

one year plan



Student Government Association

ILLINOIS INSTITUTE OF TECHNOLOGY

1. Take care of SGA members
2. Increase the visibility of SGA
3. Increase the volume and quality of feedback from the student body
4. Build a diverse coalition of other student leaders to work with SGA on tackling campus-wide issues
5. Build on the work of past Execs to make SGA an undeniable IIT institution

Exec Board



Weekly 1:1 with members of Exec Board

- Discuss details of their projects and new initiatives
- Troubleshooting
- 360 degree feedback

Weekly Board Meeting; Wednesdays @ 9pm, Yellow Room (except 10/26)

- Share updates about my meetings with administrators
- Discuss campus issues and reach consensus on SGA stand
- Plan retreats, Senator Week, etc

Clarify roles

- President: Leader of whole organization (Exec Board in particular) and external spokesperson up to administrators. Works with VP of Communications for student body interaction.
- VP of Communications: Spokesperson of SGA to the student body. Solicits their feedback and keeps them updated on SGA as a whole. Leader of Communications Committee.
- Executive VP: Spokesperson of Senate and treasurer of SGA as a whole (pre-approve all purchases through Exec VP).
- Finance Board Chair: Spokesperson and leader of Finance Board.
- Chief Justice: Spokesperson and leader of Judicial Board.
- VP of Student Life & VP of Academic Affairs: Work as spokespersons for their two realms of issues: student life and academic affairs, which they tackle as

leaders of the Student Life and Academic Affairs Committees. They work with the VP of Communication to communicate to the student body as a whole.

Goals

✓ Summer visits to departments for introductions and ~~Student Speak~~ audit

Work with VP's and Chairs to ensure they have a plan for running their committees/branches by August

- Meeting format: updates or working meetings? lead or facilitate?
- Tasks: Solo roles or project teams? Officers?
- Motivation and recognition
- Communication with members
- Recruitment and retention

SGA Office

- ✓ Poster of officers on door
- Ensure plans and expectations from retreat are visible at all times
- Always keep the office generally organized so we can meet spontaneously with constituents (store away everything that is not needed on a daily or weekly basis)
- ✓ Have a designated shelf for each branch (FBoard, JBoard, Senate)
- ✓ Reserve a color room for weekly Exec meetings



Student Government Association STUDENT SENATE
ILLINOIS INSTITUTE OF TECHNOLOGY

August 30	September 13	September 27	October 11
October 25	November 8	November 29	
January 17	January 31	February 14	February 28
March 13	April 3	April 17	

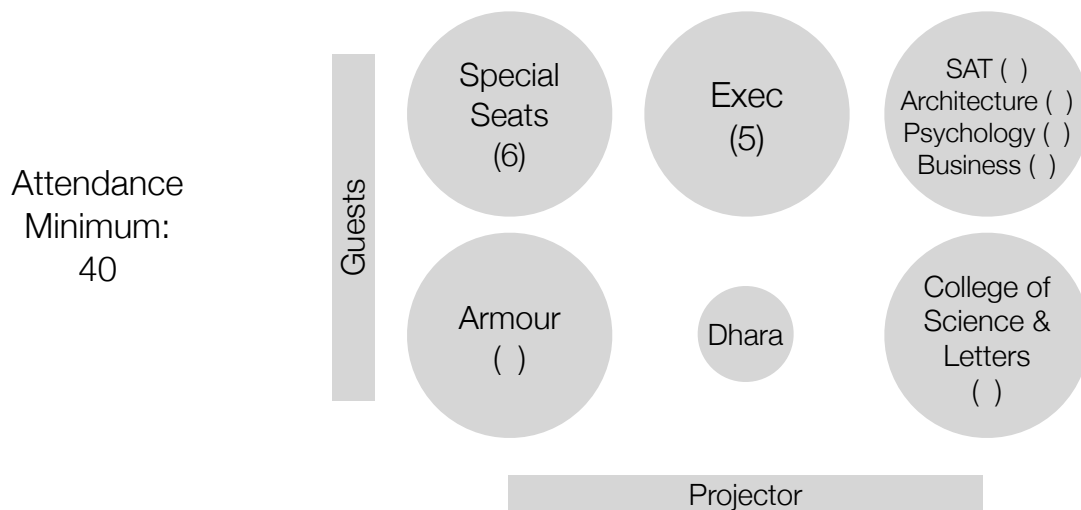
Meeting location, SB 113 reserved for now

