



# 2018 BIWEEKLY SUMMER REPORT

## Week ending July 27, 2017

### Vice President Report

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

### EXECUTIVE SUMMARY

This week I was the acting president and I don't care what anyone else says, the theater jokes never got old. I continued the SFRB meetings and most of which went very well. Unfortunately I was not able to make one after coming down with a bug. Ironically, this was for a meeting with the Health Center.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li>• SFRB OCL</li> </ul>	<ul style="list-style-type: none"> <li>• Lindsay Mason (External)</li> </ul>	<ul style="list-style-type: none"> <li>• I met with Lindsay Mason regarding Ram Ride's portion of the OCL Budget. Lindsay felt it was important to differentiate the two</li> </ul>

groups when explaining the budget, even though they are technically under the same area. I agreed with Lindsay and she took me through the history of Ram Ride. I learned about the time a kid exploded an entire beer inside one of the cars. We also went over the budget, operations, and plans for the upcoming year. From what I remember there isn't any plan, as of now, for any increases. That could change or it could just be mandatory increases.

- **P-Card Training**

- Lea Martin (External)

- I received P-Card training. I scored a 100 percent. Director Braun (Internal) missed one question.

- **Convocation Meeting**

- Matt Helmer (External)
- Kelly Liggett (External)
- Marissa Dienstag (External)
- President Syron (Internal)
- Pam Norris (External)

- President Syron and I met with people from admin to discuss important upcoming events where we would be present.
- We were informed that we would not be giving the longstanding tradition of speaking at convocation but instead could participate in a video with somebody else. We respectfully declined the offer.
- We were also asked about funding some of the cost of homecoming parade

		<p>registration. The cost seemed high and we were informed that due to lack of sign ups registration rates were raised significantly. I'm not sure how I feel about using the student fee to cover these cost considering the fact that the cost was raised due a lack of participation.</p>
<b>LSC / SFRB</b>	<ul style="list-style-type: none"> <li>• Mike Ellis (External)</li> </ul>	<ul style="list-style-type: none"> <li>• I met with Mike Ellis to discuss the progress of SFRB so far and to tour the LSC. I talked about the meetings I've had so far.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>SLiCE SFRB</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pamela Norris (External)</li> </ul>	<ul style="list-style-type: none"> <li>• My meeting with Pam went nicely. I asked my four usual questions. (Benefit, Common Misconception, Fee Increase, and Recommendations.) From what I remember there isn't a chance for a fee increase unless mandatory but Pam does plan on spending down the fund balance that is higher than normal.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Athletics Brainstorm</b></li> </ul>	<ul style="list-style-type: none"> <li>• Blake Alfred (Internal)</li> <li>• CJ Jewel (Internal)</li> </ul>	<ul style="list-style-type: none"> <li>• After Director Braun's initiative to have Tristan and I deliver a speech at the first speech was shot down, Athletics offered us a meeting to brainstorm ideas on collaboration.</li> <li>• Director Aubrey, Director Braun and myself tossed around a few ideas about tailgates.</li> <li>• Perhaps bonfires at games, handing out all of our extra freshmen year t-shirts during green outs, and having Cam the Ram (costume) lead Cam</li> </ul>

	<p>the Ram (actual ram) leading all of the students to the game from tailgates. Personally, I love the last idea because of the dissonance created by having Cam led by the anthropomorphized version of himself creates. Also, go Rams.</p>
<ul style="list-style-type: none"> <li>• <b>DJ Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Director Braun (internal)</li> <li>• Director Okolo (Internal)</li> <li>• Josh Stewart (External)</li> </ul> <ul style="list-style-type: none"> <li>• I met with potential DJ for the student tailgates, Josh Stewart.</li> <li>• His experience and skillset pretty much landed him the gig right off the bat. The meeting mostly consisted of finding out what Josh needed to be successful as DJ.</li> <li>• He needs speakers, a stage, and DJ name.</li> </ul>

**ACTION ITEMS AND GOALS FOR NEXT TWO WEEKS**

- . More SFRB Meetings.
- More one on one’s with Directors and Deputies to make sure everyone is ready to go once school starts.
- Retreat. Make it fun and informative. There will be a talent show. If you are one of the senators who reads these reports over the summer, begin coming up with an idea for your talent.



