

Executive Committee Work Summary

Carolyn Szuter	VP Academic	October 27, 2014	July-August 2014
Name	Position	Date Submitted	Reporting Period

Consultation and Representation

- Attended Councilor meeting on Aug. 6
- Spoke with students about possible situation of discrimination, referred them to the correct department for support/ provided consultation (correspondence in person and through email)
- Attended to questions about search committee and senate committee positions – let students know emails would be coming to them at later date than what was originally communicated.
- Corresponding with ISAO to meet with new international students and introduce them to services offered by GSA – Presented at the ISAO orientation and distributed information about the GSA
- Attended Ed Biden's party and gave him card from Grads/GSA
- Spoke to grads waiting to hear about committees that they had been assigned to. I had told them they would be contacted in July but it turns out they needed to wait until fall term for correspondence. Let everyone know about the mistake.
- Correspond with GSA executive

Research and Legislation

- researched issue for some students and sent them information

Committees and Boards

- Attended Orientation meeting and corresponded with committee members through email

Events Hosted

- Organized event to pack orientation bags with volunteers

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Projects and Goals

- Contacted many departments and organizations asking for donations and information pamphlets for GSA orientation event. Corresponded and coordinated with Sarah to ensure that the team was aware of weekly accomplishments. Went with Jeff to pick up all donations.
- Completed filing for office during office hours
- Created FAQ for orientation packet and for GSA website, sent FAQ to executive for editing and to get put on website.
- Wrote welcome letter for new students, printed out copies of welcome letter with orientation calendar on back.

Announcements

- Bought card for Ed Biden to thank him for his service, passed card around at councilor meeting for everyone to sign

For Follow Up:

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