



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

President's Report

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

EXECUTIVE SUMMARY

I think I can finally say we've taken office. When Kevin and I first won, it was all us. If something needed to be done, in large part, we had to do it. That continued into office when we are getting everyone started. I can say I'm president now. Nearly every department is up and running, and I largely just approve and give input now. Kevin and I feel like that students are truly beginning to benefit from this administration. We've made some changes to the readership deal, to allocate newspapers from low utilized spots to high trafficked areas like the Library and LSC. I think we are beginning to see impact in almost all areas.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
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| <ul style="list-style-type: none"> • Readership Contract | <ul style="list-style-type: none"> • Kevin Sullivan Robert Shurt, Zach V. | <ul style="list-style-type: none"> • Kevin and I worked to make changes to the current readership program. We didn't add or take away any money from the contract. The senate approved us to spend |

up to the amount from last year. We carried the figure over. However, after analyzing the data, I found areas of very high return. This meant that I identified drop off locations where an average of 70 percent of the papers dropped off were never picked up. Those are collected by the delivery team the next day when dropping off the new paper. I took those areas of high return (such as the Chemistry building, some dining halls, and the Stadium) and reduced the amount of papers dropped off by a percentage that was similar to what was left last year. I then took those papers and allocated them to areas of high student use such as the library and LSC. There are a lot of students who get to school via the Transit Center who can now grab a paper after 11:00am because they won't be out.

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| <ul style="list-style-type: none"> • Leadership meetings | <ul style="list-style-type: none"> • Claire Fenton, Kevin Sullivan, Kim Grubbs | <ul style="list-style-type: none"> • These meetings just give everyone the chance to get on the same page. Kim often tells us about the precedent behind a topic or the history of it. Claire makes sure Kevin and I are on track, and we try to plan our execution for the following week. Recently, the purchasing of office desks has been on our mind. |
| <ul style="list-style-type: none"> • Ram Welcome | <ul style="list-style-type: none"> • Yuval Rosenthal • Off Campus Life | <ul style="list-style-type: none"> • I got an emailing asking if ASCSU would continue to cancel Senate and Cabinet for Ram welcome. I cc'd Ben on my reply to tell him. I replied that I was happy to cancel |

Cabinet to volunteer, but I couldn't dictate the choice of Senate although I encouraged it.

- Additionally, ASCSU has traditionally paid \$500 from the Community Affairs budget to pay for the reading material that is handed out. I offered to pay if we could add a pamphlet on U+2. They explained that they don't allow other departments to add reading materials, so we wouldn't be able to do that. They did, however, offer to include a section on U+2 to their reading materials and make it a talking point. Done, deal. I think it was a reasonable compromise, and Yuval and I were very happy with it. Truth be told, all I did was send an email starting the conversation; Yuval did most of the ground work after a meeting on the Community Welcome Walk that he went too.

- **U+2 meeting**

- Members of cabinet and external players

- We had what I've been calling the U+2 tackle team assembled to begin a planning and research phase. I learned a lot about people at this meeting. First and foremost is Claire Fenton is 100 percent on top of everything. She is always thinking ahead and makes sure everyone is prepared and knows the steps going forward. Yuval is like the vast wealth of knowledge. He told the table he would give a brief history of the ordinance (it was anything but brief, however incredible

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| | <p>insightful). Sam from Campus Engagement began to strategize his plan, as well as the marketing team through CJ.</p> |
| <ul style="list-style-type: none"> • Campus Engagement | <ul style="list-style-type: none"> • Sam and Paine continue to exhibit incredible performance. Tabling has yielding a lot of sign ups and the ambassador program is being redesigned by Sam and Kevin. The Deputy, Paine, doesn't have summer hours yet he is constitutently volunteering for tabling, and planning community service events. I'm really inspired by his work ethic. |
| <ul style="list-style-type: none"> • Sam | <ul style="list-style-type: none"> • Sam Braun, Campus engagement • It was Sam's birthday this week. He attended cabinet at 5:00pm the day of his birthday which exemplifies his commitment. Sam has really begun to expand his role. He tackles so much and recently began working with the marketing team and took over the Instagram. He works incredible hard and is always ready to make the next move. I often find myself telling him to slow down, which isn't something you here often in any form of government. Sam continues to put "become friends with the entire cabinet" on his report, in the to-do section. I think he really is making strides in this. He is almost at the point where he can tell me about anyone. For example, I was informed that it turns out Hailey is a better fisher than Yuval, despite Yuval's years of experience. A goal of mine was to make the cabinet more collaborative. |

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| | <p>Having a mentality that makes it so everyone is working to accomplish all tasks, rather than the standard department specific approach. Sam has been a vital in this. He's working on marketing, U+2 and more. I think he is setting on example on collaboration within the team</p> |
| <ul style="list-style-type: none"> • Cabinet meeting | <ul style="list-style-type: none"> • The cabinet • Went over what was happening, set some expectations. The best part was I can finally see the community forming. People who generally don't speak up feel comfortable asking questions and disagreeing. It was a very powerful meeting, and I think we've assembled a great group of people. |
| <ul style="list-style-type: none"> • Tailgating | <ul style="list-style-type: none"> • Everyone • I've spent a lot of time on my tailgating strategy this week. I have Zach meeting with FSL next week. I'm meeting with Fraternity and Sorority presidents next week to get their perspective. I've made no final decision, but here is a rough outline: I'd like to see spots for certain registered student orgs; same spot every game to clear confusion. That should take 50- 70 percent of spots. From there, I'm hoping to have the rest anyone can register. I'm working on providing community grills and have some plans around that as well. • I will be changing the name from the 12th Ram (which I felt like has to be explained to students who don't watch football) to something more |

clear. The cabinet would like to see “the pregame”. However, I received some feedback on the connotations connected to that and I’m still thinking. Regardless, I should have our game plan assembled within two weeks.