# 2018 BIWEEKLY SUMMER REPORT

## Week ending July 27, 2018

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### Chief of Staff Report

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

### EXECUTIVE SUMMARY

These past two weeks have seen me move from catching-up to hopefully being able to be proactive in my work. While I've admittedly still been mostly attending meetings, I've been able to start getting ahead in terms of planning the Executive branch for the year. While there are certainly issues to be dealt with, I feel that nothing has happened yet that will be impossible to overcome. At this point we are largely on track to have a successful start to the year and hopefully carry that momentum out to the whole administration.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li>• <b>Had weekly meeting with the whole Office of the President</b></li> </ul>	<ul style="list-style-type: none"> <li>• Tristan Syron, President</li> <li>• Kevin Sullivan, Vice President</li> <li>• Claire Fenton, Deputy Chief of Staff</li> <li>• Kim Grubbs, Administrative Assistant</li> </ul>	07/20, 07/24 <ul style="list-style-type: none"> <li>• Weekly meeting to discuss various topics</li> <li>• 07/20 meeting originally scheduled for 7/17</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Met with Game Day Experience Committee regarding Tailgating</b></li> </ul>	<ul style="list-style-type: none"> <li>• Tristan Syron</li> <li>• Claire Fenton</li> <li>• Kanayo Okolo, Director of University Affairs</li> </ul>	07/16 <ul style="list-style-type: none"> <li>• Discussed Tailgating and ASCSU's plan for the lot</li> <li>• Received input from various university offices</li> </ul>

	<ul style="list-style-type: none"> <li>• Various Administrators</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Repark Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Tristan Syron</li> <li>• Mari Strombom, HDS Executive Director</li> <li>• Athletics Representative</li> </ul>	<p>07/18</p> <ul style="list-style-type: none"> <li>• Discussed Repark plan for incoming year</li> <li>• Went over various scheduling and consistency ideas</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended PSC Engagement Subcommittee meeting for Director Fairfield</b></li> </ul>	<ul style="list-style-type: none"> <li>• Subcommittee members</li> <li>• Andrea Fairfield, Director of Environmental Affairs</li> </ul>	<p>07/18</p> <ul style="list-style-type: none"> <li>• Discussed Engagement methods for students regarding sustainability</li> <li>• Went over changes to strategic plan made at the summer retreat</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Attended P-Card Training</b></li> </ul>	<ul style="list-style-type: none"> <li>• Lea Martin, SLiCE accountant</li> <li>• Tristan Syron</li> <li>• Kevin Sullivan</li> <li>• CJ Jewell, Director of Graphic Design</li> <li>• Sam Braun, Director of Campus Engagement</li> </ul>	<p>07/18</p> <ul style="list-style-type: none"> <li>• Trained regarding use of P-Card per SLiCE rules</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Bike to the Game Promotion Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Promotion Committee Members</li> </ul>	<p>07/23</p> <ul style="list-style-type: none"> <li>• Finalized plan for promotion for first game</li> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Beverage Grant Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Crystal Garcia, Ramcard Office</li> </ul>	<p>07/25</p> <ul style="list-style-type: none"> <li>• Discussed rules for beverage grant approval</li> <li>• Went over voting in the committee</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Chaired 4<sup>th</sup> summer Cabinet meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• ASCSU Executive Cabinet</li> </ul>	<p>07/26</p> <ul style="list-style-type: none"> <li>• Scheduled and ran cabinet meeting</li> <li>• Discussed Various topics</li> </ul>

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

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- Challenge: I'm going to be gone Monday and Tuesday.
- Challenge: Working around people's schedules can be difficult when they are polar-opposite.
- Lesson: As much as they may be inconvenient at times, face-to-face meetings are the way to go.

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

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- Make sure that everyone is on the same page for tailgating
- Finalize retreat details and activities
- Clean my office at some point



# **2018 BIWEEKLY SUMMER REPORT**

## **Week ending July 27th**

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

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

## EXECUTIVE SUMMARY

These past two weeks have been very productive and things are starting to come together for the Fall Semester. We have been focusing on student tailgating, mobilizing U+2 survey plans, and getting general marketing and engagement goals for the year established. The summer is ending very quickly and the reality of the upcoming semester has inspired a lot of our executive members. The engagement and support we have gained this summer have created great relationships and we can't wait until the campus is full with students so we can show them how much we have accomplished this summer.

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li>• <b>Game Day Committee Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Game Day Committee (External)</li> <li>• President Syron (Internal)</li> <li>• Chief of Staff Vaishampayan (Internal)</li> <li>• Director Okolo (Internal)</li> </ul>	07/15 <ul style="list-style-type: none"> <li>• Presented our Student Tailgating plan</li> <li>• The Power Point I created was very well received and a copy was sent to Kim Okamoto</li> <li>• The Pregame Kickoff was approved and we moved forward with marketing and opening up registration for each game</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Office of the President Meetings</b></li> </ul>	<ul style="list-style-type: none"> <li>• President Syron (Internal)</li> <li>• Vice President Sullivan (Internal)</li> <li>• Chief of Staff Vaishampayan (Internal)</li> <li>• Advisor Grubbs (Internal)</li> </ul>	07/20 & 07/24 <ul style="list-style-type: none"> <li>• Discussed details for the retreat such as transportation, food, budgeting, and activities</li> <li>• Discussed accountability within the office</li> <li>• Created agenda for upcoming cabinet meetings</li> </ul>



