MONTHLY REPORT

Chief of Staff Noah Carville
March 2013

Submitted April 9, 2013

Project Updates:

● Concluded the STEP program for the Spring Semester. Currently assessing and evaluating the program for transition to the future COS.

● 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.

● Conducted New Senator Interviews to identify areas for improvement. Currently compiling responses into a report for current and future cabinets.

● Coordinated spending and financial reporting for Direct Elections, Academic Affairs, Communications and Events, and Senate.

● Completed and submitted budget reporting for February, 2013 to George Sarikas in the Student Activities Business Office

● Continuing to transcribe Executive Cabinet minutes.

● Met with senators interested in the COS role to discuss potential involvement and required responsibilities.

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 end of year spending and Passing of the Gavel

● Elections Committee Chair Patten, VP Lopez, EDOC Rogers, and EVP Naraghi – as needed for spending and financial reporting coordination

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