



2018 BIWEEKLY SUMMER REPORT

Week ending July 14, 2017

President's Report

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

EXECUTIVE SUMMARY

I saw a shirt during the Fourth of July. It was a picture of the U.S mainland. It read " The united States of America, Established 1776. I couldn't help but think about the massive inaccuracies in that. July 4th 1776, the continents had declared war against the most power empire in the world. It would take close to half a decade to win. After winning, The united States would operate under the articles of confederation. After this the United states would finally establish the Constitution, a document changed 27 times to date. The point of this tangent is we took office June 1, but that was more of the Declaration. After 6 weeks, I think I can say we have found our way of operation. Expectations have changed dramatically, personalities begin to show, and relationships develop further. The significance of becoming established, unified that is how work actually gets done. I think the entire team is beginning to understand how each other works and skills and weaknesses. Which makes it so we can more easily maneuver around these obstacles.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • U+2 discussion 	<ul style="list-style-type: none"> • Yuval Rosenthal and Kevin Sullivan 	<ul style="list-style-type: none"> • Essentially Yuval is ready to make some progress around canvassing. We will work with the city to find the area of concentration and working with Traditions and Program Director we believe we can canvas the neighborhood and explain the faults of u+2.
<ul style="list-style-type: none"> • Set up meeting with Mayor 	<ul style="list-style-type: none"> • The Mayor 	<ul style="list-style-type: none"> • I think Yuval and I want to be very up front with the city. We plan to lay out the case for me plus three. While Yuval digs into me plus three and does the research for that, I'm beginning phase two of our city plan: discriminatory laws against students. Essentially, I'm of the firm believe that certain city laws target students disproportionately. These laws are also criminal charges. For example, noise complaints. Not only is the ticket expensive, it leaves an individual with a criminal charge. I think if you look as close as boulder you'll see most cities don't handle it this way. We also see this with muddy trail tickets and smoking in old town. Yuval and I plan to present the mayor in hope of support
<ul style="list-style-type: none"> • Met with a senator 	<ul style="list-style-type: none"> • Nolan Bunting 	

		<ul style="list-style-type: none"> Met with Nolan to discuss Senate this year. I think I said some things that I would like to see Senate focus on. I also expressed some concerns that I see forming. Overall, I told him he should talk to Ben, because I'm not really the head of the Senate and don't want to overstep at all
<ul style="list-style-type: none"> Tailgating with IFC 	<ul style="list-style-type: none"> The Presidents of Fraternities 	<ul style="list-style-type: none"> We met with three Presidents and discussed their goals for tailgating. We talked about bringing your own grill, speaker, etc. We had some discussions about having a "Hughes feel" for Greek life, allocating them a row. I think this would be advantageous to have more conversation. Now the goal is simple- get students there and registered.
<ul style="list-style-type: none"> Meetings with cabinet members 	<ul style="list-style-type: none"> The cabinet 	<ul style="list-style-type: none"> I have meetings with some members of the cabinet. I think it gives them the chance to get my thoughts, but also lets me get involved. I try to act as a resource and gives things to consider but really let them make the choice.
<ul style="list-style-type: none"> Grills 	<ul style="list-style-type: none"> ALVS/ Environmental department 	<ul style="list-style-type: none"> I've spent a few hours in discussions around grills and grilling. My goal would be to have ALVS grill at some games and purchase grills. I have the go ahead to use grills it seems, just need to work out the food part and who will be doing the grilling
<ul style="list-style-type: none"> Advisor/ office meetings 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Had to meet about hanging white boards, have weekly meetings with pam. Always

		insightful and helps keep me on track.
<ul style="list-style-type: none"> • Alternative transportation 	<ul style="list-style-type: none"> • ATFAB team 	<ul style="list-style-type: none"> • I think the main take away from this will be a letter of endorsement from a trail near the prospect under pass • Support for another bike repair shop on the south side • Continuing working relationship
•	•	•

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- “ I’m tired”. I feel myself saying that a lot. The long days and constant work can slowly grind down my spirit. But I’ve become an expert in fake it to I make it
- My leadership style reflects my work ethic. I’ve always been the person to take a task and largely finish it on my own. So I have a habit of just handing projects off to departments and assuming that they can take care of it. I think I’m getting some pushback in this style. Some people just would rather have more details of what I want, rather than my “run with it” mentality. I’ll have to adjust to be more helpful.
- People will talk, and they will talk a lot- even if you don’t care that much. Smile through it

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Finish grills and tailgating plan
 - Get the grills purchased
 - Email the rest of those contacts
 - Get marketing moving
 - Video
 - Help CJ with graphics
 - Talk to Blake about where to market
 - Talk with some about compensation for social media through collaboration
 - Dj and stage

- Graphic of lot
- Set up registration process
 - Remember car passes
 - Email IFC and presidents
 - Get club sports involved
 - Assign spots for 6 games
- Reserve policy
- Board report
 - Work with CJ and Claire to make it look good



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 2017

Vice President Report

<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

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ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • SFRB Rec Center 	<ul style="list-style-type: none"> • Cody Frye (External) 	<ul style="list-style-type: none"> • My meeting with Cody Frye took place at the Rec Center. Our meeting was easily one of my favorites by far. He toured me around the Rec Center and showed me all of the resources

the rec center offered. He showed me what changed since last year in regards to the student fee usage. At the end of the meeting he showed me his office and it was probably the nicest office that I've seen on campus. It was large and had a balcony. He even had extra documentation for me about the student fees in the Rec Center and let me ask him questions for a while. I was very impressed with the meeting and am looking forward to working with Cody in the future.

- **Graduate Student Outreach**

- Zach Bennet (External)

- I met with Zach Bennet a hopefully incoming CSU Graduate student about his experience transitioning in to the graduate student program at CSU. He's a transfer from up north and is interested in getting in to the CSU graduate school program. We had breakfast and talked about his desire to enter the program and I asked him if he had any interest in getting involved in ASCSU in any sort of capacity.