<ul style="list-style-type: none"> <li>● <b>Student Tailgate Review Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>● President Syron (Internal)</li> <li>● Vice President Sullivan (Internal)</li> <li>● Riley Sheldon (External)</li> <li>● Nick Popplewell (External)</li> <li>● Chris Ferris (External)</li> </ul>	<p>07/24</p> <ul style="list-style-type: none"> <li>● Discussed food options for tailgating such as Food Trucks or LSC Catering</li> <li>● Dismissed idea of Tailgate Guys</li> <li>● Discussed marketing plans for this tailgating opportunity and how to market through multiple avenues</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Tailgating Research</b></li> </ul>		<ul style="list-style-type: none"> <li>● Getting food from a Food Truck would cost around \$6,000-\$7,000 a game</li> <li>● Is the appeal of Food Trucks worth this cost?</li> <li>● What would be the cost for LSC Catering to cover the event?</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Retreat Updates</b></li> </ul>	<ul style="list-style-type: none"> <li>● Vice President Sullivan (Internal)</li> <li>● Chief of Staff Vaishampayan (Internal)</li> <li>● Advisor Grubbs (Internal)</li> <li>● Advisor Norris (Internal)</li> </ul>	<ul style="list-style-type: none"> <li>● Registration for the retreat is live on the website and an email was sent out to every ASCSU member</li> <li>● Room reservations and catering requests for the Friday lunch were submitted</li> <li>● Members have been reaching out to provide ideas on activities and sessions they would like to lead</li> </ul>

## **ACTIONS ACCOMPLISHED**

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## **CHALLENGES/SETBACKS/LESSONS LEARNED THESE TWO WEEKS**

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- Learned how important it is to think about logistics and timelines for the retreat.
- Was setback in some of our hiring plans for Fall positions.

- Missing cabinet meeting to visit my family.

## **ACTION ITEMS AND GOALS FOR NEXT TWO WEEKS**

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- Create finalized agenda for the Fall Retreat.
- Work to include advisors in the Fall Retreat.
- Decide on food plan for tailgating.
- Create cumulative plan for hiring new positions beginning in the Fall.



# **2018 BIWEEKLY SUMMER REPORT**

## **Week ending July 27, 2018**

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### **Campus Engagement Report**

<i>Prepared by</i>	<b>Samuel Braun</b>
<i>Department</i>	<b>Campus Engagement</b>
<i>Members</i>	<b>Samuel Braun, Director Paine Lewis, Deputy</b>

### **EXECUTIVE SUMMARY**

The last two weeks have been very busy despite freshman orientation being over. The cabinet has been working hard on making tailgating and grill the buffs awesome to be sure that the student body enjoys these events. A lot of

collaboration has taken place within the cabinet in order to make this happen and I believe that these events are going to be the greatest they have ever been this year.

## ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li>• <b>Met with Athletics</b></li> </ul>	<ul style="list-style-type: none"> <li>• Liam Aubrey (Traditions)</li> <li>• Kevin Sullivan (Vice President)</li> <li>• Ram Ruckus</li> <li>• Riley Sheldon</li> <li>• Nick Poppelwell</li> <li>• Mike Ellis</li> </ul>	<ul style="list-style-type: none"> <li>• We met with Mike Ellis and athletics to discuss whether or not it would be possible to have grill the buffs in the stadium with the LSC catering it still.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Freshman Orientation</b></li> </ul>	<ul style="list-style-type: none"> <li>• Claire Fenton</li> <li>• Paine Lewis</li> <li>• Kevin Sullivan</li> <li>• Liam Aubrey</li> <li>• Lindsey Roper</li> <li>• Zhara Al-Saloom</li> </ul>	<ul style="list-style-type: none"> <li>• We are done! The last week of freshman tabling is complete. Huge shoutout to Claire who is amazing and went to every day of tabling. And we broke the record! 470 names!</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Athletics Brainstorm</b></li> </ul>	<ul style="list-style-type: none"> <li>• Kevin Sullivan</li> <li>• Liam Aubrey</li> <li>• Nick Poppelwell</li> <li>• Riley Sheldon</li> </ul>	<ul style="list-style-type: none"> <li>• We decided to have grill the buffs in the sculpture garden again in order to have the LSC cater it as in the past, it is still going to be great!</li> </ul>
<ul style="list-style-type: none"> <li>• <b>P card</b></li> </ul>	<ul style="list-style-type: none"> <li>• SLiCE</li> </ul>	<ul style="list-style-type: none"> <li>• Got P-Card trained!</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Filmed Tailgating video</b></li> </ul>	<ul style="list-style-type: none"> <li>• CJ Jewell</li> </ul>	<ul style="list-style-type: none"> <li>• Filmed a short video of Tristan at old hughes site to promote tailgating</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Dj Hiring</b></li> </ul>	<ul style="list-style-type: none"> <li>• Kanayo Okalo</li> <li>• Kevin Sullivan</li> <li>• Josh Stewart</li> </ul>	<ul style="list-style-type: none"> <li>• We interviewed with Josh to decide if he was right for the tailgating DJ and decided that he was!</li> </ul>