- PClub Main Floor costs \$100 per use due to cleaning fee
- Consider adding to Spring budget

Professional but fun and efficient

Emphasis on representation

- Keep current structure but change the nature of discussions using new seating arrangement (see below); stand for announcements
- Design table plaques with Senator name and seat
- Set the tone at the first senate with explanation of expectations and quick review of Robert's Rules





Student Government Association FINANCE BOARD
ILLINOIS INSTITUTE OF TECHNOLOGY

Solidify guidelines on financing courses

- Possible partnership with QWL to fund spanish courses for students

Make a 5-minute appearance at the first meeting of the semester

- Meet the board as the head of SGA and an additional resource for them
- Communicate that I am available to hear and address any concerns they may have as members of the student body and as members of Finance Board
- Solicit feedback on their expectations of the president

My input for the board:

- Acknowledge your personal bias and move on; it's okay to be motivated by helping the student org you belong to as long as every org's allocation is fair and easily justified
- What's the big picture result after a hearing or semester's worth of allocations? Ultimate goal: a lively campus
- Propose for the necessary tools through SGA budget to make hearings more efficient



Student Government Association JUDICIAL BOARD

ILLINOIS INSTITUTE OF TECHNOLOGY

Recruit 4 justices, 1 chief justice, and 2 chief justices

Ensure JBoard is more integrated into SGA

- ✓ Allocate funds for JBoard dinner outings
- Make sure JBoard is engaged at retreat

Since Exec meetings will now be a time to discuss school-wide issues instead of focusing on the Senate project updates, it will be more appropriate to have the Chief Justice in attendance.

Make a 5-minute appearance at the first meeting of the semester

- Meet the board as the head of SGA and an additional resource for them
- Communicate that I am available to hear and address any concerns they may have as members of the student body and as members of JBoard
- Solicit feedback on their expectations of the president

My input for the board:

- Meet at least once at the beginning of the semester, after the new appointees have been confirmed
- Consider a constitutional change to allow JBoard to hear appeals on rejected new student org instead of allowing org to re-apply through Senate
- Consider a constitutional change to allow JBoard to revoke status from student organizations if they are very similar to other student orgs



Kelly will determine how to collect SGA news

- (A) Using ComCom: Have ComCom Senators act as correspondents assigned with tracking a specific branch or project and feeding the information into a central publisher/spokesperson
- (B) Com VP as Center: Kelly would be the sole gatherer of information and would instead use ComCom Senators for the publishing and dispersal of information only

Weekly SGA press release through multiple outlets

- Long form: TechNews, IIT Today, SGA Website
- Short form: Facebook, Twitter

Forwarding sga@iit.edu emails

- Keep an eye out for email from the Office of Student Life and Finance Board

TechNews Partnership: Meet with Karl prior to the start of the semester

General Assemblies

- Timely event publicity is key
- Look into streaming events live and recording for later, especially events like President & Provost Q&A's
- Solicit questions via online forms & tables in heavy traffic spots on campus prior to event ("What would you ask the President?")

