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Chief of Staff Monthly Report: November 2011

Student Government Association, Northeastern University

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MONTHLY REPORT

Chief of Staff Terry MacCormack

November 2011

Submitted December 1, 2011

Project Updates:

- As recruitment efforts subside and the roster is settled, efforts shifted to ensuring that Senators continue to fill requirements. Continued to update office hour spreadsheet and deduct half-absences;
- Retention also became a focus with the month of November, particularly focused on freshmen. Ideas for a recognition program were formulated. Will be working with Senator McCarthy to implement a program;
- Exploring logistics for an email by Senators to their colleges to be implemented in the spring;
- Moderating NUideas as needed;
- Began focusing on hiring new office assistants for the spring semester;
- Began preparing for SGA's involvement in the Winter Activities Fair in January in an effort to increase membership numbers for the spring.
- Continued with transition planning project of updating the internal wiki;
- Addressed several major website security issues with great assist from Senator Splain and Bill Sheehan from Information Services; all should be resolved by now;
- Prepared the Senator Evaulation for internal analysis purposes. This will be sent out during the first weekend in December and will give Senators an opportunity to rate their experience in SGA, as well as the performance of the Executive Cabinet;
- Began ensuring that all paperwork was completed as necessary for the mid-year budget presentation.
- Worked with President Sabo on forecasting for the Association's cash and budget indices, with focus on drafting the budget proposal for next year, and for Student Body Elections;
- Worked with Executive Director Dwyer and EVP Pett on planning for the SGA Holiday Dinner in December; specifically, ordered gifts for Senators;
- Assisted President Sabo and EVP Pett with getting the budget priorities survey ranking tool on the SGA website;
- Prepared roster for Full Body Senate in December;
- Worked with President Sabo and administrators to prepare conference room for renovations in the spring semester.

Scheduled Meetings:

- President Sabo: As needed;
- EVP Pett and Parliamentarian Holmes: 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.