

July 30, 2011

## Executive Vice President monthly report: July 2011

Student Government Association, Northeastern University

---

### Recommended Citation

Student Government Association, Northeastern University, "Executive Vice President monthly report: July 2011" (2011). *Student Government Association Executive Reports*. Paper 41. <http://hdl.handle.net/2047/d20004387>

This work is available open access, hosted by Northeastern University.



## MONTHLY REPORT

### Executive Vice President Will Pett

July 2011

Submitted July 30, 2011

#### Project Updates:

- Project Management – *Held initial meetings with each Cabinet member, following up to schedule second set of meetings*
- Committee Outreach – *Committees scheduled, planning regular visits in conjunction with President Sabo*
- Ideascaple Moderation – *Determining protocol before full-scale launch of product in fall*
- Recruitment and Retention of SGA Members – *New brochures created, tabling at Orientation Activity Fairs*
- On-Site Legislative Archives – *Working with Senator Naraghi to digitize documents*
- Academic Senators/Constituents Meetings – *Working with Vice Provost and Assistant Dean of College of Business to plan pilot meeting for fall*
- Office Hour Utilization – *Working with Chief of Staff to compile new set of guidelines for fall semester*
- New Senator Guide – *Content created, being compiled into friendly format and ordered in August*
- Welcome to Senate Meetings – *Preparing basic script for each meeting*
- Alumni Newsletter/Letter – *Initial letter created, working with Alumni Relations Office to get letter sent out to SGA alumni*
- Night at the Student Center – *Discussing plan for event with Campus Activities, RSA, and CUP*
- Cleaning up Governing Documents – *Corrected grammatical and syntax errors in Constitution and Bylaws*
- Quick Fixes Section of Website – *Compiling content to upload to new website*
- Welcome Back Letter – *Letter written in conjunction with President Sabo to hand out at first Senate meeting of fall semester*
- “Who to Follow” on Twitter List – *List compiled, cards being ordered for use in August*
- Die-Hard Dog Sales Fundraiser – *Shirts being sold at Orientation sessions, recording sales figures and restocking when needed*
- Transition Planning – *Assessment form for this year’s transition sent out to current Cabinet*
- Guest Sign-In Policy Changes – *Working with administration to ensure student involvement in committee researching changes in fall semester*
- Dining Services Contract Transition – *Meeting with Dining Services and Student Affairs to discuss changes as they progress*
- BILC Development – *Researching history of intercollegiate government organizations with President Sabo*
- Senate Guest Speakers – *Contacting administrators and beginning to schedule who is speaking at each meeting*

#### Scheduled Meetings:

- Senate - *meets every other week*
- SGA Officer Project Update Meetings – *varies, as needed*
- President Sabo – *weekly*
- Executive Director of Communications Dwyer - *weekly*