- **IT Meeting**

- Jason Huitt (External)
- Linda Carpenter (External)

06/25

- I had an IT meeting with Jason Huitt and Linda Carpenter regarding the IT

		<p>agreement between ASCSU and LSC IT. It was an eye opening experiences because they gave me some insight in to the history of ASCSU and technology.</p>
<ul style="list-style-type: none"> • Check in With Ben For Speaker 	<ul style="list-style-type: none"> • Ben Amundson (Internal) • Tristan Syron (Internal) 	<ul style="list-style-type: none"> • I had a three way call with Ben and Tristan regarding his duties so far over the summer. It seems like he is enjoying his time out in D.C. I'm glad to say that the relationship between exec and senate leadership is looking great this summer. So many people warned me that there would be troubles between the two branches but I haven't experienced anything negative from Ben. He has my full trust and I look forward to his return.
<p>Tailgating Meeting</p>	<ul style="list-style-type: none"> • Members of IFC (External) • Tristan Syron (Internal) • Sam Braun (Internal) • CJ Jewel (Internal) 	<ul style="list-style-type: none"> • Tristan, Sam, CJ and I met up with some members of IFC to discuss what they would like to see out of tailgating for next year. We reached out to all of Greek life and other students groups but only members of Theta Chi, Kappa Sigma, and FIJI expressed any interest in meeting up for this first session. Overall, the meeting went very well and we expect the future meetings to include even more leaders in student organizations. • It is no surprise that tailgating was terrible last year. Obviously when transitioning from the greatest tailgating

		<p>location ever (Hughes) to a new location, there are going to be some problems. They informed us that not many student groups knew about the new tailgating location. Our plan to combat that is to reach out to them instead of waiting for them to come to us.</p>
<ul style="list-style-type: none"> • SFRB Student Legal 	<ul style="list-style-type: none"> • Kathy Haward (External) 	<ul style="list-style-type: none"> • I met with Kathy Haward regarding SFRB at her office in student legal. She might be tied with Cody Frye for one of the best meetings. • I asked her if she thought there might be an increase. She actually was able to answer with ideas and numbers regarding what the possible options were for an increase. • I provided her with the SFRB survey results, as I do with every other area, and she actually showed me survey results that she had too.
<ul style="list-style-type: none"> • SFRB Student Resolution Center 	<ul style="list-style-type: none"> • Melissa Emerson (External) • Brooke Wichmann (External) 	<ul style="list-style-type: none"> • I met with SRC at a coffee shop in the LSC. I felt bad because I showed up a few minutes late and I hate being late but they were understanding. • Overall, they seem to be running very well and suffer the same issue that almost all fee areas face. People just don't know what they offer. • I learned about different services they offered that I didn't realize beforehand. • I asked them what was the most common misconception

		<p>students have about their fee area and they told me that people don't realize that they are separate from conduct services.</p>
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Blake Alfred (Internal) • CJ Jewel (Internal) 	<ul style="list-style-type: none"> • I'm very excited with the direction marketing is going. I just read over their last report earlier today and was amazed with the progress they are making.
<ul style="list-style-type: none"> • Weekly Exec Meeting 	<ul style="list-style-type: none"> • Kim Grubbs (Internal) • Claire Fenton (Internal) • Tristan Syron (Internal) • Zach V. (Internal) 	<ul style="list-style-type: none"> • The weekly meeting with exec leadership and Kim Grubbs went smoothly. We discussed the retreat. Tristan and I are very excited to make this retreat enjoyable and useful for new and returning members of ASCSU because we became friends at the retreat. Overall, I think it is very important that the layout of cabins is done carefully so that students can feel a connection with a group right off the bat. • Also we discussed the placement of the whiteboards in the office. It was long discussion but at the end of the week we reached a result that I believe the LSC, Facilities, and people who frequent the office will appreciate. If you are wondering how a discussion about a whiteboard could possibly take more than 10 minutes or even make it to a directors report, you are not alone. Turns out there is a lot to consider with fire-code, usage, and proxemics.

CHALLENGES/SETBACKS/LESSONS LEARNED THESE WEEKS

ACTION ITEMS AND GOALS FOR NEXT TWO WEEKS

- I'm working on meeting even more Fee Area Directors in the coming weeks and have refined the process.
- I am also in the process of recruiting members for SFRB and would like to start the semester off with a full board. I realize that we will lose many board members throughout the year due to a variety of reasons so I am trying to over recruit.
- Make an even longer Directors Report.
- Running to Cole Wise on campus more often and asking him if he is proud of me yet because I know it fills him with joy to tell me that he is proud of me.



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 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 past few weeks were largely meetings with a variety of people regarding a variety of topics. Given my absence over the past month, I have had to ensure that I am up-to-date on the activities and concerns of the entire branch. My interactions with stakeholders outside of ASCSU have been very positive, and hopefully that can be leveraged to advance our goals as an organization. I feel that both myself and ASCSU as a whole are on the way to a fantastic year, so long as we keep ourselves on the right path.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Had first meeting with the whole Office of the President 	<ul style="list-style-type: none"> • Tristan Syron, President • Kevin Sullivan, Vice President • Claire Fenton, Deputy Chief of Staff 	07/03 <ul style="list-style-type: none"> • First weekly meeting to discuss various topics • 07/10 meeting cancelled for Kim's vacation

	<ul style="list-style-type: none"> • Kim Grubbs, Administrative Assistant 	
<ul style="list-style-type: none"> • Met with Fraternity & Sorority Life regarding Tailgating 	<ul style="list-style-type: none"> • Tristan Syron • Lindsay Sell, Director, Fraternity & Sorority Life 	<p>07/05</p> <ul style="list-style-type: none"> • Discussed Tailgating and ASCSU's plan for the lot • Working with Marketing and Campus Engagement to make sure system is ready for the whole year
<ul style="list-style-type: none"> • Met with marketing department 	<ul style="list-style-type: none"> • Tristan Syron • Kevin Sullivan • CJ Jewell, Director of Graphic Design • Sam Braun, Director of Campus Engagement 	<p>07/05</p> <ul style="list-style-type: none"> • Scheduling and Social Media discussed among other things • Will have to communicate meeting expectations better
<ul style="list-style-type: none"> • Attended PSC meeting for Director Fairfield 	<ul style="list-style-type: none"> • Tristan Syron • Andrea Fairfield, Director of Environmental Affairs 	<p>07/06</p> <ul style="list-style-type: none"> • President's Sustainability Commission met for their summer retreat • I will be attending future meetings until August
<ul style="list-style-type: none"> • Met with OIP regarding Speaker funding 	<ul style="list-style-type: none"> • Shauna DeLuca, OIP Assistant Director of Global Co-Curricular Initiatives 	<p>07/09</p> <ul style="list-style-type: none"> • ASCSU has supported this series for the past several years • Funding has traditionally come from the Senate Discretionary • Their ask may be higher this year due to loss of co-sponsors
<ul style="list-style-type: none"> • Met with Kanayo regarding Parking strategy 	<ul style="list-style-type: none"> • Kanayo Okolo, Director of University Affairs 	<p>07/11</p> <ul style="list-style-type: none"> • Referred him to various resources across campus • Came up with strategy to increase access to parking on campus
<ul style="list-style-type: none"> • Attended the CSU Master Plan Committee as substitute 	<ul style="list-style-type: none"> • Tristan Syron • Members of the Master Plan Committee 	<p>07/13</p> <ul style="list-style-type: none"> • Attended on behalf of Director Rosenthal