- **Meeting with City**
- Yuval Rosenthal
- This meeting was particularly interesting. I had prepped for it for about 2 hours. Planning out my questions, reading on it. We get to the meeting with Ginny Sawyer, and Yuval asks almost every question I had and more. He knew the ins and outs of the study and insight that even Ginny hadn’t thought of. Normally the President drags someone around to take notes for them, this time I was brought by Yuval to be his back up. The students are in excellent hands when it comes to housing affordability.

- **Kevin and SFRB**
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- Every single day, I’m reminded how grateful I am for my best friend and Vice President Kevin Sullivan. I’ve had some rough points this week, and Kevin is the person who will stay up for hours just listening to me talk it through. He reminds me who we serve and to stay authentic to myself and the CSU community. We’ve started getting breakfast together and have dinner planned for tonight.
- Kevin will touch in detail about everything, but I thought I’d give my two cents. In some of my discussions with him, I told him I’d like to see why online

students pay a fee. Personally, online students pay an ASCSU fee and I still struggle with that. I feel that I do a good job trying to be a voice of the students, but the people I see the most (those on campus) probably have a better understanding of their grievances. I told him that I think we need to ensure that if a fee area is collecting an online student's fee, that they are benefiting online students directly too. I'm interested to see what Kevin finds out over the summer as he continues in his role.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Ask for something reasonable, settle if the counter offer is also reasonable.
- Pick the hill to die on. Not every fight is worth it, almost none are.
- Re-read emails. My dyslexia and 1 finger typing approach leads to some noticeable errors.
- Not every problem can be solved today. Some things take time- no matter how frustrating is it to wait, sometimes time can help.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Finish tailgating plan
- Become department of health and get that moving along with academic's
- Same day party registration
- Get finance department up and running



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Vice President Report

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| <i>Prepared by</i> | Kevin Sullivan |
| <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 good. The office of the president is eagerly awaiting Zach's return. On my side, SFRB is moving forward nicely. I've reached out to the fee area directors to meet with them. The meetings are almost all set up.

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) | 6/29 <ul style="list-style-type: none"> • Tabled at the transfer orientation. I actually was able to recruit a few people even though transfer students are not typically as interested in getting involved at 8AM when they are trying to figure out everything about CSU in the first place. |
| <ul style="list-style-type: none"> • SFRB Meeting | <ul style="list-style-type: none"> • President Syron (Internal) • Mike Ellis (External) • Angie | <ul style="list-style-type: none"> • Discussed the current SFRB process with President Syron. • Began reaching out to potential members for the board for next year. |

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| | | <ul style="list-style-type: none"> Met with Mike Ellis for lunch to ask questions about the LSC's budget. The meeting went okay. |
| <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>06/25</p> <ul style="list-style-type: none"> Discussed ASCSU retreat and required curriculum for the retreat Moving forward with selecting Kanayo as the Director of University Affairs Technological issues and office space discussion |
| <ul style="list-style-type: none"> Marketing Task | <ul style="list-style-type: none"> Director Alfred (Internal) Director Jewel (Internal) | <p>6/28</p> <ul style="list-style-type: none"> Met with CJ and Blake to discuss purging the Instagram of the bad content. For example, some of the post are poorly cropped fliers that make the Instagram look like telephone pole outside of a music venue. In other words, it didn't look professional or interesting. |

CHALLENGES/SETBACKS/LESSONS LEARNED THESE WEEKS

- I had trouble scheduling meetings with fee area directors since for some reason there was not a contact list. I made one.
- There seems to be a rumor going around that I am out to defund every student fee area.
- When it comes to acquiring good tips it is very important to remember the member's names and never forget their ranch.

ACTION ITEMS AND GOALS FOR NEXT TWO WEEKS

- Meet more fee directors.
- Learn more about their budgets.
- Find more members for the board.
- Make more money in tips.