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

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- Had surgery so couldn't table for three days but I survived thanks to Claire
- Couldn't have grill the buffs in stadium
- Too expensive to have food trucks every game at tailgate

## ACTION ITEMS AND GOALS FOR NEXT WEEK

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- Meet with Yuval (welcome walk)
- Strengthen cabinet friendships
- RLT RLT RLT RLT RLT
- RLT again
- Meet with Liam (grill the buffs)
- Meet with CJ to make some sweet tailgating graphics and t-shirts



## 2018 BIWEEKLY SUMMER REPORT Week ending July 27, 2018

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### Diversity Report

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

## EXECUTIVE SUMMARY

This week sure has been busy! I met with RHA and got to sit down with Kyra Ferguson and Owen Zielinski along with Tristan. It helped me understand what

their organization does in terms of serving first year students and making them feel comfortable; it also gave me a good understanding of ASCSU's working relationship with them. I had a meeting with Aaron Fodge and Fred Haberecht, possibly the two of the greatest people on this campus, to discuss the ADA audit and what I should know before I attempt it. It gave me a good understanding of what I'm up against and what issues need to be prioritized. This week made me learn a lot about what it means to be a Director of Diversity; meaningful relationships with people that advocate for inclusion are key to the success of this position, and planning is absolutely necessary before tackling something.

## ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li>• <b>Mtg. w/ RHA</b></li> </ul>	<ul style="list-style-type: none"> <li>• Kyra Ferguson (Internal), Owen Zielinski (Internal), Tristan Syron (Internal)</li> </ul>	<ul style="list-style-type: none"> <li>• July 17, 2018</li> <li>• Tristan and I met with Kyra Ferguson and Owen Zielinski from the RHA board. This was my first meeting with them and hopefully it won't be the last meeting.</li> <li>• To get to know them, I asked them general questions about who they are, what their mission and philosophy is, what services they provide, what leadership opportunities there are, and what their relationship is with ASCSU. The last question is the most important because I want to help guide the process to have a more professional and communicative relationship with RHA. They do so much for this university, and they deserve to have the utmost respect from ASCSU.</li> <li>• I also asked them about the impact of the racially biased</li> </ul>

incidents that occurred in 17-18. I appreciate Kyra and Owen, and they have a great understanding of how difficult diversity and social justice is; they are trying their absolute best to communicate and help anyone is being impacted.

- Hopefully, I can attend one of their meetings each month so that I can be updated on their events and agenda.

- **Mtg. w/ Herman Shelton**

- Herman Shelton (Internal), myself

- July 19, 2018
- This was a great, great meeting! Herman and I are on PCDI together, and I emailed him and Cori Wong a while ago for some pointers on how to create and present workshops on diversity.
- Herman was very forward with me and wanted me to understand the very realistic consequences for the material that I want to present. A big task that he asked of me was to make sure that ASCSU understands that they are primarily here to represent the students that have nominated them into their positions; there are no personal agendas. Another pointer was to focus on my language so that it can resonate with different values in the room.
- Herman gave me these awesome textbooks on how to teach social justice and how to facilitate a workshop. I'm definitely using them. I

	really appreciate the help he gave me!
<ul style="list-style-type: none"> <li>• <b>Mtg. w/ Aaron Fodge</b></li> </ul>	<ul style="list-style-type: none"> <li>• Aaron Fodge (Internal), Fred Haberecht (External)</li> <li>• July 19, 2018</li> <li>• I sat down with Aaron and Fred to discuss what I need to know and learn when creating an audit.</li> <li>• They both really encouraged me to look at past audits, and there is no need to create an audit from scratch when I could just continue off of one that has projects that have not been approved. A big point that Fred pointed out is whether I'm focusing on projects impacting geography or internal affairs (i.e., classrooms). This was a big help because I can then narrow down what is feasible.</li> <li>• Aaron suggested that I enlist the help of Mary Ontiveros because of her high success rate of pushing projects through and getting this accomplished. I will definitely take that advice and it helps that I'm already well acquainted with her.</li> </ul>

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

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- The biggest challenge came up during my meeting with Aaron and Fred. I need to figure out hopefully by October what projects that are not currently being addressed can be approved of in advance. A lot of projects that involve cement need to be completed around the Summer when students aren't roaming around campus and when the weather is appropriate. I'm not sure how to navigate it quite yet, but that's why Fred and Aaron are helping me out, which I really appreciate.

