



# Natasha Pozega VP Operations & Finance

April 2014

Federation of Students  
University of Waterloo

# Executive Report

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## Month Summary

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### **The (full time) hiring queue, in order of priority:**

Empty

### **Recent Hires:**

None

Most of my time this month was spent writing and conducting performance appraisals for full-time staff in my portfolio, wrapping up projects, preparing transition documentation, and reviewing the SLC Space Survey results. I also attended the CASA AGM in PEI with Adam, which was an eye opening experience. I'm looking forward to discussing our membership status with council at our meeting.

## Committees

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### **Budget Committee**

The 2014-15 budget committee was struck at the General Meeting on April, 24<sup>th</sup>. Congratulations to Doug Turner, Christos Lolas, Chanakya Ramdev and Baiju Patel. I should have all departments' budgets by the end of March, and will meet with the budget committee during the second week of April. The committee will be co-chaired by myself and Ben Balfour until May.1<sup>st</sup>, 2014.

## Current Projects/Initiatives

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### **SLC Space Audit**

**Goal:** To develop a long term, student focused vision for the Student Life Centre.

**Synopsis:** Approximately 5 focus groups have been conducted thus far, and the Student Life Centre Space Survey has closed. There were 6,143 total responses for the survey. A co-op student has been hired to fill the role as our Communications Analyst and analyzing the SLC survey results will be one of their tasks. I'm expecting results to be available by the end of May, 2014. Phase two of the Space audit is the proposal phase. Guidelines will be posted on how to submit proposals for what to do with certain spaces in the SLC and this should be in place until Feds no longer manages the building.

### **Internal Documentation**

Goal: To update internal documents and procedures to pass on valuable knowledge to future executives and staff.

**Synopsis:** To update and/or write documents about the Health and Dental Plan (new), Student Fees, Executive (new), Board and Council Codes of Conduct (new), Volunteer rights (new), commercial service training packages (update).

Status: Health and Dental (done)

Student Fees (on going)

Codes of conduct (exec-complete, board- nearing completion, council-in progress)

Volunteer rights (in progress)

Commercial Service Training packages (ongoing project)

### **Digital Signage**

Waiting for Plant Ops to install the VDI's and the screens will be up and running.