		<ul style="list-style-type: none"> Glover Redevelopment, Meridian adjustments, and ALVS expansion were discussed
<ul style="list-style-type: none"> Had meeting with Pam regarding Fall Retreat 	<ul style="list-style-type: none"> Kevin Sullivan Claire Fenton Pam Norris, SLiCE director 	<p>07/12</p> <ul style="list-style-type: none"> Discussed which retreat events were mandatory and which could be moved Began planning outreach for ensuring attendance from all branches
<ul style="list-style-type: none"> Chaired 3rd summer Cabinet meeting 	<ul style="list-style-type: none"> ASCSU Executive Cabinet 	<p>07/12</p> <ul style="list-style-type: none"> Scheduled and ran cabinet meeting Set expectations in terms of behavior
<ul style="list-style-type: none"> Meeting regarding ATFAB 	<ul style="list-style-type: none"> Tristan Syron Hanna Johnson, ATFAB Chair Aaron Fodge, ATFAB Advisor, PTS Alternative Transportation Manager 	<p>07/13</p> <ul style="list-style-type: none"> Discussed plans for the board in the coming year Began planning possible collaboration between ATFAB and ASCSU Zahra will meet next week regarding an ADA audit

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Challenge: Management is a lot harder without a clear set of guidelines
- Challenge: Working around people's schedules can be difficult when they are polar-opposite.
- Lesson: Emailing from a distance is fine. Managing from a distance is near-impossible

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Meet with Jonathan Morreale regarding a new position
- Assist cabinet members with attending a diversity conference
- Communicate when Tailgating registration begins with FSL
- Continue to monitor and set expectations for the cabinet



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 2017

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 great. Many departments have started collaborating with each other, there are relationships forming between co-workers, and teamwork is becoming prominent throughout the office. Many departments have begun making progress and planning for the year ahead. Within the Office of the President, we have appreciated having Chief Vaishampayan back in the office and we made a lot of progress with planning the retreat in the past two weeks.

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) 	07/6-07/09

	<ul style="list-style-type: none"> Incoming CSU Students(External) 	<ul style="list-style-type: none"> Interacted with incoming CSU students and encouraged them to learn more about ASCSU and get involved Had some great conversations with parents of students
<ul style="list-style-type: none"> ATFAB Meeting 	<ul style="list-style-type: none"> ATFAB Committee (External) 	<p>07/05</p> <ul style="list-style-type: none"> Attended in place of Director Fairfeild Discussed more regular use of bikes on campus and how to encourage students to bike to campus Brainstormed ways to get more people involved with the committee and how to spread their message
<ul style="list-style-type: none"> Executive Meetings 	<ul style="list-style-type: none"> President Syron(Internal) Vice President Sullivan(Internal) Chief Vaishampayan(Internal) Advisor Grubbs(Internal) 	<p>07/03</p> <ul style="list-style-type: none"> Filled Zach in since he had been absent Discussion around office space and placement of white boards Decided on how we are going to hold people accountable for their jobs Moving forward with retreat planning How we want to reach out to the judicial and legislative branches
<ul style="list-style-type: none"> Retreat Meeting 	<ul style="list-style-type: none"> Vice President Sullivan(Internal) Chief Viashampayan (Internal) Advisor Norris (External) 	<p>07/12</p> <ul style="list-style-type: none"> Went over required employee training and when to schedule them Discussed challenges such as attendance, accommodations, and restricted behavior

		<ul style="list-style-type: none"> • SLiCE doesn't have a retreat before ours and they have training on August 10th • Discussed options for Friday lunch and advisor attendance • Came up with goals for the retreat and how we want people to leave the retreat feeling • Got feedback on the previous years and the successful sessions • Brainstormed ideas for presenting the professionalism in the workplace session
<ul style="list-style-type: none"> • Meeting with Vishwajeet 	<ul style="list-style-type: none"> • Chief Vaishampayan (Internal) • Deputy Bhosale(Internal) 	07/11 <ul style="list-style-type: none"> • Discussed summer pay • Heard about Vishwajeet's progress this summer and the meetings he has attended • Came up with overall goal for his position
<ul style="list-style-type: none"> • Tailgate Presentation 		<ul style="list-style-type: none"> • Started working on creating a tailgating presentation for the game day committee meeting • Discussed vision for tailgating and how to present student ideas to faculty and administration
<ul style="list-style-type: none"> • Cabinet Meeting 	<ul style="list-style-type: none"> • President Syron(Internal) • Vice President Sullivan(Internal) • Advisor Norris(External) • Chief Vaishampayan (Internal) • Director Al-Saloom(Internal) • Deputy Jewell(Internal) • Deputy Bhosale(Internal) • Director Braun(Internal) • Director Aubrey(Internal) • Director Fairfeild(Internal) 	07/12 <ul style="list-style-type: none"> • Introduced Pam Norris, advisor from SLiCE • President Syron gave a nice speech recognizing individual hard work • Chief Vaishampayan went over expectations and explained employment requirements

- Director Ropper(Internal)
- Director Alfred(Internal)
- Deputy Lewis(Internal)
- Slack training was postponed because we need to purchase full access
- Deputy Lewis presented a community service project in Bolivia he's been working on, we discussed ASCSU funding part of the trip for volunteers.
- Update and information on using ASCSU social media accounts
- Discussed expectations for the retreat, got feedback on how to make it successful, and encouraged executive to contribute to the agenda
- Collaborated as a team and got updates from cabinet members

CHALLENGES/SETBACKS/LESSONS LEARNED THESE WEEKS

- There are a lot of executive members who are at different places with the progress they've been making and the help they need. It is important to recognize that everyone is not at the same place because of their previous experience or holdups in their departments.
- I learned how important it is to keep the end goal in mind when planning logistical things. We wanted to dive right in to planning the retreat before we had an idea of the purpose and our vision behind the retreat.
- I have been learning how to hold my co-workers accountable for their actions and communicate frustrations with them.