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Chief of Staff Report

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| <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 past few weeks were mostly about planning for the future. I've been setting up meetings for next week, getting documents ready for review, and kept in contact regarding events in Colorado. Once I will get back to Fort Collins in July, I've hopefully set myself up to hit the ground running regarding several issues. As always, I wouldn't have gotten this far without the help from other ASCSU officers.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
|---|---|--|
| <ul style="list-style-type: none"> • Assisted President Syron with communication on the readership contract | <ul style="list-style-type: none"> • Tristan Syron, President • Jason Meyer, Readership Contact | <ul style="list-style-type: none"> • 6/18-6/20 • Reviewed data on newspaper readership around the CSU campus • Drafted changes recommended by President Syron |

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| <ul style="list-style-type: none"> • Arranged to meet with Fraternity & Sorority Life regarding Tailgating | <ul style="list-style-type: none"> • Tristan Syron, President • Lindsay Sell, Director, Fraternity & Sorority Life | <p>06/18-6/20</p> <ul style="list-style-type: none"> • Arranged to meet with the director of FSL to discuss tailgating restrictions • Will finalize date upon my return to Fort Collins |
| <ul style="list-style-type: none"> • Reviewed Letter regarding LSC voting | <ul style="list-style-type: none"> • Tristan Syron, President • Yuval Rosenthal, Director of Community Affairs | <p>6/22</p> <ul style="list-style-type: none"> • Formatted Letter to look more official • Revised language to further comply with ASCSU rules regarding who can speak for the organization |
| <ul style="list-style-type: none"> • Arranged to attend meeting for Director Fairfield | <ul style="list-style-type: none"> • Tristan Syron, President • Andrea Fairfield, Director of Environmental Affairs | <p>6/26</p> <ul style="list-style-type: none"> • I will attend this meeting to cover for Director Fairfield • I will have to familiarize myself with what this committee does. |

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Work comes in waves; sometimes it's nothing and sometimes it's everything
- Have to be able to better balance work and other stuff in my life

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Present Executive Bylaws to the rest of the Office of the President for comment
- Respond to emails that have backed up
- Get situated back into Fort Collins
- Reacquaint myself with the rest of the Executive Branch



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Deputy Chief of Staff Report

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| <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

In the past two weeks we have really taken off as an entire organization and there has been a lot of progress made in planning and beginning initial steps. Progress has been made on the planning of the Retreat for the beginning of the Fall semester and we have explored leadership retreats for our cabinet members to attend. It has been nice having more executive members in the office and witness some great collaboration across departments and branches.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
|---|---|---|
| <ul style="list-style-type: none">• Tabling | <ul style="list-style-type: none">• Director Braun(Internal)• President Syron (Internal)• Incoming CSU Students(External) | 06/18-06/21 <ul style="list-style-type: none">• Interacted with incoming CSU students and encouraged them to learn more about ASCSU and get involved |
| <ul style="list-style-type: none">• Sustainability Meeting | <ul style="list-style-type: none">• Presidential Sustainability Committee (External) | <ul style="list-style-type: none">• Attended in place of Director Fairfeild• Discussed PSC retreat• Support and encouragement about adding more trees on campus• Discussed intersectionality between environment, economics and social justice• Made a plan for getting CSU sustainability awards |

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| <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>06/25</p> <ul style="list-style-type: none"> • Discussed ASCSU retreat and required curriculum for the retreat • Moving forward with selecting Kanayo as the Director of University Affairs • Technological issues and office space discussion • |
| <ul style="list-style-type: none"> • Football Meeting | <ul style="list-style-type: none"> • President Syron (Internal) • Director Braun (Internal) • Nick Popplewell (External) | <p>06/25</p> <ul style="list-style-type: none"> • Created a presentation to present to the department of athletics • Presentation was requesting presentation time during halftime of a football game • Discussed other options for increasing engagement and informing people about ASCSU |
| <ul style="list-style-type: none"> • Leadership Retreat | <ul style="list-style-type: none"> • Chief Vaishampayan (Internal) | <ul style="list-style-type: none"> • Researched potential options for a leadership retreat for executive members to attend • Discussed what categories we would like the retreat to focus on |
| <ul style="list-style-type: none"> • Cabinet Meeting | <ul style="list-style-type: none"> • President Syron(Internal) • Advisor Grubbs(Internal) • Director Al-Saloom(Internal) • Deputy Jewell(Internal) • Director Rosenthal(Internal) • Director Braun(Internal) • Director Aubrey(Internal) • Director Fairfeild(Internal) • Director Ropper(Internal) | <p>06/28</p> <ul style="list-style-type: none"> • Went over past reports and discussed what we wanted to see changed or improved • Discussed how to order SWAG and interact with the Marketing department • P-card training was postponed until later in the month • Emphasized how our ASCSU account is on hold until July 9th • Slack set up and tutorial conversation |

- Discussed options for the retreat and how executive members can contribute to the agenda
- Collaborated as a team and got updates from cabinet members

CHALLENGES/SETBACKS/LESSONS LEARNED THESE WEEKS

- Having everyone keep their calendars updated so we can easily schedule meetings and have everyone show up and be reminded about the meetings.
- It has been challenging not having Chief Vaishampayan in the office when coming up with ideas for cabinet meetings as well as covering meetings executive members cannot attend.
- After the football meeting I learned about how important it is to be flexible in modifying ideas.

ACTION ITEMS AND GOALS FOR NEXT TWO WEEKS

- Continue researching leadership retreats.
- Collaborate with Chief Vaishampayan and get him up to date with everything happening in the office.
- Hold summer cabinet members accountable for putting their office hours in their Outlook Calendar.