- My lesson for this week is that *stress is absolutely normal*. I think having another competitive job aside from being a director has definitely been wearing me down a little, and there's so many events and tasks that need to be completed before the semester starts. I just need to take a step back, breathe, and prioritize what things need to be dealt with at the present.

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

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- Action #1 is to meet with Pam and talk about my workshop for the retreat. It's important that we discuss what teaching strategies have worked and what have not. I want people to be receptive to the workshop and take what they have learned and apply it outside of our organization. It'll also help me get to know our new members or members that I haven't really interacted with a whole lot.
- Goal #1 assigned to me by Tristan is to meet with Director Braun and get a hold of all the organizations related to International studies/students and diversity so that we can give Linzhi something to work with when the Fall term starts. I'm really excited to see what she's going to accomplish, and I'll offer any help to her since her department is so new.



## **2018 BIWEEKLY SUMMER REPORT**

### **Week ending July 27, 2018**

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### **Environmental Affairs Report**

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Prepared by **Andrea Fairfield**



*Department*

**Environmental Affairs**

*Members*

**Andrea Fairfield, Director of Environmental Affairs**

**Gina McCrackin, Deputy Director of Environmental Affairs**

## EXECUTIVE SUMMARY

As the summer is ending, I have looked back to see how much I have accomplished! My goal at the very beginning of the summer was to meet with as many people as possible to help me get a better feel for what Maddie did last year. The last two weeks I have finally finished with the list of people I wanted to meet with. This included Tonie Miyamoto, Gina McCrackin, and Aaron Fodge. I have also continued to work on the recycling bin project with CJ as well as getting ready for the retreat. My hope is that with all this summer preparation, I will be more than ready to welcome the new students of CSU in the fall.

## ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"><li>• <b>Recycling Bin sticker mock-up version 1.</b></li></ul>	<ul style="list-style-type: none"><li>• CJ (internal)</li></ul>	7/20 <ul style="list-style-type: none"><li>• CJ sent me the first mock-up of the recycling bin sticker which I will approve next week.</li></ul>
<ul style="list-style-type: none"><li>• <b>Presentation for the retreat</b></li></ul>	<ul style="list-style-type: none"><li>• Sam (internal), Gina (internal)</li></ul>	07/27 <ul style="list-style-type: none"><li>• I have asked Gina and Sam to take over creating a presentation or game for the retreat. This will help to solidify the “rules” for composting and recycling before we start the school year. I am hoping to have the</li></ul>

		recycling game as part of this game.
<ul style="list-style-type: none"> <li>• <b>Who Gives a Scrap</b></li> </ul>	<ul style="list-style-type: none"> <li>• Gina McCrackin</li> </ul>	<ul style="list-style-type: none"> <li>• Gina has been working on trying to reach out to Who Gives a Scrap to help with recycling textiles. Gina wants to make sure that all the scraps from the fashion department doesn't go to waste.</li> </ul>

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

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- I was significantly challenged this week with the level of meetings I had, plus the number of emails I've received, and the 40 hour job I am working.
- I am learning that delegation of tasks is key to the success of my department.
- Again my biggest setback has been my 40 hour job because it is hard to get everything finished in a 24 hour day.

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

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- Finish the retreat presentation and approve what Sam and Gina worked on.
- Reply to CJ for the approval of the recycling bin mock-up version 1.
- Work on getting volunteers for we ride.
- Reach out to Kim to get p-card trained since my current schedule is a bit unique.



# **2018 BIWEEKLY SUMMER REPORT**

# Week ending July 27, 2018

## Director of Finance Report

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

### EXECUTIVE SUMMARY

These past two weeks have been pretty productive. I was able to get the summer BSOF board together to look over the first application. I have also been able to meet with other student organizations to help make a plan for this year and answer their questions about BSOF. I met with Michael to go over Kualii so I am prepared for my training on Monday.

### ACTIONS ACCOMPLISHED

<b>Summary of Accomplishments</b>	<b>Participants/Stakeholders (Internal/External)</b>	<b>Date &amp; Notes</b>
<ul style="list-style-type: none"><li><b>Finished and Published the BSOF Application</b></li></ul>		<ul style="list-style-type: none"><li>I was able to get this out last week so that student organizations could review it and apply to be heard by the summer board if necessary. I added a few questions that I felt would benefit the student organizations when filling out the application. I also updated the dates and process to fit the new bylaws. This included some of the budgeting numbers. I met with Lea to help determine those numbers for the 2018-2019 academic year. I was also able to talk with her</li></ul>