ACTION ITEMS AND GOALS FOR NEXT TWO WEEKS

- Reach out to any advisors we would like to have at the retreat.
- Create online sign-up form for the retreat and reach out to all ASCSU member encouraging them to attend.
- Get a concrete schedule for the retreat and coordinate food, buses, etc.

- Meet one on one with members to check in with them and understand what their department is working on.
- Start exploring more opportunities for ASCSU to get involved with RMSMC.



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 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 past two weeks have been primarily BSOF related. I started putting together a summer board for the student organizations that will need to be heard before the first official BSOF meeting of the fall semester. I have also been reaching out to past student organizations to update them on bylaw changes and to introduce myself. I was able to make some progress on my finance training with Michael and things are looking up for future training, including Kualii.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Started putting together a summer BSOF board 	<ul style="list-style-type: none"> • Past board members 	<ul style="list-style-type: none"> • I reached out to board members from the last two years to start putting together a summer board for BSOF. I am still working to fill

		<p>a few more spots, but should be good to go by the 25th of July (application deadline for organizations to be heard by summer board)</p>
<ul style="list-style-type: none"> • Met with Michael for Finance Training 	<ul style="list-style-type: none"> • Michael Wells (External) 	<ul style="list-style-type: none"> • We went through the Udrive and established how I can organize documents and paperwork so I can be as efficient as possible when searching for and maintaining records. We also went over some of my resources and contacts for the next semester. Next training will be Kualii
<ul style="list-style-type: none"> • Emailed Student Organizations to update them on bylaw changes 	<ul style="list-style-type: none"> • Student Orgs (External) 	<ul style="list-style-type: none"> • I sent out emails to student organizations that have requested BSOF funding the past couple years. I took the opportunity to introduce myself as well as update them on bylaw changes and how it could impact the funding request timeline.
<ul style="list-style-type: none"> • Worked on the BSOF application 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • I started updating the BSOF request application. I changed the dates to account for bylaw changes and so it is for the current year. I am beginning to think of questions to add to make the summer BSOF process as similar to the fall semester process as possible. I want to make it fair for all student orgs requesting funding no matter when they request it.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- One set back is not having an updated email list for student organizations. RamLink information is updated by the student organization itself. I am

hoping I can at least reach the majority of student organizations and that the information is passed on to the correct person or I am given their contact information so I can reach out myself. As the semester starts, I will re-look at RamLink to see if emails have been updated so I can try reaching out again.

- One challenge for me was time management. I am still navigating the amount of time certain tasks and responsibilities within this role take, so I was unable to complete all the tasks I had set by the deadlines I set for myself. Now that I have faced this challenge, I have a better idea of how to manage certain tasks for the upcoming weeks and semester. I am able to better prioritize and manage my to-do list so I can complete tasks efficiently and on time.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Finish the BSOF funding request application early next week and get it published so student organizations have the opportunity to view it and start applying if necessary.
- Finish finance training with Michael over the next couple weeks before the ASCSU retreat.
- Continue communication with student organizations to help make BSOF funding more accessible and available to more students



2018 BIWEEKLY SUMMER REPORT

Week ending 7/16

Controller

<i>Prepared by</i>	[Nick Bohn]
<i>Department</i>	Finance Department
<i>Members</i>	Nick Bohn Lynsie Roper

EXECUTIVE SUMMARY

For the last couple weeks I have struggled to find work to do because my position was being restructured but was recently finalized! I then met with former President Wells to do some accounting training on the Quali platform and scheduled our further training.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> Positional duties finalized 	<ul style="list-style-type: none"> After many conversations with Pam, Kim, and Tristan my positional duties and processes were finalized, allowing me to start moving forward with relevant training and responsibilities 	<ul style="list-style-type: none"> 07/12/18
<ul style="list-style-type: none"> Started Quali Training 	<ul style="list-style-type: none"> Former President Michael Wells 	7/12

		<ul style="list-style-type: none"> Met with Former president and had an overview of Kualii our accounting program. Learned a lot, took good notes, and set further training for two weeks out
•	•	mm/dd •
•	•	mm/dd •

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Unfinalized job: This made it difficult to begin work because we were all uncertain what my duties would look like
- Scheduling: Having another job and limited time availability makes it often hard to schedule meetings

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Send in Director report
- Schedule training with Jennifer Fischer for further training
- Have training scheduled by end of week
- Enter first kualii payment by next Cabinet meeting



2018 BIWEEKLY SUMMER REPORT

Week ending July 12, 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

The past two weeks have been exciting as we get closer to the fall semester and actually getting to implement some plans and do some events. There has been a lot of cabinet collaboration on tailgating and I think that is going to end up making tailgating great again. I have had help tabling and have been talking and hanging out with cabinet members and I think that we have a good community growing.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
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<ul style="list-style-type: none"> • Met with Athletics about tailgating 	<ul style="list-style-type: none"> • Liam Aubrey • Riley Sheldon (athletics) • Jake (Ram Ruckus) 	<ul style="list-style-type: none"> • 7 –10 – 18 • At this meeting we discussed ways in which ram ruckus and ASCSU can collaborate in order to strengthen the relationship between the two organizations as well as student participation in events that we each put on.
<ul style="list-style-type: none"> • Table first year and transfer student orientations 	<ul style="list-style-type: none"> • 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!
<ul style="list-style-type: none"> • Met outside of office 	<ul style="list-style-type: none"> • Tristan Syron • Kevin Sullivan • CJ • Kanayo 	<ul style="list-style-type: none"> • Multiple Occasions • Meeting and talking with other cabinet members outside of the office in an informal setting is important in order to form better working relationships. However, with these people in particular we always end up planning ASCSU related things when we hang out outside of the office and we come up with great ideas for collaboration and engagement with other students.
<ul style="list-style-type: none"> • Met with CJ 	<ul style="list-style-type: none"> • Chris Jewell 	<ul style="list-style-type: none"> • Me and CJ finalized some orders for marketing and submitted the 15000 dollars to 4imprint in order to seure swag for the whole next year. We also formed a plan for the retreat shirts with Kim and are set to have those ready for the retreat. We have also collaborated on the website quite a bit and are working together on the Instagram in order to engage more students.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Terrible tabling materials (**MAKING PROGRESS NEED P CARD**)
- Add things to the calendar, verbal agreement is not enough
- Collaboration and communication is important