ComCom Roles

- Dedicate a webmaster to keep the website up-to-date and accurate (Facebook & Twitter could also be incorporated into this role)
- Consider incorporating a photographer role into ComCom

Purchases

- ✓ Student Discount Card “Accepted Here” window sticker
- ✓ Banner with new SGA logo
- Lapel pins
- “Brought to you by SGA” plaques/stickers
- Table cover (SGA logo and contact info on one side, WYI on the other)

Flyer Procedure

- Ensure funds have been allocated for the publicity of the topic/event
- All flyer designs should include SGA email/website address and twitter handle, SGA logo, and “Sponsored by SAF” if applicable
- For event flyers, remember: date, time, location, food, “Brought to you by SGA (and SAF)”
- Print one copy, and submit it to OSL for approval
- Scan and email pdf of stamped flyer to Office Services and receive price in reply
- Use received price to fill out a DOF for an IDR and have it signed by Alex (what is a better way to take care of this process?)
- Take IDR to Office Services and pick up flyers
- Distribute through appropriate venues

Survey Procedure (All surveys now coordinated through Com)

- Create Survey using Google Docs
- Share with Elnaz and Dhara for Approval (copy Alex)
- Kelly will coordinate distribution through Communication Committee
- Monitor initial response rate and set closing date



Key Question: How do we approach the education of students in a way that does not place a conflict between teaching the fundamentals and supporting innovative and inquisitive thinking?

Regular meeting with Gosz

Art Classes/Shimer/VanderCook

College Student Councils

Foreign Language Proposal

TA Evaluations

Syllabi upload

Advising; Advising Fair

Public Speaking

Peer Academic Link

Jobs

- CMC
- Professional Student Orgs

Scheduling

MSDN for all majors

iPad in curriculum

Graduate use of Idea Shop



Key Question: How do we support and advocate for those that are at the heart of campus life and at the same time ensure that the average IIT student has a well rounded experience at IIT which includes a heavy dose of extracurricular education?

Leadership roundtables

Keating Hall

Water fountains

Student Discount Card

Commuter Space

The Bog

Student Employment

School Spirit

Departmental responses

* Many more projects will present themselves once the semester has begun

Org Fair



basics

When: W 8/24, 4-7pm **Cost:** **Funding:** 1-Account
Where: MTCC **Attendance:** 300

tasks

- Sign up through OSL Google Form
- ✓ Order new SGA banner
- Prepare sign-up sheet for students interested in joining SGA
- Prepare handouts and giveaways (ie. Student Discount Card)
- Recruit volunteers for bridge table

marketing

SGA Online	Flyers	Guerilla	Groups
X Twitter	MTCC (2)	Sidewalk Chalk	Union Board
X Website	ResHalls (9)	X Banners	Greek Council
X Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	X Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
SGA Handouts, IIT Thoughts cards			
SGA banner with new logo		1	\$57
Total			\$57

Senate Election



Student Government Association STUDENT SENATE
ILLINOIS INSTITUTE OF TECHNOLOGY

basics

Nominations open for 3 weeks (8/30-9/20)

When: 9/27, 9am-7pm **Cost:**

Funding: (SAF)

Where: MTCC Welcome Center
+ MTCC Front Lawn, Crown Hall

Attendance: 400+

tasks

- Reserve space in Crown Hall and on MTCC South Lawn
- Contact Registrar for student body list
- Calculate seat distribution based on enrollment
- Solicit nominations for Senate candidates (TechNews, IIT Today)
- Send nomination emails
- Run candidate orientation sessions
 - Schedule times during September (host only one during the week before elections to encourage early campaigning)
 - Important dates for candidates: retreat, weekly meetings, admin mixer, general assemblies
- Recruit volunteers for polling stations
 - Use Google Form for sign-up
 - Use volunteer's computers & iPads; reserve CCC laptops if need be
- Prepare & email candidate packets
- Compile candidate bios/answers; publish on website and in TechNews, print for voting booths
- Create Google Form ballots
- Setup voting booths
- Create "Vote Here" signs
- Design powerpoint template for results