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Director of Campus Engagement Report

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

EXECUTIVE SUMMARY

A lot happened in the two weeks since I have been back. I have been working closely with a lot of different members of the cabinet effectively and this has resulted in a lot of progress as well as bonding and learning about other members. So far there have been no issues raised within my department or in the cabinet as a whole, so that is good. I hope the next two weeks are equally fruitful.

ACTIONS ACCOMPLISHED

| <i>Summary of Accomplishments</i> | Participants/Stakeholders (Internal/External) | Date & Notes |
|--|--|---|
| <i>Met with Athletics about tailgating</i> | <ul style="list-style-type: none"> • Nick Popplewell (athletics marketing) • Chris Ferris (athletics marketing) • Tristan Syron | <ul style="list-style-type: none"> • 6 – 22 – 18 • We discussed how to effectively execute the 12th ram tailgating this year and supplemented the meetings with the game day committee and will most likely meet again to fine tune exactly how we are going to market and execute tailgating this year. |
| <i>Table first year and transfer student orientations</i> | <ul style="list-style-type: none"> • Tristan Syron • Kevin Sullivan • Claire Fenton • Yuval Rosenthal • Paine Lewis | <ul style="list-style-type: none"> • Ongoing • Engage new students and get them interested in getting involved next fall! |
| <i>Met with Athletics (2)</i> | <ul style="list-style-type: none"> • Tristan Syron | <ul style="list-style-type: none"> • 6 – 25 – 18 |

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| | <ul style="list-style-type: none"> • Claire Fenton | <ul style="list-style-type: none"> • We went to this meeting to try and get a speech organized at a football game to raise awareness for ASCSU and how athletics and ascsu are connected. We ended up deciding this was not the correct way to market ASCSU and that we would brainstorm more ways in which ascsu could be marketed within athletics and another meeting has been set up for this brainstorming session. |
| <i>Met with Tristan</i> | <ul style="list-style-type: none"> • Tristan Syron | <ul style="list-style-type: none"> • Multiple Occasions • Me and Tristan have been meeting and talking in the office almost every day the past two weeks and we have strategized engagement opportunities as well as marketing strategies and social media presence in order to engage the campus more effectively. Whenever me and Tristan are together we talk about ASCSU and how we are going to make positive impacts all around campus for years to come. |
| <i>Met with CJ</i> | <ul style="list-style-type: none"> • Chris Jewell | <ul style="list-style-type: none"> • Me and CJ have met twice now to plan and design marketing graphics and social media content. I have taken over the Instagram and collaborated with CJ on backpack designs and tailgate marketing, including some website editing. I enjoy working with CJ and believe that he is wonderful at marketing and this will only aid me in getting people engaged. |
| <i>U+2 Discussion</i> | <ul style="list-style-type: none"> • Chris Jewell • Yuval Rosenthal | <ul style="list-style-type: none"> • This was a meeting with outside input in order to discuss exactly how we were |

- Claire Fenton
- Tristan Syron
- Kathy (SLS)
- Liam Aubrey

planning on marketing and tackling the U+2 problem beginning in summer and continuing through the fall. Including, tabling and outreach. More meetings will be had on this issue.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Terrible tabling materials (MAKING PROGRESS NEED P CARD)
- Look at the big picture before deciding on an action
- Professionalism at the table is important!

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Continue tabling and increasing involvement
- Plan RLT
- Become friends with everyone in cabinet (engage)
- Make birthday List for cabinet (MINE IS TOMORROW)
- Find more ways to engage the campus come fall
- Start planning information meeting and reserve room, food, etc.
- Work on tailgating with CJ and Tristan and rest of cabinet
- Plan more swag
- Donuts and Deans planning
- Meet with Claire and Tristan to discuss RLT/Ambassador program



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Director Report

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| <i>Prepared by</i> | Yuval Rosenthal |
| <i>Department</i> | Community & Governmental Affairs |
| <i>Members</i> | Yuval Rosenthal, Director, Community Affairs |

EXECUTIVE SUMMARY

The past two weeks have been nothing short of productive. From advancing agenda items such as our fight for U+2 reform, the community welcome walk, and preparations for the November election, to external work such as endorsing the establishment of the LSC as a polling place for future midterm elections, tabling, and miscellaneous meetings.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
|---|---|---|
| <ul style="list-style-type: none"> • Tabling @ Freshmen Orientation | <ul style="list-style-type: none"> • Collaborated with: Director Braun, Deputy Lewis, President Syron, Vice President Sullivan, Deputy Fenton (internal). | <ul style="list-style-type: none"> • 06/19, 06/20, 06/26, 06/27 Spoke to many enthusiastic incoming students regarding the benefits and appeal of student government work. Collected many emails. |
| <ul style="list-style-type: none"> • Met with the U+2 Tackle Team | <ul style="list-style-type: none"> • Collaborated with: President Syron, Deputy Fenton, Director Braun, Director Alfred, Deputy Jewell, Director Aubrey, and Kathy (Attorney, Student Legal Services). | 06/20 <ul style="list-style-type: none"> • Discussed an all-encompassing plan to address the U+2 agenda item, including marketing structure, potential approaches and arguments, history, stakeholders, available data, previous approaches (the Sydoriak Administration). |
| <ul style="list-style-type: none"> • Met with the Community Welcome Committee | <ul style="list-style-type: none"> • Collaborated with: Jean Ortega (Director, Off-Campus Life), Craig Chesson (Associate Dean of Students), Marcy Yoder (Manager, Neighborhood Services), JC Ward (Senior City Planner), Jerry Schiager (Lieutenant, FCPS), Andy Leslie | 06/26 <ul style="list-style-type: none"> • We reflected upon last years transition report, volunteer numbers, contact statistics, this year's staffing projections, marketing plan (including ASCSU's), potential guest speakers (Dr. Frank/Dr. Hughes – Mayor/City |