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Continue tabling and increasing involvement
- Plan RLT (**SET MEETING WITH CLAIRE**)
- Meet with Andrea about retreat games
- Become friends with everyone in cabinet (engage)
- Make birthday List for cabinet (in progress)
- 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
- Get volunteers for community walk/ramapalooza/carnival



2018 BIWEEKLY SUMMER REPORT

Week ending [Select Date]

Director Report

<i>Prepared by</i>	Yuval Rosenthal
<i>Department</i>	State & Local Affairs
<i>Members</i>	Yuval Rosenthal, Director of Community Affairs

EXECUTIVE SUMMARY

Although I had spent the last couple weeks back home in Israel, visiting family and taking care of some personal affairs, a great deal of work was made from afar. The LSC was confirmed as a polling location for the midterm election, a meeting with Emma Marion from New Era was set up for my return, a meeting with Mayor Troxell and City Manager Atteberry is in the works for President Syron and myself, and marketing/canvassing structures for U+2 and the community welcome walk are underway.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> LSC approved as polling location 	<ul style="list-style-type: none"> Collaborated with Tom Hoehn and other external stakeholders (mentioned in previous report) 	<ul style="list-style-type: none"> 07/02 Last week, Mike Ellis had informed the relevant stakeholders that the County Clerk's office approved the

		LSC per our request. Now, I am collaborating with Tom to explore a get-out-the-vote effort that will include both students, a group of Fort Collins senior citizens, and (possibly) a professional voter registration organization such as New Era – pending meeting.
<ul style="list-style-type: none"> • Setting up meeting with Mayor Troxell and City Manager Atteberry 	<ul style="list-style-type: none"> • Collaborating with: President Syron (internal), Sarah Kane, Executive Administrative Assistant to the Mayor (external), Dawn Burgess, Executive Assistant to the City Manager (external) 	<p>07/10</p> <ul style="list-style-type: none"> • As it seems right now, the meeting will take place August 21st (pending time). President Syron and I will be compiling materials to discuss with the Mayor and City Planner that focus on the administration’s local legislative agenda.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Experienced difficulty communicating and coordinating with other team members from afar.
- I learned the importance of staying proactive with emails, especially when away from the office.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Set meetings with marketing, campus engagement, traditions and programs to discuss matters related to U+2, community welcome walk, and the midterm election.



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 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

This week was rather busy with my class (and I mean busy because there is an ungodly amount of reading that I have complained to Pam about), but also with meetings. One highlight of the last two weeks is Tristan's help with the audit timeline; he has an immense amount of knowledge on resources that I need, as well as how to conduct a project. I met with Dora Frias, the Pride Center director, and I learned a lot from her and about the LGBTQ+ community; I truly admire her dedication and need for action on this campus, and I will take a lesson out of her book to apply to my everyday life. I also met with my supervisor at APACC, Anthony Kim, and we talked about possibly bringing a speaker on campus that each SDPS office and student organization could benefit from. I finally got to sit down with CJ to ask for a marketing request for some Halloween costume expectations; it's good to get things out of the way, but also take into account how busy Blake and CJ will be with other directors who need marketing. All in all, this was a great and informative week that has left me with the best lesson: leave things better than you found it, and *enhance it*.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> Weekly Mtg. w/ Tristan 	<ul style="list-style-type: none"> Tristan Syron (Internal), myself 	<ul style="list-style-type: none"> July 6, 2018 Tristan and I had our first face-to-face meeting of the summer! I pulled out things that I wanted to discuss based off of my past director's reports and some current projects that I'm working on. One thing that we discussed was the status of the two New Mexico students that was discussed at PCDI. Tristan suggested composing a letter from ASCSU to send to them, however we agreed that because CSU hasn't heard from them since the incident, it was better to stay out an issue that student government has no control over. Before the meeting, I thought about the two young men a lot, and it is absolutely justifiable for them to not want to return to CSU and for the university to cease its efforts in contacting them. We as a university have let them down, and now the only thing that we can do is learn from this experience and move forward. This is the hardest task for anyone person when acts of harassment, ignorance, or racism occur on this campus. Tristan drafted up a timeline of the ADA audit, which I

really appreciated. This gives me a clear visual of what I need to accomplish when it comes to creating a committee, meeting with Aaron Fodge which will be happening on 7/19, and creating a presentation for UFFAB. I've started thinking about getting in contact with Hanna Johnson from ATFAB; she's a great resource and has a good understanding of transportation and disability.

- It's time like these where I really do appreciate Tristan and his dedication. Tristan isn't someone who will just listen to the issues in your department and expect you to figure it out on your own. Rather, he actually offers himself as a resource and provides other resources in order to alleviate the stress of your tasks.

- **Mtg. w/ Dora Frias (Director of Pride Center)**

- Dora Frias (Internal)

- July 11, 2018
- I got to formally introduce myself and meet Dora Frias, the director of the Pride Center. This was a very eye-opening meeting that showed me how much I truly did not know about the LGBTQ+ community at CSU. I asked her about the mission and services of the center, which ranged from providing a very needed safe-space for Queer/Trans students to different educational resources for both the community and allies. At the same time, some students do

not use the center for fear of being targeted by individuals who do not recognize LGBTQ+ people, as well as harassment. There are professors that purposely out their students by not using preferred names or pronouns. Along with this, there is limited housing on campus and a long waitlist; Summit Hall is constantly in high traffic because of its open housing.

- The biggest thing that I learned from Dora was how incredibly underfunded and understaffed the center was. For the first time in quite some time, the center was able to receive new furniture like the SDPS offices, but that is as far as it goes. I asked if it was possible for Pride to ask SFRB for a fee increase, but the issue is that political climate can affect who will give or deny them an increase. At the same time, there are no legal implications if the needs of LGBTQ+ are met. WGAC, RDS and other SDPS office are able to be funded because there are legal implications if race, disability, or Title IX are not recognized.
- I am very grateful for Dora and her dedication. Pride would not be running if not for her and the past directors. She is absolutely amazing and has a dedication that I wish I could mirror.

