MONTHLY REPORT

Chief of Staff Noah Carville
November 2012

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Project Updates:

• Concluded running the Senator Training and Education Program on Monday nights for this semester. Currently assessing next steps for Spring semester recruitment and training.

• 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.

• Planned and organized the SGA Holiday party with EDOC Rogers

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

• Updated the overarching committee attendance sheet for Fall 2012, and continuing to maintain this sheet.

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

• Overseeing the transcription of Senate minutes and transcribing said minutes in the event of Office Assistant unavailability.

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 Holiday Party issues
• VP Chandley, VP Lopez, VP Daly, VP MacCormack, and EDOC Rogers - to prepare for the Senator Training and Education Program workshops
• New senators as needed for orientation, training, and troubleshooting.