	<p>about the process of student orgs brining international speakers to their events.</p>
<ul style="list-style-type: none"> <li>• <b>Finished putting together the summer BSOF board</b></li> </ul>	<ul style="list-style-type: none"> <li>• Past board members (internal)</li> <li>• I emailed past board members because they are the most familiar with the process, bylaws and types of questions that should be asked. I also trained Zahra (Director of Diversity and Inclusion) so she could sit on the board. In this training, I went into detail about the bylaws, funding rules, and gave examples from past applications to help make the process easy to understand.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Met with Michael for Kualu training</b></li> </ul>	<ul style="list-style-type: none"> <li>• Michael Wells (External)</li> <li>• I met with Michael wells to go through Kualu and give me a base knowledge for my training on Monday. Unfortunately, I don't have access yet, but he was able to explain the navigation as well as the different parts that I will use the most. He also showed me the binder that details everything I would need to know about Kualu in case I ever get stuck on a problem.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Updated the pre-approval and post-approval documents for BSOF</b></li> </ul>	<ul style="list-style-type: none"> <li>• I changed these documents to reflect the dates and process of the 2018-2019 bylaws. These are the forms that will be read/filled out by student organizations before and after their event is approved by the BSOF board.</li> </ul>

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

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- I went on vacation for a few days. This became a challenge because my communication had to be through email or phone. I would rather have conversations, solve problems, etc. through face-to-face interaction. I was able to face this challenge and will hopefully become more comfortable with this kind of communication as the year progresses.
- I got sick later this week. This didn't help my motivation or ability to focus. I was still able to get work done and now I hope to take the weekend to rest so I am ready for next week.

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

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- Action Item 1: Meet with Herman to discuss the Travel Grant process for the year. We have decided to use the same board as BSOF, but keep the applications and bylaws separate. In our meeting, I hope to discuss the application and how this process will look throughout the year.
- Action item 2: Finish Kualu Training on Monday with Jennifer Fisher. I hope this will be one of the final steps in my training as Director of Finance, Once I have access to Kualu and fully understand it, I believe that the department will run a lot smoother.
- Meet with Nick to discuss our goals for the office this year. We have been on different schedules this summer and I hope to meet with him so we are on the same page before the semester starts!
- Enjoy the last few weeks of summer before the semester starts!



## **2018 BIWEEKLY SUMMER REPORT**

# Week ending July 27, 2018

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## Controller Report

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

### EXECUTIVE SUMMARY

While I have been facing setbacks in the timing of this position, I have recently been able to make large leaps and bounds in my amount of training and ability to do the tasks at hand. I have recently been given log in access to Kualu, the accounting program used by ASCSU and much of CSU. I had a training and meeting with Jennifer Fisher, Kim Grubbs, and Lea Martin where I received training on pulling reports from Kualu.

### ACTIONS ACCOMPLISHED

<b>Summary of Accomplishments</b>	<b>Participants/Stakeholders (Internal/External)</b>	<b>Date &amp; Notes</b>
<ul style="list-style-type: none"><li>• <b>Metting with Kim, Jen, and Lea</b></li></ul>	<ul style="list-style-type: none"><li>• The four of us all sat down to do the training for Kualu, the accounting system that I will be using for the coming year. The Controller position and responsibility has been updated quite a bit and one of the largest responsibilities in the past, updating the excel 'book' of ASCSU financial records has been disbanded and will no longer be kept. Instead, all of the purchases and expenses will be put through Kualu and</li></ul>	<ul style="list-style-type: none"><li>• Thursday, 7/26</li></ul>

	tracked that way, instead of being double tracked in Kualu and in 'the book'.	
<ul style="list-style-type: none"> <li>• <b>Communicated about past issues</b></li> </ul>	<ul style="list-style-type: none"> <li>• I was added to an email thread that has been going on between former President Wells and Current President Syron about some reimbursements that need to happen from last administration. I went through my emails and communicated with Wells and Syron about how we are supposed to handle it and now that the previous financial year has been finalized we are able to again begin processing payments.</li> </ul>	mm/dd <ul style="list-style-type: none"> <li>•</li> </ul>

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

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- Lesson Learned: it is very difficult to effectively communicate over large distances with everyone on different pages
- Lesson Learned: Priorities are very important, and it is important to not lose the forest for the tree. Keep the larger picture in perspective and you will never lose sight of what is actually important.