- **Marketing Request for CJ**

- CJ Jewel, Director of Graphic Design (Internal)

- July 12, 2018
- I emailed CJ and Blake about getting some advertisement/marketing for the expectations on Halloween costumes. I really wanted to get this task out of the way, as well as the fact that there are probably going to be a flood of requests coming soon.
- The expectations of the Halloween costumes are that it should not sexualize a culture/religion, represent a culture/religion, and that there should be no lightening or darkening of the skin. This has always been important to me because of my personal experience where people would dress up as Muslim extremists. It is visually and emotionally upsetting, and no one should go through that.
- There needs to be an emphasis that everyone is allowed to have fun on Halloween, but not at the expense of someone's safety.
- CJ is a great guy and he is very attentive. I can't wait to work with him and Blake more during the year; both of them have great sense of humor, which I really appreciate!

- **Completed First Draft of ASCSU Retreat Diversity Workshop**

- Myself

- July 12, 2018
- Following the cabinet meeting from two weeks ago, I drafted an idea of what I want to do for my workshop at the retreat.

- The whole point is on who is not participating in the conversation at ASCSU, along with that we need to unite in solidarity and not focus on differences, but on similarities.
- I had Claire, Zach, and Tristan look over the draft of my ideas, and they all agreed that didn't an activity as a large group instead of smaller groups would be more beneficial. I'm also in agreement because this way, everyone can be involved instead of having 3-4 people in a group not put as much effort into the activity.
- I'm really excited about this workshop, and I also got into contact with Cori Wong and Herman Shelton on how to present this information. Intersectionality is a sensitive topic, and I want people to be receptive; I really appreciate them taking time out of their day to help me out.

• **Mtg. w/ Anthony Kim (APACC Co-Coordinator)**

• Anthony Kim (Internal)

- July 13, 2018
- I met with Anthony, who is my supervisor at APACC for my job as the Peer Mentor Coordinator. He and I wanted to discuss my position at ASCSU and what I need to accomplish.
- A great thing that we talked about was getting a speaker up to CSU and threw some ideas around. I suggested Blair Imani, a personal idol of mine. The reason why it'd be

amazing for her to speak is because she has a multitude of identities that encompass much of the SDPS offices and can be sponsored by ASCSU. As a queer, black, Muslim woman, she has done a large amount of charity work and activism; she possesses a great amount of knowledge in social justice, and I believe that we can all benefit from her work, especially because she can be easy to resonate with.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- The biggest lesson I learned was from Dora, and that is that we need to constantly educate ourselves. She didn't explicitly say anything that triggered this lesson, but it was really my own self-reflection from our meeting. Learning about CSU's LGBTQ+ community and the policies that affect them made me realize that there is so much that I still do not know about or understand. To be an ally, as a director and as a human, I must be informed, ask questions, and emphasize solidarity. We must constantly learn new ways to support each other.
- A lesson that I like to remind myself of is "leave it better than you found it." This applies to anything and everything. I want to leave CSU better than I found it for other students, and I want to enhance their experience. Students, faculty, and visitors deserve to feel welcome, supported, and leave feeling like they have been taken care of at this university. CSU has a place in my heart since this was my grandfather's and father's school. Let's leave CSU much better than how we intentionally found it. There is room for improvement everywhere.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Action #1 is to meet with Aaron Fodge on 7/19. I've been looking forward to this meeting (finally!) to discuss his experience with conducting audits and what to look for in terms of what needs improvement on campus. Tristan will hopefully come along since he has a great relationship with Aaron and Fred, as well as an understanding of what should be expected from UFFAB and the presentation.
- Action #2 is to meet with Emerald Green from B/AAC on 7/23 and reschedule a time with Tyrone and Tiffani from NACC. Meeting with SDPS offices are crucial to establish a relationship and actually be involved with their events and philosophy. I don't want ASCSU's past mistakes by promising these offices that we'd be more involved and then disappearing. I want us to continue to be involved and establish a relationship and alliance.
- Goal #1 is to establish a committee for the ADA audit. I'll ask Tristan to help me draft a bill/legislation/whatever it is so that we can get it to Senate and start this audit right away.



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 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 Director of Environmental Affairs

EXECUTIVE SUMMARY

The past two weeks I have become more and more accustomed to how ASCSU works which is helping me make great strides on many of my ideas. I have also solidified many more meetings with directors of organizations which has really been improving my knowledge of how much Maddie did last year. I am hoping to both build upon some of her initiatives as well as take on a few that I think are especially important. My main project of the last two weeks consisted of making sure each desk in ASCSU has a recycling bin. I am going to use this project to educate the executive cabinet members about what can and can't be recycled. Once my co-workers have been educated they can help me to be ambassadors for the schools recycling bins. The more people we have recycling correctly the less we will have to dump into the landfills.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Recycling Bin proposal 	<ul style="list-style-type: none"> • Tristan (internal), CJ (internal), Sam (internal) 	<ul style="list-style-type: none"> • I wanted to get recycling bins for all the desks in ASCSU. Tristan has so wonderfully helped me make this idea a reality. I plan on putting some sort of sticker on the front of each of the bins showing what can and can't be recycled. I also figured that by putting these bins in ASCSU I could educate all the directors about the proper way to recycle. To do this, Sam and I are going to coordinate to make a trivia game for the retreat.
<ul style="list-style-type: none"> • Worked towards having the same people attend the same meetings every month. 	<ul style="list-style-type: none"> • Sam (internal), Zack (internal), Claire (internal) 	<p>07/11</p> <ul style="list-style-type: none"> • Sam, Zack, and Claire have so graciously volunteered to attend the meetings that I am unable to make. Sam will be going to the CBAC meetings for July and August, Claire is going to the ATFAB meetings, and Zack will be attending the PSC meetings. I have really appreciated their continued support and great note-taking so that I can have a "presence" in these groups.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- I really struggled with being patient and waiting for emails to be sent around. Eventually, I learned to ask others for help getting the ball rolling.

- I am learning quickly that if I am struggling with something, there are lots of other people who are more than willing to help me.
- I am still working on organizing my methods for taking notes and making sure I have all my meetings schedule correctly while also balancing my personal life.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Once the other part of my desk comes in (hopefully in the next two weeks) start decorating!
- Meet with CJ to discuss the budget for the upcoming school year and the stickers for all the recycling bins in the office.
- Meet with Sam to plan what kind of Trivia game he wants to do at the retreat.



