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Chief of Staff monthly report: October 2011

Student Government Association, Northeastern University

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MONTHLY REPORT

Chief of Staff Terry MacCormack

October 2011

Submitted November 4, 2011

Project Updates:

- As the semester continues, efforts to recruit, develop and retain members were continued, and member retention appears to be going successfully: there is little to no resistance to office hours and they are being appropriately enforced. During the month of October, many students who expressed interest in joining SGA were followed up with, and as of the end of the month, the roster stands at 66 and growing;
- CBA Town Hall was held and was viewed as a good first step toward creating Academic Senator Constituent Meetings. Will be assessing further options for the spring;
- Survey of the week officially launched, and has been a popular way for Senators to complete their office hours. As of the end of the month, data has been collected from students regarding the library, and Husky spirit around campus. Further efforts will be made to promote Survey of the Week to both Senators and students;
- Have continued to send out the weekly Senator update emails, and based on feedback from Senators, these are helpful reminders of both announcements, and absence/attendance issues;
- New Senator Guides arrived, and will be distributed to new Senators starting in November. More will be ordered for next year, assuming they prove successful;
- With the launch of the website in late September, have been monitoring the site and doing regular technical maintenance, with great help from Senator Splain. A few minor issues were resolved, such as easy domain redirects like “www.sga.neu.edu/join.” Additionally, we’ve made the Manuals, Finance Board, and Elections pages easier to navigate with sidebars for sub-menus. One next step is getting a listing of current projects that each committee is working on, on each of their pages. Working on some other innovative ideas for online project tracking;
- Senator Retreat was held October 14-16. Signups were administered successfully, and we had 27 Association members attend, along with our chaperone. All logistics went smoothly, including transportation, activities, and coordination with Camp Becket on low and high ropes. Logistics are being assessed for next year’s retreat, and will be recorded in the wiki;
- Hired new office assistants;
- Worked with Executive Director Dwyer on logistics and planning for SGAmes, including bingo cards and the cookout;
- Have been chronicling all internal processes on the SGA internal wiki for future transition planning; ensuring that processes with regards to the budget, membership and administration are clear and consistent from year to year.

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.