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| | (NET Officer, FCPS), Shane Cundall (NET Officer, FCPS), Jenn Reiskamp (Community Liaison), Jon Falbo (Captain, CSU Police), Adam Smith (Sergant, CSU Police), Nancy Rhodes (Program Assistant, Off-Campus Life), Lindsay Mason (Program Coordinator, Off-Campus Life) - External | Manager), handout material, and schedule for the day. |
| <ul style="list-style-type: none"> • Met with Tom Hoehn re: Establishing the LSC as a Polling Station for Midterm Elections | <ul style="list-style-type: none"> • Collaborated with: Tom Hoehn (Former CSU Staff) - External, President Syron - Internal, and Mike Ellis (Director of LSC) – External. | <p>06/26</p> <ul style="list-style-type: none"> • After several emails and phone calls, Tom and I met at the ASCSU office to discuss the potential of establishing the LSC as a polling place for midterm elections (including the upcoming one). He articulated to me the organizations that were behind the endeavor, including Faculty Council, Administrative Profession Council, State Classified Council, and Mike Ellis. President Syron and I collaborated on writing a letter of endorsement, and now we are waiting on Tom Milligan (Vice President for External Affairs) to reach out to Angela Meyer (County Clerk & Recorder) and hopefully obtain approval. |
| <ul style="list-style-type: none"> • Met with Ginny Sawyer regarding U+2 Occupancy Study | <ul style="list-style-type: none"> • Collaborated with: Ginny Sawyer (Policy & Project Manager, City of Fort Collins) – External, and President Syron - Internal | <p>06/28</p> <ul style="list-style-type: none"> • We discussed anything and everything regarding the upcoming survey. From the questions it contains, to its potential repercussions, statistical validity, marketing strategy, and history. We discussed alternative approaches to decreasing housing affordability in Fort |

Collins (such as the HomeShare program to match students with senior citizens), and requested a question to be added to the survey regarding unoccupied bedrooms to measure the housing stock utilization and general efficiency in the housing market.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Learned a lot regarding the U+2 occupancy study and the treacherous path to reform
- Had challenges with establishing a marketing plan for the study and the community walk before speaking to the appropriate stakeholders.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Contact Marketing Dept. regarding promotional budget for the year.
- Conduct Skype meetings with U+2 tackle team regarding advancing the agenda
- Produce marketing materials for voter registration drive/community welcome walk
- Speak to Deputy Fenton regarding deputy of Gov. Affairs interviews



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Director of Diversity/Inclusion Report

Prepared by **Zahra Al-Saloom**

Department **Diversity & Inclusion**

Members **Zahra Al-Saloom**

EXECUTIVE SUMMARY

These two weeks were focused on getting in contact with SDPS offices and those who I know could help me with the ADA audit. I emailed the SDPS offices' directors, so we could sit down and discuss my role and what they need of me. I've never been very fond of individuals inserting themselves in the work of other units and declaring that this is what they will do for others; on the contrary, I should be asking others what they expect out of me so that I do not overstep and to understand their relationship with past directors. I attended the Bimson Middle Eastern Humanities Seminar/Panel, which was a great experience that reestablished the importance of having discussions; by answering questions as a Muslim and Arab woman, myself and others were able to break stereotypes and barriers, which is a practice that should be emphasized in ASCSU panels. I attended the PCDI meeting and retreat, where we learned about the importance of reevaluating guidelines and intentions, and how intersectionality must be understood in our commission and outside of it in different areas. By using what I learned in the commission, I was able to bring that into ASCSU by working with our cabinet to create a workshop for the retreat.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
|--|---|--|
| <ul style="list-style-type: none">• Attended the Bimson Panel | <ul style="list-style-type: none">• Dr. Cavdar (Internal, Dr. Duffy (Internal), Mary Vogl (Internal), panel of teachers and professors (External) | <ul style="list-style-type: none">• June 19th, 2018• Annual panel that Dr. Cavdar invited me to that I sat on with three other women. Unfortunately, Merall Sherif could not attend.• The goal of the panel was for the professors and K-12 teachers attending to have a broader understanding of the personal/everyday life of Muslim and/or Arab women.• Those attended asked us questions that they thought of in advance, and we answered to the best of my ability.• This was a very refreshing moment for myself, both as |

- The lectures on Intersectionality and Class were intermingled and explored Class as a discrimination that we often don't deal with because of its fluidity. We cannot look at Class as a whole without looking at specific groups and how they are affected; this was the portion on Intersectionality.