2018 BIWEEKLY SUMMER REPORT

Week ending [Select Date]

Deputy Director of Graduate Affairs Report

<i>Prepared by</i>	Vishwajeet S. Bhosale
<i>Department</i>	Graduate Affairs
<i>Members</i>	Deputy Director - Vishwajeet S. Bhosale

EXECUTIVE SUMMARY

My agenda for the summer is to work with GSC to fill senator positions, learn more about how Graduate School administration functions and what are the issue that majority of graduate students want to get addressed. In line with that, I met Deputy Dean of Graduate School – Dr. Mary Stomberger and discussed possible plans for the year. I also met with GSC officers to hear their plans for the year and see possible areas of contribution for ASCSU

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> ▫ Meeting with Dr. Mary Stomberger 	<ul style="list-style-type: none"> • Deputy Dean of Graduate School 	<ul style="list-style-type: none"> • 5/24
<ul style="list-style-type: none"> • Meeting with GSC officers 	<ul style="list-style-type: none"> GSC president and other officers 	<ul style="list-style-type: none"> 6/6

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

Can improve in managing time.

Meetings are more productive than email conversation.

ACTION ITEMS AND GOALS FOR NEXT WEEK

Meeting with GSC officers on Wed 07/18



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 2018

[Position] Report

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

EXECUTIVE SUMMARY

The last two weeks are more than likely the most productive my department(s) have had. That being said, the amount of potential ideas and collective input for the Marketing team has increased dramatically. This week had a lot more starts than finishes, especially with the website (as described below.) When I say the amount of ‘potential ideas’ has increased, I am referring to the amount of people that come to myself or Blake looking simply to “market” their idea or event. This comes with a variety of difficulties, also described below.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Swag Orders 	<ul style="list-style-type: none"> • Director Jewell, Director Alfred, Director Braun, President Syron. 	<ul style="list-style-type: none"> • Successfully placed our \$15,000 fund for Swag Orders to 4imprint and used about \$4,000 on our initial order.

With the knowledge that ASCSU has never used more than 9,000 dollars, our goal to surpass that will quickly be achieved. Our main goal of not having anybody ask “what is ASCSU?” will start with EVERYBODY asking that question. We will have more gear than ever before, designed to be cooler than ever before; and not only will people be asking what we are, they will be asking how to join. Therefore, more students than ever before will be informed of our organization and our cause leading to the most successful marketing year ever seen in ASCSU.

• **Website Accomplishments**

- Director Jewell, Director Alfred, President Syron.

- Updated gravity forms (clickable, typeable forms), remade all photos for each page’s headers. Updated backend information for certain points of contact to be directed to the proper source, this has not been done before. Updated cabinet information and photos (not everyone), but did the main heads of our cabinet including Tristan, Kevin, Claire, and Zach. As aforementioned, many updates are still to come but tremendous strides have been made and I must credit Blake for his increased attention to the website. Much more to come.

• **Instagram Facelift**

- ALL CABINET MEMBERS, all of our followers.

- Access has been given to every cabinet member in order to create continuous

		<p>content and have new fresh faces posting and interacting with students on a much more regular basis. On top of this, we created a few posts of our own gaining higher traffic than we have seen all summer. Credit to Director Braun and VP Sullivan for a consistent effort to make this happen. Might be worthwhile to credit their egos as well. Zinger.</p>
<ul style="list-style-type: none"> • Halloween Cultural Appropriation Plan/Meeting 	<ul style="list-style-type: none"> • Director Jewell, Director Al-Saloom, President Syron. 	<ul style="list-style-type: none"> • Met with Zahra about how to increase awareness of cultural appropriation for Halloween costumes this year. Previous years have had campaigns for this, and the previous designs are not bad at all. Slight improvements to aesthetics and major improvements to distribution are being worked on and will have results Late September to Early August.
<ul style="list-style-type: none"> • Moving Forward on Tailgating Process 	<ul style="list-style-type: none"> • Director Jewell, President Syron, VP Sullivan, Director Braun, Tailgating Committee. 	<ul style="list-style-type: none"> • Created a form for “Pre-Game Kickoff” tailgating. Gained access and understanding to all potential registrars and will be able to handle this registration seamlessly when the time comes in Early August. Working out details on how to have “season tailgate holders” so that security and any other time-taking setup can be handled in advance for the convenience of our tailgaters.

<ul style="list-style-type: none"> • Meeting with Fraternity Presidents (for tailgating) 	<ul style="list-style-type: none"> • Director Jewell, President Syron, VP Sullivan, Director Braun, 3 major fraternity Presidents. 	<ul style="list-style-type: none"> • Had dinner and took a walk to the TILT lot with people listed to the left. Create our first small amount of hype and got semi-commitments from 3 major fraternities to join us on Aug. 27 for the first new tailgate. Released an Instagram post letting students know they should not expect disappointment this year, the tailgate season is official under new management.
<ul style="list-style-type: none"> • Remote Access to U:Drive COMPLETE 	<ul style="list-style-type: none"> • Director Jewell, Linda from IT, Jason Huitt 	<ul style="list-style-type: none"> • Have finally achieved full remote access to all information and the website, however I've been in the office enough that no major need for this has come into play since early summer. Director Alfred is still working on access I believe, but he also has found time to make it work from the office. This really isn't a major accomplishment, but for emergency situations and long-term goals this will be necessary for our success. Also, I got all the University fonts downloaded (thanks to Linda.) Glad we got it done.

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- “Increase of Marketing Ideas from All Departments” – we will need to make it clearer that simply bringing an idea to Marketing will not bring results as we want them. Efficiency of all departments to create their own plan, exactly how they want to see it (or as close as possible), then let us take over. Being told “we want to advertise and market for whatever-it-is” will not work. An email asking for a meeting will bring slow results. We will

make it clear next cabinet that individual departments know better than we do for how to market their specific demographic. We are here to market and design for ASCSU, not for the specific departments. Too many ideas, not enough concrete plans. We have too many ideas in the air to make them all concrete. Some help will be essential, and that will be made clear ASAP.