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

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- Keep emails updated and checked on
- Continue training on Kualu, log in once I receive log in information
- Make first official Kualu input
- Receive log in info for health and start to make contact for my other new responsibilities



# 2018 BIWEEKLY SUMMER REPORT

Week ending 28/07/2017

## Deputy Director of Graduate Affairs Report

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

### EXECUTIVE SUMMARY

I am planning to have a researcher of the month award in the GSC newsletter. Although, it is very early to give a solid overview of the award. It will be given to highlight student research and to develop skills of promoting own research. I am doing most of the planning for that and the other thing is Krazy Karls happy hour – For this GSC has contacted the vendoe and I am looking for opportunities where ASCSU can be involved in that process, in can be sponsorship, tabling etc.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li>Meeting with GSC president and officers</li> </ul>	<ul style="list-style-type: none"> <li>GSC president and officers</li> </ul>	<ul style="list-style-type: none"> <li>7/18. Discussion about the plan for the upcoming semester.</li> </ul>
<ul style="list-style-type: none"> <li>Preliminary plan for researcher of the month award.</li> </ul>	<ul style="list-style-type: none"> <li>Internal – Deputy Director of Graduate Affairs</li> </ul>	<ul style="list-style-type: none"> <li>Criteria for selection, award type, judges, number of awards, advertising.</li> </ul>



<ul style="list-style-type: none"> <li>▫ <b>Brainstorming with GSC officers regarding TED Talk style event in the spring.</b></li> </ul>	<ul style="list-style-type: none"> <li>▫ GSC president and officers</li> </ul>	<p>Possibly collaborating with science in action to host an event similar to science on tap</p>
<ul style="list-style-type: none"> <li>▫ <b>Contacting ISSS for tabling opportunities at the orientation</b></li> </ul>	<p>Internal – Deputy Director of Graduate Affairs</p>	<p>There are a lot of graduate students coming from outside the US next semester. Possibly tabling at orientation.</p>

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

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Sometimes emails get missed. Should email again if no response is received.

Considering others ideas but also being firm on what you think is the basis of the event.

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

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Work on plans for researcher of the month, Crazy Karl's event, Tabling, etc.



# **2018 BIWEEKLY SUMMER REPORT**

## **Week ending July 28, 2017**

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# Director of Marketing Report

<i>Prepared by</i>	<b>Blake Alfred</b>
<i>Department</i>	<b>Exec</b>
<i>Members</i>	<b>CJ</b>

## EXECUTIVE SUMMARY

These past two weeks, I've been working on updating the website. It's in a decent spot right now, but there is still a few more kinks I need to work out. By August, I will have the Student Fees and Member Resources pages done. The contact us page, season tailgating page and join us page is all done. I have also started to reserve marketing spaces for GTB, which is vital to get our message out there.

## ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li><b>Exec about us page</b></li> </ul>	<ul style="list-style-type: none"> <li>Tristan, Zach and Claire have all sent me their letters to the students. It looks great. I am still waiting on Kevin to send me his, or I can leave it like that all year.</li> </ul>	<ul style="list-style-type: none"> <li>7/16, please note that the about, exec, legis and judicial pages dark green graphics will be changed as SOON as we get new content. Looking forward to the photo shoot and retreat for some of this.</li> </ul>
<ul style="list-style-type: none"> <li><b>Events page</b></li> </ul>	<ul style="list-style-type: none"> <li>I will be collaborating with Claire on this one as well as looking at the University Events calendar to put events up. Learning the 'post' section as a post masonry grid is something I haven't done yet, so I am going to reach out to Jason and Kyrie to see how this was done. The code is already there. I also like the page to be called events and not what's new.</li> </ul>	7/17 <ul style="list-style-type: none"> <li></li> </ul>

<p><b>Home page is where it needs to be</b></p>	<ul style="list-style-type: none"> <li>• I worked hard on getting the old crap and code off the home page. Whoever made it, had way to many grids not sized properly and it made it funny to work with. It's where it should be now, and all we have to get is some new content to throw in there and work on the post masonry grids code and it should be good.</li> </ul>	<p>7/17</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Finished student tailgating registration</b></li> </ul>	<ul style="list-style-type: none"> <li>• I worked with Claire, Tristan and UA to make this happen. Before you submit the form, it tells you how to get your pass, that its not guaranteed, and tailgating hours. It will go directly to UA and they will have to send the email out with a map graphic, as well as the stuff explained above just so we can tell these people that the email is NOT the registration that you are supposed to have.</li> </ul>	<p>7/18</p>
<p><b>Grill the Buffs</b></p>	<ul style="list-style-type: none"> <li>• Today I sent a bunch of emails out to different marketing centers across campus. I worked with Liam about the final date, and where it will be (either stadium or the last place) as well as catering pheasibility. I got LSC poster run dates set, LSC Digital displays dates set and LSC website displays dates set. I am waiting to hear back from Campus Digital Marketing on putting it</li> </ul>	<p>7/20</p>

on displays like in Moby and the Stadium. I am also getting the dates set for putting it up on the Rec center digital displays and posters. I am waiting to hear back from CJ on getting graphics done. Also, reached out to Liam about getting the football team and the coach there. Worked with Kim on getting things payed for.