- **Talked with Cabinet to plan a retreat activity on intersectionality**

- Tristan Syron (Internal), Claire Fenton (Internal), Lysie Roper (Internal), Andrea Fairfield (Internal), Kim Grubbs (Internal), Sam Braun (Internal), Yuval Rosenthal (Internal), Nick Bohn (Internal), CJ Jewell (Internal)

- June 28, 2018
- During the "updates" part of our biweekly Cabinet meeting, I brought attention to what was accomplished in the President's Diversity Commission and our lesson plan on intersectionality.
- I explained how we looked at Class as opposed to race or gender because of its ability to change and the fact that it impacts nearly every person. I suggested that we use the exercises on Class and different identity factors during the retreat. This way we can have a discussion as the whole of ASCSU, and I can lecture on why we as student government need to have intersectionality and how we incorporate it into our work. We decided that the workshop will be 30 minutes, which is a good amount of time for group work and discussion.
- Kim and a few others had suggested listing a few resources for students that are facing hardships. This way we don't leave off with the importance of intersectionality in Class and

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- The challenge I faced in the last two weeks was trying to get in contact with SDPS offices for get-to-know-you meetings. This is the first time I am working with schedules that I have zero access to, so it's a shift from what I usually do at Front Desk when I actually have a clear view of *everyone's* schedule. This will be easy to overcome; it's really just about putting your own effort through to show that you actually care about that individual's time and how precious the window is.
- A lesson that I learned about halfway through the last two weeks is that I have enough time. What I mean by this is that I have been worrying over the ADA Audit's deadline and how I need to meet with certain people and enact parts of the plan. President Syron has reassured me with the fact that he is also a resource and I don't have to stretch too far out of ASCSU to accomplish this goal. We'll be having our one-on-one meetings soon, so we will definitely discuss the timeline of this project. All in all, I learned that there is still time to figure things out, and I need to prioritize the most important tasks and tackle them before moving on to anything else.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Action #1 is to get a date to for myself and President Syron to meet with NAAC. This is an important meeting for both of us; for my end, the goal is to understand NAAC's philosophy and their work with students at CSU, as well learn about their history with past ASCSU Diversity directors. This meeting will help me learn what I need to change about my relationship with them, as well as what needs to be maintained.
- Goal #1 is to meet with my professor the first week of July, so I can let President Syron and Deputy Chief Fenton know if I can attend the NCBI's Leadership for Diversity Institute. This is an amazing opportunity that will allow me to cultivate skills on analyzing the misinformation and bias that we live through, as well as building relationships by reframing how we look at serious issues.
- Goal #2/Action #2 is still creating the ADA Audit, but the bigger part of the plan is to work with Aaron Fodge and Rose Kreston (Advisor/Director of RDS). Aaron will be returning from a trip shortly and I emailed him a while ago; I'll hopefully hear back from him to set up a meeting to discuss his experiences with creating an audit for CSU and what I should keep in mind. I emailed Rose as well, and this way I can have a bigger picture of RDS's role and what her suggestions would be for creating the audit.



2018 BIWEEKLY SUMMER REPORT

Week ending June 28, 2018

Environmental Affairs Report

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

EXECUTIVE SUMMARY

I have begun to settle in very nicely with ASCSU. I finished going through my emails and making sure that everything is as organized as possible for the school year. Additionally, I have been meeting with individual's who were in the transition report. I also am setting up meetings with people who are sending me regular emails so that I understand the context of each email. These meetings have been extremely important to the success of my position in the coming year because they have allowed me to begin building relationships. Establishing these relationships early will allow me to have a network of people to reach out to once the school year starts.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
|---|---|--|
| <ul style="list-style-type: none"> • Set up appointments with Carol Dollard, Hanna Johnson, | <ul style="list-style-type: none"> • Carol Dollard (external), Hanna Johnson (external), Stacy Baumgarn (external), and Maggie Gilman (external) | <ul style="list-style-type: none"> • I have appointments schedule with these individuals to discuss the coming school year. With these meetings, I am trying to gauge the |

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| Stacy Baumgarn, and Maggie Gilman | | importance of my presence in each of the groups they lead. |
| <ul style="list-style-type: none"> • Reached out to Tonie Miyamoto to schedule an appointment | <ul style="list-style-type: none"> • Maggie Gilman (external) | 06/28 <ul style="list-style-type: none"> • Working to set up a meeting with Tonie since she was unable to make the one I scheduled with Carol. |
| <ul style="list-style-type: none"> • Talked with Carol Dollard. | <ul style="list-style-type: none"> • Carol Dollard (external) | 06/28 <ul style="list-style-type: none"> • Talked with Carol about what role Maddie had last year with the PSC. Also discussed the importance of the article Tristan asked me to read about 100% renewable energy. |
| <ul style="list-style-type: none"> • Collaborated with other ASCSU positions to help attend my meetings. | <ul style="list-style-type: none"> • Tristan Syron (Internal), Claire Fenton (Internal), and Zachary Vaishampayan | 06/26 <ul style="list-style-type: none"> • Working to set up people to go to the President's Sustainability Committee, Alternative Transportation Fee Advisory Board, and the PSC Retreat. |

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- I'm still working, through trial and error, to find the best organization system for myself which has been challenging.
- The biggest setback so far is that I really would like to go to more meetings but, because of my full-time job this isn't feasible.
- I have been learning that I need to right EVERYTHING down so that I don't forget about anything or more importantly anyone.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Buy organization supplies
 - Binder and dividers
 - Sticky notes and tabs
 - Journal for all my record keeping
- Attend all my meetings organized and ready for a discussion about how I can help.
- Reach out to Cole Wise again so that I can meet with John Henderson.
- Talk with Tristan about 100% renewable energy article.