- We have ordered Swag and ASCSU retreat “uniforms”, but I could not get the printing I wanted from the main vendor. We ordered shirts from our main vendor but I will personally be handling the printing at another vendor to make sure the designs are as perfect on the shirt as they are on the computer. I have details if anyone has questions, but I’m sure you don’t. Results will display the perfectionist mentality soon; the best retreat shirts this organization has ever seen are on the way.
- Concerned with the potential abuse of the ASCSU social media and specifically Instagram, we must make sure everyone uses it properly and is promoting ASCSU as an organization. A great quote for this situation, “A brand is not what YOU say it is, it is what THEY say it is.” We cannot allow personal egos and individual senses of humor to tarnish the organization. Obviously, there are some situations where this can work successfully, but it can take years to build a brand and days to ruin it. We can’t let our trust for our fellow cabinet to cause this crucial mistake. This will be described in an email next week, and reinforced in cabinet in two weeks. Control will be centralized, with ideas from everywhere allowed to be approved after discussion.
- Videos – these haven’t been started on and I do not believe it is due to a lack of work ethic. For both “The Office” theme and the Fireside chats, these take a tremendous amount of not only thought and creativity, but also time. With the amount that departments are all coming in with their own requests from me, these have taken a backseat. As I have thoroughly described, departments need to do their part on telling us what they are looking for. This goes for the President as well. Brilliant ideas are being brought up, however the execution is 100% left in my hands (and Blake’s.) With this pattern, these ideas are not only extremely difficult, some are impossible. Adjustments need to be made as far as the amount of time and effort being asked from the Marketing department or it can’t happen. For

this example, specifically, I have a minor amount of understanding and content as far as goals for these videos. Yes, I know a lot about what is happening in the cabinet right now, but that doesn't mean I have capability to articulate and create a script for these videos. I'll be requesting that the included parties create a rough layout for what they want to say, and how they want to say it. Only then can my creativity and eye can adjust and present it as brilliantly as possible for the given information, with the given goals in mind.

- Business Cards – I spaced and forgot to order the major business cards. Looking to do some in-house printing to make up for lost time. This was my mistake and will be corrected as soon as possible. Really wish this wasn't on here. It won't be next time.
- Losing time on Grill the Buffs planning and execution. NOW is when we need to have a marketing strategy in place and begin execution. Working closely with Director Alfred to resolve this.

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 STILL hasn't changed.)**
- Me + 3 Promotion – this one may not be in the next week or even 2 weeks. Waiting on Yuval with survey production and some sort of request for what to do here. I've heard lots of ideas, but no plans to execute. For example: A director needs to request specific materials for marketing, and I will deliver. I'm sure this one will come with time as we are all still grasping a full understanding of this topic and how to tackle it. No worries here, we will hit it hard soon.

- Tailgate Promotion – Creating a graphic for potential parking spots to distribute. Waiting for registration to happen still. Actually, better said is that tailgating registration has not been marketed at all yet. Therefore, we will be working closely with all involved parties to have tailgating properly promoted by August. We will need to have registration before we start giving out spots to people who might not show up, or might not even know it is happening.
- Marketing Request Forms – redoing how these forms work to make sure that many of described issues above are no longer issues. I don't have anyone to blame except the marketing department for this failure of communication. We have not made it clear how to efficiently run this department, and simply assume other understand what we do. Obviously, that is not the case, and I will not only be redoing the forms but recreating a new mentality for the whole cabinet on how these forms shall be processed. These frustrations I've shared above are a result of my own failure to communicate and the next week will bring major changes for this specific topic.



2018 BIWEEKLY SUMMER REPORT

Week ending [Select Date]

[Position] Report

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

EXECUTIVE SUMMARY

The last two weeks have been crazy. We are making progress on the website though, with the new Get Involved page and Contact us page and About us page. I am in the process of updating the student fees section, and will be redoing the folding pictures next. The website hasn't looked better in my opinion, and we still have so much to do. Also, CJ and Sam helped me out and ordered a bunch of swag stuff and I sent the invoice over to Kim.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> Made a Get Involved Page 	<ul style="list-style-type: none"> I worked with CJ for the banner on top and he did an excellent job. This is probably one of the best pages on the website so far. 	<ul style="list-style-type: none"> 7/2

<ul style="list-style-type: none"> • Created a Contact us Page 	<ul style="list-style-type: none"> • I worked with CJ to get the graphic design done and he walked me through on how to make a gravity form. It looks great and we've already had someone want to Get Involved to I put her contact information down on Sam's desk, 	07/2 <ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Worked on the Student Fee page 	<ul style="list-style-type: none"> • Again CJ helped me with the graphic and we just got the sizing down so it looks great! I will be redoing the pictures at the bottom very shortly. 	7/10 <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"> •

CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- The website is super tough to learn
- I tried to install a plugin and it didn't work out for us because it would crash the website
- Working on the student fees graphic was hard and took a while but we finally got the sizing down.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Finish the student fees page
- Work on our first marketing request
- Work on the home page, need CJ to make a graphic
- Keep on learning how to work on the website and schedule photos for everyone as well as work on Grill the Buffs



2018 BIWEEKLY SUMMER REPORT

Week ending July 13, 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 attended a meeting for Homecoming and received information about this year’s theme, marketing, events, changes to the parade route and plan for game day. Sam and I met with Riley Sheldon and Jacob Hintzman, Ram Ruckus advisor and president. We discussed changes that are taking place with regard to the student gameday experience, and what collaborative roles ASCSU and Ram Ruckus could have in supporting athletics and cultivating CSU pride.

ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> • Ram Ruckus Meeting w/ Riley and Jacob 	<ul style="list-style-type: none"> • We discussed changes to tailgating in the TILT lot and 	<ul style="list-style-type: none"> • 7/9

the student gameday experience, and some of the plans athletics and Ram Ruckus had for that including a DJ and better utilization of screens playing other college football games, as well as other ways to get students on campus on gameday. We discussed the potential of ASCSU helping Ram Ruckus direct students to the stadium around game time, as well both organizations volunteering for athletics related events we each put on. We also chatted about smaller weekly events especially during football season to inform and encourage students to go to games.

- **Homecoming meeting**
- Presenters from the Alumni Association, Athletics and Facilities detailed what changes are coming to the Homecoming plan. There will be a variety of events being put on by the individual colleges and athletics, as well as the traditional events for everyone, the parade and the bonfire. This year the parade route will be longer, going Laurel and ending up at the stadium. The theme for homecoming this year is Tradition and what that means here at CSU. The gameday experience is going to
- 7/18

look fairly similar to most weeks, but there will be a variety of events happening for the campus visitors.

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mm/dd

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CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Lesson learned: Take better notes at all meetings
- Lesson learned: Take more opportunities to collaborate with other departments because it will probably lead to higher quality work.

ACTION ITEMS AND GOALS FOR NEXT WEEK

- Finalize the location and food situation and place orders for Grill the Buffs
- Find out the final plan for the Ram Yell Cards
- Set up a meeting in the next two weeks with Jerick from Alumni about the Old Main bell and any other collaborative opportunities.