marketing

SGA Online	Flyers	Guerilla	Groups
X Twitter	MTCC (2)	X Sidewalk Chalk	Union Board
X Website: Bios	ResHalls (9)	X Banner: "Vote Here"	Greek Council
X Facebook	Greeks (9)	Bridge Table	RHA + RA's
X Google Calendar	Academic (?)	X FB Profile Pics	CSA
	Table Tents	X Class Visits	I-Center
Press	Handouts	X Buttons: "I Voted"	Leadership Acad.
X IIT Today			Staff
X TechNews: Bios			Faculty

spending

Item	Unit Price	Quantity	Cost
CCC Laptop Reservation		16	
Printed candidate bios/answers			
"Vote Here" sign		3	
Signs to designate each laptop for a specific college		16	
Booth dividers		7	
"I Voted" buttons (order 1500 and use 500)		1500	
Total			0

SGA Week



Student Government Association
ILLINOIS INSTITUTE OF TECHNOLOGY

Monday 9/26 to Thursday 9/29

basics

Lunch with Your Rep; operate a mini Thoughts table next to pizza line

When: MWR @12:30p **Cost:** **Funding:** (SAF)

Where: Perlstein Park **Attendance:** 100

Classroom Visits

When: All week **Cost:** **Funding:** (SAF)

Where: Large 100-level courses and SGA classes **Attendance:** 100

tasks

- Reserve Perlstein Park; don't forget trash cans
- Order catering
- Get list of large 100-level courses from Registrar
- Circulate classroom visit sign-up at Senate
- Make SGA week name tags for every SGA member
- Print handouts for classroom visits
- Share classroom visit email script with Senators
- Get volunteers for mini Thoughts table

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.

IIT Today
TechNews

Staff
Faculty

spending

Item	Unit Price	Quantity	Cost
Catering: Pizza and drinks for 100		N/A	
Giant notepad for mini Thoughts table			
IIT Thoughts handouts			
Publicity			
Name tags		50	
Total			0

Fall Retreat



Student Government Association
ILLINOIS INSTITUTE OF TECHNOLOGY

basics

Workshops, lunch and dinner, and a fun activity

When: Sun Oct 2 @10a **Cost:**

Funding: (SAF)

Where: Downtown Campus

Attendance: 50

tasks

- Reserve Downtown Campus space
- Secure lunch and dinner
- Plan fun activity
- Recruit veteran Senators to help with workshops
- Check in with presenters
- Print necessary handouts and prepare any powerpoints
- Email Rich Duncan about SGA History powerpoint

agenda

SGA-Wide Presentations

- History of SGA (by Elnaz)
- Get to know Exec & Alex; define roles
- Expectations (by Elnaz)
- Panel of Exec and alum/veterans or Round table discussions with veterans or Exec at each table
- Basic Robert's Rules (by Dhara)
- Know your demographic (by T Moreno)

Judicial Board & Finance Board branch-specific retreats (by Chief Justice & Bernie)

- 5 minute chat with Elnaz

Senate-specific presentations

- Life of a project (by Jovi & Gokul)
- Who's who of admins (by Elnaz)
- Communications procedures: surveys, flyers, etc (by Kelly)
- Senator toolbox (by Dhara)
- Senate procedures (by Dhara)

spending

Item	Unit Price	Quantity	Cost
Total			0

Admin Mixer



Student Government Association STUDENT SENATE
ILLINOIS INSTITUTE OF TECHNOLOGY

basics

A chance for Senators & administrators to interact so Senators can get a better handle on who to talk to about specific campus issues

When: October **Cost:** **Funding:** (SAF)

Where: MTCC Welcome Center or the Bog **Attendance:** 100

tasks

- Work with President, Provost, and VP schedules to set a good date
- Create guest list
- Design/draft invitations
- Send invitations and follow up
- Reserve space
- Order catering: cash bar and hors d'oeuvres
- Nametags?
- Playlist

guest list

spending

Item	Unit Price	Quantity	Cost
Catering			
Invitations			
A/V for music			
Nametags			
Total			0

Assembly #1



basics

Description

When:

Cost:

Funding:

Where:

Attendance:

tasks

- a

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
Total			0

Assembly #2



basics

Description

When:

Cost:

Funding:

Where:

Attendance:

tasks

- a

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
Total			0

Assembly #3



basics

Description

When:

Cost:

Funding:

Where:

Attendance:

tasks

- a

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
Total			0

Spring Retreat



basics

Focus on re-engaging everyone

When: Jan 21 (all day) **Cost:** **Funding:** (SAF)
Where: Chicago **Attendance:** 50

tasks

- Reserve Downtown Campus space
- Secure lunch and dinner
- Plan fun activity
- Recruit veteran Senators to help with workshops
- Check in with presenters
- Print necessary handouts and prepare any powerpoints

agenda

Determine over winter break

spending

Item	Unit Price	Quantity	Cost
Total			0

Assembly #4



basics

Description

When:

Cost:

Funding:

Where:

Attendance:

tasks

- a

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
Total			0

Assembly #5



basics

Description

When:

Cost:

Funding:

Where:

Attendance:

tasks

- a

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
Total			0

Assembly #6



basics

Description

When:

Cost:

Funding:

Where:

Attendance:

tasks

- a

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
Total			0

Spring Banquet



Student Government Association
ILLINOIS INSTITUTE OF TECHNOLOGY

basics

Celebrate the successes of the years, recognize the work of SGA members, thank administrators for their support

When: February **Cost:** **Funding:** (SAF)
Where: **Attendance:** 100

tasks

- Work with President, Provost, and VP schedules to set a good date
- Create guest list
- Design/draft invitations
- Send invitations and follow up
- Reserve space
- Order catering: cash bar and hors d’oeuvres
- Nametags?
- Playlist
- Create slideshow of SGA photos for down time and a slideshow of accomplishments for event finale

guest list

spending

Item	Unit Price	Quantity	Cost
Catering			
Invitations			
A/V: music, project			

Item	Unit Price	Quantity	Cost
Nametags			
Total			0

Exec Election



Student Government Association
ILLINOIS INSTITUTE OF TECHNOLOGY

basics

Nominations open for 3 weeks (2/28-3/20); Debates on 3/29

When: 4/3, 9am-7pm **Cost:** **Funding:** (SAF)

Where: MTCC Welcome Center **Attendance:** 1000

+ MTCC South Lawn, Crown Hall, Engineering 1, Stuart Building, Galvin Library

tasks

- Convene Exec Election Committee on __/__/__
- Reconcile spring break with constitution dates
- Reserve space for polling locations
- Contact Registrar for student body list
- Solicit nominations (TechNews, IIT Today)
- Send nomination emails
- Run candidate orientation sessions
 - Schedule times during first two weeks of March (before Spring break)
 - Important dates for candidates: retreat, weekly meetings, admin mixer, general assemblies
- Recruit volunteers for polling stations
 - Use Google Form for sign-up
 - Use volunteer's computers & iPads; reserve CCC laptops if need be
- Prepare & email candidate packets
- Compile candidate bios/answers; publish on website and in TechNews, print for voting booths
- Create Google Form ballots
- Setup voting booths
- Create "Vote Here" signs

- Design powerpoint template for results

marketing

SGA Online	Flyers	Guerilla	Groups
Twitter	MTCC (2)	Sidewalk Chalk	Union Board
Website	ResHalls (9)	Banners	Greek Council
Facebook	Greeks (9)	Bridge Table	RHA + RA's
Google Calendar	Academic (?)	FB Profile Pics	CSA
	Table Tents	Class Visits	I-Center
Press	Handouts	Buttons	Leadership Acad.
IIT Today			Staff
TechNews			Faculty

spending

Item	Unit Price	Quantity	Cost
CCC Laptop Reservation			
Printed candidate bios/answers			
"Vote Here" sign		6	
Booth dividers			
"I Voted" buttons (use remaining buttons from fall)			0
Total			0

Transition



basics

Transition new Exec on everything they need to know

When: Sat Apr 14

Cost:

Funding:

Where:

Attendance:

tasks

- Reserve space
- Fun activity (photoshoot?)

agenda

See [Brian & Brad's Google Doc](#) for last year's agenda

spending

Item	Unit Price	Quantity	Cost
Printing?			
Food?			
Total			0

Week-By-Week



Student Government Association
ILLINOIS INSTITUTE OF TECHNOLOGY

- Jun 20-26 ✓ Meet with key admins to catch up on initiatives.
Plan new Senate format and SGA retreat.
- Jun 27-Jul 3 ✓ VP's and Chairs are informed of plan assignment.
✓ Check in with Google Apps for Education.
- Jul 4-10 ✓ Basement inventory & goal setting with Alex (review one year plan)
- Jul 11-17 ✓ Meet with VP's and Chairs to review their plans.
Still remaining: Bernie, Dhara, Gokul
- Jul 18-24 ▶ Break: Alabama
- Jul 25-31 ✓ Review and strengthen one year plan with Dhara before her departure to Haiti
✓ Prepare for first Exec meeting
- Aug 1-7 ✓ Plan 1st Senate & Senate Elections.
Wed Aug 3 Summer Exec #1: Welcome back and share summer developments.
- Aug 8-14 Plan retreat & address open JBoard & FBoard seats.
Wed Aug 10 Summer Exec #2: Coordinate 1st month of Exec involvement
Provide draft of one year plan; schedule 1:1's
- Aug 15-21 Welcome Week activities and appearances.
Execute 1st Senate and org fair plans.
Wed Aug 17 Summer Exec #3: Refine one year plan together
- Aug 22-28 ▶ First week of classes; 1:1's begin
Plan Assembly #1 for September
Wed Aug 24 Student Org Fair
- Aug 29-Sep 4 Execute Senate Election plans
Tue Aug 30 1st Senate: Senate nominations open. Share calendar (Retreat, SGA Week, etc).
- Sep 5-11
- Sep 12-18
- Sep 19-25 ▶ Homecoming Week; SGA Week preparations complete
Tue Sep 20 Senate nominations close
- Sep 26-Oct 2 ▶ SGA Week
Plan Assembly #2 for October
Tue Sep 27 Senate Election Day
Sun Oct 2 Fall Retreat

Oct 3-9 Admin Mixer planning complete

Oct 10-16

Oct 17-23

Oct 24-30 Plan Assembly #3 for November

Oct 31-Nov 6

Nov 7-13

Nov 14-20

Nov 21-27 ▶ Thanksgiving break; no Exec meeting

Nov 28-Dec 4 ▶ Study for finals

Dec 5-11 ▶ Finals Week

Dec 12-18

Dec 19-25 Plan spring retreat

Dec 26-Jan 1 ▶ Break

Jan 2-8 Plan Assembly #4 for January

Jan 9-15 ▶ First week of classes

Sat Jan 14 Spring Retreat

Jan 16-22 Send out Spring Banquet invites

Jan 23-29 Finalize catering for banquet; Plan Assembly #5 for February

Jan 30-Feb 5

Feb 6-12

Feb 13-19 Convene Exec Election Committee

Feb 20-26

Feb 27-Mar 4

Tue Feb 28 Exec nominations open

Mar 5-11

Mar 12-18

Mar 19-25 ▶ Spring Break

Finalize candidate bios

Plan Assembly #6 for April

Tue Mar 20 Exec nominations close

Mar 26-Apr 1

Thu Mar 29 Exec Debates

Apr 2-8 Begin transition meetings

Tue Apr 3 Exec Election Day

Apr 9-15 First joint Exec meeting (facilitated by new president)

- Sat Apr 14 Transition Retreat
- Apr 16-22 Wrap up transition; final 1:1's
- Tue Apr 17 Transfer of Power Senate
- Apr 23-29 Transition is complete; study for finals
- Apr 30-May 6 ▶ Finals Week