MONTHLY REPORT

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Project Updates:

• Began implementing new STEP Program for new senators. Held two STEP workshops, and both went very well. Attendance of 12 Senators.

• Ongoing - Continue to allocate money and place orders for office supplies and conduct other administrative tasks, including office troubleshooting, printing for the Council for University Programming, allocating payment for printing contracts, and setting up for Senate.

• Ongoing - reaching out to Senators and keeping them updated with SGA events and developments.

• On-going - New-officer on-boarding for all new Senators - reaching out to Senators and relevant VPs, updating rosters and email lists, and making placards.

• Drafted and presented FY14 Budget Proposal before Senate and Finance Board

• Completed Mid-year Spending Report for FY13 Budget

• Completed and submitted budget reporting for January, 2012 to George Sarikas in the Student Activities Business Office

• Continuing to transcribe Executive Cabinet minutes.

Scheduled Meetings:

• George Sarikas from SABO - as needed for budget reporting

• EVP Naraghi and President Petrin - as needed for administrative issues

• EDOC Rogers - as needed for outreach and recruitment issues

• New senators as needed for orientation, training, and troubleshooting.