Court's work by the Court's efforts to resolve internal conflicts in order to keep ASCSU running smoothly. In addition, students received student representation in appeal hearings.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Challenge: Summer pre-admission hearings
- Challenge: Unprecedented appeal procedures
- Lessons: Map out everything in advance

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Get remote access to Outlook account
- Create firm schedule for internal/external meetings for Summer

- Goal: Identify a potential time for Supreme Court internal meetings—once a month for the academic school year