2018 BIWEEKLY SUMMER REPORT

Week ending ^{June 29, 2018}

Director of Finance Report

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

EXECUTIVE SUMMARY

These past two weeks I have started to adjust to the role of Director of Finance and responsibilities of this job. I met with Sarah and Herman regarding BSOF and have been talking with Michael Wells about potential dates for finance training. I have started working on a timeline and process for BSOF so I can start reaching out to student orgs early next week to update them on changes in the bylaws and deadlines.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
|---|---|--|
| <ul style="list-style-type: none"> • BSOF Meeting | <ul style="list-style-type: none"> • Sarah Stephens and Herman Diaz (External – SLiCE) | <ul style="list-style-type: none"> • Friday, 6.22 – Went over BSOF bylaws and bylaw changes from last year. • Looked at example applications to get a good understanding of how to apply the bylaws. • Put together a list of tasks to accomplish this summer to prepare for BSOF next year (used Trello) |

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| <ul style="list-style-type: none"> • BSOF Meeting follow-up | <ul style="list-style-type: none"> • Herman Diaz (External – SLiCE) | <ul style="list-style-type: none"> • Friday 6.29 – Met with Herman to follow up on our meeting last Friday. • Looked more at the timeline for accomplishing the tasks mentioned last week (action items for the next two weeks) |
| <ul style="list-style-type: none"> • Drafted Emails to Student Orgs who have requested funding in past – started putting together a timeline of application deadlines | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Drafted these emails. I am currently putting together a timeline of deadlines to attach. This will make it easier for student orgs to understand how the bylaw changes affect their funding requests. I will get this grid approved by Sarah and Herman before sending out these emails. |

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- The biggest setback so far is P card training and finding a time for this to take place so Nick and I can train the rest of exec. This has been placed on hold due to some other circumstances so I will be sure to maintain communication with Kim to get this done mid to late July.
- I need to keep my calendar up to date. I forget to make changes to my calendar as conflicts arise and it is hard for the front desk to schedule meetings for me. I am working on monitoring both my personal and finance calendars to make sure they show the same availability.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Action #1: Reach out to student orgs that have historically requested BSOF funding to update them on the bylaw changes and timeline changes for funding requests. This also includes Finishing the timeline that will make it easier for student orgs to navigate these changes and know when application and presentations deadlines are.
- Action #2: Reach out to past board members to gauge interest in the summer board as well as the board for next year. I also want to put together a timeline for training the 2018-2019 board. In terms of bylaws, I need to reach out to Ben to make sure the BSOF Bylaws are on a resolution on the consent agenda for the first senate meeting

- Goal #1: Continue to build relationships with SLiCE and gain a better understanding of the finance responsibilities through training with Michael, Kim and Pam as well as keeping up with BSOF communication to prepare for the upcoming year.



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Graphic Design Report

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| <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"> • Remote Access Meeting w/ Mr. Huitt | <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 which resulted in remote access to web editing, as well as signature changes and |

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| | | learned about password identity protection. |
| <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"> • Continues discussion of business card layout has carried on but final design have been made. Awaiting assistance from Kim Grubbs to finish in-house printing. Working through our first RFD procedure as a marketing team and will continue vigorously until these cards are finally printed and done with. Hoping to have cards to distribute at cabinet meeting on 6/28. |
| <ul style="list-style-type: none"> • Backpack/ Swag Designs | <ul style="list-style-type: none"> • President Syron, Director Alfred, Kim Grubbs, Director Braun, DJI Inc (external), Burt's Logo/Apparel (external), all ASCSU members who will wear merchandise. | <ul style="list-style-type: none"> • Working on designs, and have been picking out some of the best swag. Our gear will be more than appealing, it will bring people to the organization. Shirts are being designed and hoping to have finished products ordered within 14 days. |
| <ul style="list-style-type: none"> • Social Media Marketing Plan | <ul style="list-style-type: none"> • President Syron (internal), Director Braun (internal), Director Alfred (internal), all media followers both current and future. | <ul style="list-style-type: none"> • Followed a ton of people on Instagram, (multiple 100s), and have received almost a hundred new followers in one day. Two posts have gone up, and a schedule is being created to plan for what we will need to post and when. Graphics will be created accordingly, in order to keep up with the schedule delegated between myself, Sam, and Blake. |
| <ul style="list-style-type: none"> • Tailgating Marketing Plan Creation | <ul style="list-style-type: none"> • President Syron (internal), Director Braun (internal), Director Alfred (internal), every possible student who enjoys an awesome school provided tailgate on game days. | <ul style="list-style-type: none"> • Decision to redo the "12th Ram" marketing campaign. Pushing for "The Pregame" or possibly "Pregame Kickoff." Ideas are up in the air but we will be presenting our argument to the activities board within 14 days. PowerPoints, discussion |

