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**June**

*Transition*

* Transition with Madeline complete
* Sending Exit Reports to incoming Portfolio hires
* Meeting with Jacob Shapiro (incoming SSMU UA) on June 7th, 2018 to brainstorm ideas and concerns for next year

*Hiring*

* Partially re-opening hiring for Essay Center External Coors; looking to do internal hiring through callout in 2017-8 Peer Tutoring Group

 **July**

* Nothing to report for July

**August**

* Reach out for meeting with Teaching and Learning Services
* Administrative tasks
* Prepared for major projects (Textbook Lending, Equity in Education)