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Chief of Staff monthly report: April 2012

Student Government Association, Northeastern University

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MONTHLY REPORT

Chief of Staff Terry MacCormack

April 2012

Submitted May 7, 2012

Project Updates:

- With the spring semester concluding, prepared for upcoming transitions by updating internal transition wikis and laid logistical groundwork for transition period.
- Coordinated inactive roster requests for those Senators planning to be outside of the Boston area.
- Began initial transition meetings with both President-elect Petrin and Chief of Staff-designate Carville.
- Worked with President Sabo and EVP Pett to coordinate transition from Comptroller Golia to Comptroller Quijada to Acting Comptroller Lothrop.
- Worked on forecasting for the remainder of FY12
- Began initial preparations for FY12 budget closeout.
- Planned contracts for copier and the Senate retreat for upcoming fiscal year, working with Campus Activities and vendors.
- Worked with Scheduling to book rooms for SGA meetings for upcoming year.
- Worked with Orientation and N Zone representatives to prepare for Orientation tabling.
- Coordinated applications and confirmation hearings for Chief of Staff and Executive Director of Communications nominations.

Scheduled Meetings:

- President Sabo: As needed;
- EVP Pett and Parliamentarian Gordon: Weekly before Senate at Welcome to Senate meetings; individually, as needed;
- Marina Macomber, Advisor: As needed for budget approval;
- George Sarikas, Director of SABO: As needed for budget concerns.