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| | | points, and graphics are on their way to substantiate our obviously needed claim. |
| <ul style="list-style-type: none"> • Attended Meeting with Tailgating/Activities Board | <ul style="list-style-type: none"> • President Syron, Director Jewell. | <ul style="list-style-type: none"> • Listened to semi-elaborate conversation about multiple topics but focus was on tailgating and marketing the weekly events during the season. Received heavy push back on our new event headline “The Pregame”, but strongly intend to resurrect the idea with slight changes and a barrage of brilliance that will force the committee to understand the brilliant marketing we will be creating. |
| <ul style="list-style-type: none"> • Discussed LCD screen advertisement with CoLab. | <ul style="list-style-type: none"> • President Syron, Director Alfred, Director Jewell, Director Braun, Director Aubrey. | <ul style="list-style-type: none"> • Gained a much better understanding of pricing, timing, and strategy behind using LCD screens in the LSc for advertisement on things like Grill the Buffs, or any event we will plan on advertising digitally. |

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Although we did gain remote access to the website editing software, we still remain unable to connect to the U:Drive remotely. This will hopefully be fixed up Friday this week, if not next week.
- Waiting on RFD confirmations and truthfully a more full understanding in order to get business cards both approved and printed as soon as possible. The saga continues.
- Have not received access to the Procurement Card, which has us blocked for ordering our awesome backpacks and other swag items.
- Website edits have to be made so that 1) Our new event name will be listed accurately in all locations, and 2) to either gain access to Community Affairs email address or redirect Tailgate Registration to a different staff member in order to get registration up and running soon as possible.
- Social Media Marketing will take collaboration from more than one or two people. Sam, Blake, Liam, Tristan, and anybody else with input will be responding to a meeting

request in order to get our schedule set so I can get moving on Graphics in a timely manner.

- Tailgate marketing name of “The Pregame” took some heat during our board meeting, but we are adjusting to make sure the committee is much more responsive next time I have a chance to get in front of them.

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. (Yes, this one hasn’t changed.)
- Fix Remote Access Problems – meeting with Jason within 8 days maximum in order to secure our editing from personal computers, as we have only been able to edit the code on the backend (as opposed to actual layout on frontend). This has more than been a roadblock, it more like a collapsed bridge at this point.
- Swag Orders – need access to P-Card as soon as possible to at least get our first couple orders out for summer, then revisit the topic in late July or Early August.
- Create our new tailgate marketing plan, and sell it. As described above, we will be taking extensive steps to make sure we are prepared, if not over-prepared, to sell this idea so well it will be impossible to disagree with the concept.



2018 BIWEEKLY SUMMER REPORT

Week ending June 29, 2018

Traditions and Programs Report

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| <i>Prepared by</i> | Liam D. Aubrey |
| <i>Department</i> | Traditions and Programs |
| <i>Members</i> | Liam Aubrey, Director of Traditions and Programs |

EXECUTIVE SUMMARY

In the past two weeks I met with Keith Lopez from Orientation and Transitions to talk about some of the projects he had been working on with Alex Gertner. We discussed Forever Green, Homecoming and other things that he and Alex had discussed prior. I also have an upcoming meeting with Nick Popplewell to discuss a potential venue change for Grill the Buffs. I also spoke with CJ about how we plan to market Grill the Buffs.

ACTIONS ACCOMPLISHED

| Summary of Accomplishments | Participants/Stakeholders (Internal/External) | Date & Notes |
|--|---|--|
| <ul style="list-style-type: none"> • Meeting Keith Lopez | <ul style="list-style-type: none"> • I met with Keith Lopez to discuss some of the historical problems as well as opportunities around forever green, homecoming and game day. | <ul style="list-style-type: none"> • 6/18 |
| <ul style="list-style-type: none"> • Setting up meeting with Nick Popplewell | <ul style="list-style-type: none"> • I set up meeting with Nick Popplewell to get more information on the potential of moving Grill the Buffs to the stadium and how that would work with the different stakeholders involved. | <ul style="list-style-type: none"> • 7/18 |
| <ul style="list-style-type: none"> • Meeting w/ CJ Jewell | <ul style="list-style-type: none"> • We discussed what Grill the Buffs might look like this year as well as how we might handle any challenges marketing the potential change in venue. | <ul style="list-style-type: none"> mm/dd • |

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Lesson learned: I need to make better use of my calendar and notifications.
- Challenge: Making sure I met all of my obligations with my changing summer work schedule.
- Lesson learned: It is better to communicate more than necessary as opposed to less.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Communicate with Nick Popplewell and Mike Ellis with regards to how we plan to handle food at Grill the Buffs
- Have a follow up meeting on marketing the event
- Find a better way to aggregate the things that should be in the Ram Yell Books
- Make a plan for the Old Main Bell