- Fall Retreat Registration up on website.**
- Set up the Fall Registration link under Member resource quick links. Worked with Claire on this. 7/20

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

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- Need to email Jason about resetting the quick links at the bottom of the website since we aren't allowed to touch the header/footer
- Need to reach out to Jason and Kyrie on how to get the post masonry grid to work so I can start to implement new events
- Lots of hoops to jump through

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

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- Get quick links fixed in footer
- Learn events grid so we can start putting that stuff in.
- Get the time and where GTB will be.
- Start to get the graphic work from CJ and hear back from RHA about displays and poster hanging, Campus Digital about the same thing and put it on University events calendar (waiting on graphic from CJ).
- Keep working on the website, have CJ fix the student fees icon picture and the member resources icon picture (asked but still waiting).



# 2018 BIWEEKLY SUMMER REPORT

## Week ending July 27, 2018

### Traditions and Programs Report

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

### EXECUTIVE SUMMARY

In the past two weeks, met with Nick Popplewell from athletics as well as Robert Peters from the LSC to determine the location for Grill the Buffs, contacted Flexx and LSC catering to renew the order from last year for the event and had an additional brainstorming session between several members of ASCSU and the athletics marketing team to make find any new ways that we could collaborate. I also met with Jerick Flores from the Alumni Association to discuss the Old Main Bell.

### ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"> <li>• <b>Grill the Buffs meeting with Nick</b></li> </ul>	<ul style="list-style-type: none"> <li>• We discussed pros and cons as well as logistical roadblocks to moving the event to the</li> </ul>	<ul style="list-style-type: none"> <li>• 7/18</li> </ul>

<p><b>Popplewell, Robert Peters and Sam Braun</b></p>	<p>stadium. After the meeting it was determined that a change in venue would not be possible for this year, so Grill the Buffs will happen in its traditional location of the LSC Sculpture Garden and the west Lawn. These spaces have been reserved and the order from last year has been renewed with catering. We are in the process of discussing other ideas to enhance the event this year include more opportunities for ticket and merchandise sales.</p>	
<ul style="list-style-type: none"> <li>• <b>ASCSU Brainstorm with Athletics</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sam, Kevin and I met with Brynne Davis, Riley Sheldon and Nick Popplewell from athletics to discuss opportunities for ASCSU and athletics to work together going forward. We talked about how we might be able to increase engagement with rivalry games as well as increasing attendance at historically underattended events. We are looking at the possibility of having more events throughout football season to better engage campus with athletics.</li> </ul>	<ul style="list-style-type: none"> <li>• 7/26</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Meeting with Jerick Flores from Alumni</b></li> </ul>	<ul style="list-style-type: none"> <li>• We discussed some of the challenges of the old main bell last year such as making sure there is always an ASCSU official at the game to attend</li> </ul>	<ul style="list-style-type: none"> <li>• 7/26</li> </ul>

to the ringing of the bell, as well as how we planned to communicate the opportunity to campus through leaders of student orgs and social media.

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

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- Lesson learned: Starting earlier on things gives you more flexibility and adaptability later.
- Challenge: Getting the logistical elements of Grill the Buffs figured out.

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

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- Get all financials for Grill the Buffs finalized and get contracts signed.
- Develop communication plan for Old Main Bell



# **2018 BIWEEKLY SUMMER REPORT**

## **Week ending July 27, 2018**

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### **University Affairs Report**

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<i>Prepared by</i>	<b>Kanayo Okolo</b>
<i>Department</i>	<b>University Affairs</b>
<i>Members</i>	<b>Kanayo Okolo</b>

## EXECUTIVE SUMMARY

I had meetings with parking service to figure out a solution for students and staff to have access to available parking. Based on their data, there are 600 to 700 parking spots available daily between Moby and COB. We've decided to make an app or having an accessibility to how many parking lots are available would be a good resource to provide. Next step would be to speak to ACNS or IT to create the app. They don't see any cost for the app but if they did they will fund it as they would like to see this become a reality.

## ACTIONS ACCOMPLISHED

Summary of Accomplishments	Participants/Stakeholders (Internal/External)	Date & Notes
<ul style="list-style-type: none"><li>RAMmobile App will feature parking services.</li></ul>	<ul style="list-style-type: none"><li>Brian Grube (External)</li><li>Doug Mayhew (External)</li><li>Michael Gillen (External)</li></ul>	<ul style="list-style-type: none"><li>07/26/18</li><li>On RAMmobile, it should have an icon to see what garage parking lots have space. Next step would be the outside parking lots and having a censor for the outside parking lots</li></ul>

## CHALLENGES/SETBACKS/LESSONS LEARNED THIS WEEK

- Point 1: A challenge was coming to a solution that would not cause an increase in parking fees

## ACTION ITEMS AND GOALS FOR NEXT WEEK

- Action item 1: Action for next week is to figure out solutions for tailgating. Goal for the next week is to have RAMmobile be a platform were people can access the garage parking lots space.