

FALL QUARTER REPORT

Session I

Name: Julie Nguyen

Title: Secretary

1. What were your major undertakings this quarter?

My main undertaking for this quarter was the mission to work on and distribute the agendas and the minutes for both ASG Weekly and Board of Directors meeting. In collaboration with other Board members, I made sure the agendas were updated and prepared for our meeting. In addition, I took responsibility for recording and keeping track of the minutes, ensuring their completion within the specific timeframe. This task required effective communication and collaboration with fellow Board members to pursue the smooth functioning of these crucial meetings.

2. What was your greatest accomplishment?

One of my biggest accomplishments has been my involvement in the Associated Student Government, where I serve as a voting member on the Board, responsible for overseeing our campus clubs. By actively supporting both ASG and other clubs, I have participated in and attended so many events during Fall quarter, and I can see the incredible dedication and passion of these organizations. The main goal is to increase the student engagement and represent their voices on campus. With the new transition into in-person activities post-pandemic, we worked on understanding what students want and need. I am confident that our progress aligns with this mission, and that is why being part of ASG and observing all the campus's growth is my biggest accomplishment.

3. What were your goals for this quarter and how are you measuring your success in these endeavors?

During the Fall quarter, my main goal as an ASG Secretary were to understand my responsibilities, establish the proficiency in my tasks, and building connections with team members through

effective communication and collaboration. To best measure the success in these endeavors, I would look at the changes from my first day until now; currently, I am well-aware of my responsibilities and understanding what is needed to be done in my role, including the preparation of the agendas, note-taking during the meeting, and the timely distribution of the minutes to the team throughout the quarter. These outcomes reflect my growth and effectiveness in fulfilling my role as an ASG Secretary.

4. What barriers and/or difficulties did you face in implementing your goals this quarter? How do you plan to address these if they arise in the future?

I was experiencing 2 main difficulties during this quarter, including accurately recording BOD meeting attendees and recording the minutes in general. Usually, students who came in the meeting would briefly introduce their name and title, I was experiencing some difficulties to capture this. This often led to a long time trying to research for this information later. To address this, I made a sign-in list paper for the meeting for attendees to put down their name right after they got to the meeting, this was very helpful in mitigating this challenge.

For the upcoming quarter, I will start to record the meeting, which will help me to rewatch and doing notes later after the meeting to enhance accuracy and efficiency. I plan to implement this recording system, which allow me to review and take detailed notes post-meeting, ensuring that no information is missed.

5. What are your goals for Winter Quarter? How will you measure success in these?

Beginning of the Winter Quarter, as we are transiting into a new Board Bills template, first I would spend some time familiarize myself with these changes. Additionally, since I have established a good connection with fellow ASG members and various campus clubs, I would love to be involved in some additional responsibilities, such as contributing to ASG events, participating in the sustainability projects of our Social Responsibility Representative, etc. Success for this quarter, in my perspective, extends beyond the completion of my own tasks. I aim to measure success by actively assisting and collaborating with team members, recognizing collaboration is the key, as I

believe we are all targeting our goals of understanding students and representing their voices on campus, the collaborative approach will serve as a key metric for this success.

6. How did you include and/or reach out to people external to ASG in your work (students, businesses, community organizations, student organizations, faculty, staff, etc.)?

Personally, in my efforts to engage with individuals and club organizations external to ASG, I have found that using email would be a really good way to reach out to people in my work. This method allows for a clear communication, facilitating interactions with students, campus clubs, faculty, and staff. Additionally, as I've been doing in the past and also keep continuing to do in the future, by attending to clubs' meetings and events, I love to see how the value insights and the operations of different organizations, how they generally run a meeting and what strategies they are planning to bring to students, observe effective meeting strategies, and understand the diverse approaches they plan to connect with students. This involvement not only strengthens relationships with external entities but also fosters a deeper understanding of their goals and initiatives, which enhancing the collaboration and the overall impact of ASG on the broader campus community.