



ALEXANDRA RUSSELL
VICE PRESIDENT INTERNAL REPORT

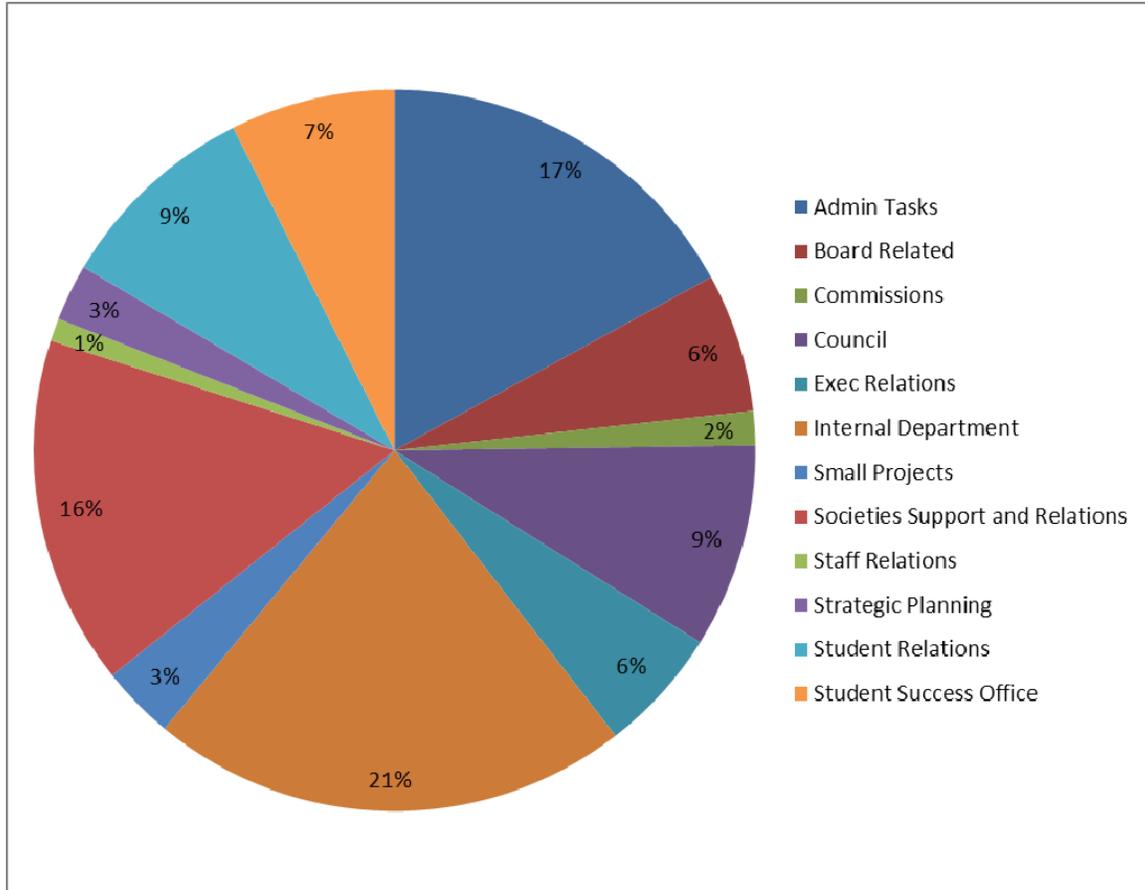
OCTOBER 2012

**Federation of Students
University of Waterloo**

EXECUTIVE SUMMARY

Hello Council,

Here is a breakdown of my time since the last meeting:



It's been a busy month for my department, so some of my time has been going to help them out. We're looking forward to welcoming our Clubs Manager soon.

Let me know if you have any questions, comments, or concerns,

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To Serve, Empower and Represent the Undergraduate Students of the University of Waterloo

DEPARTMENT UPDATES

- We have completed a Fall 2012 action plan for the department. It is included at the end of this report for your reference. Over the next couple months we'll be working on long-term vision.

CLUBS

- Dave and I are handling all of the clubs stuff right now. A lot of my time has gone into new clubs and his into event forms. We are expecting the new Clubs Manager by the beginning of November.
- See the IAC report for new clubs.

SERVICES

- Love Your Body Week was last week; Coming Out Week is this week.
- The last two sessions of Feducation were cancelled, due to lack of participants. We are still aware of council's metrics and are keeping track of all of the sessions.

SPECIAL EVENTS

- It's a busy month with Halloween and Oktoberfest.
- Welcome Week ended off well. We'll be doing a formal report and assessment soon.

EDUCATIONAL PROGRAMMING

- One Waterloo will begin gathering feedback soon. We have program assessment guidelines ready for use.
- One Waterloo also participated in an Oktoberfest event this week.

COMMITTEE UPDATES

INTERNAL COMMITTEES

INTERNAL ADMINISTRATION COMMITTEE

See committee report included in meeting package.

INTERNAL FUNDING COMMITTEE

See committee report included in meeting package.

ONE WATERLOO STEERING COMMITTEE

The committee has not met.

COMMITTEE OF PRESIDENTS

The committee met and we discussed the functionality of the committee. It was agreed that society presidents don't get anything valuable out of meetings, so we will be discontinuing those. I believe that COPs will be moved into the council procedures after the General Meeting, at which point we'll amend the procedure so that the committee's only responsibility is to uphold the Societies Agreement, and only the society presidents will sit on it. See "societies" under "projects" for what we'll be doing in lieu of COPs.

CAMPUS RESPONSE ADVISORY BOARD

The committee met on October 4th. Alex Piticco, the Residence Life Director, has been added to the membership, as CRT is starting to work with Housing to cover high-risk times (Orientation, St.Patrick's Day, etc.). CRT will be also be working with Alex to improve their interview process (as ResLife does something similar for Dons).

UNIVERSITY COMMITTEES

UNIVERSITY DIVERSITY ADVISORY COMMITTEE

- The September 25th meeting was moved to October 24th.
- I am still looking for two undergraduate-at-large members. Contact me if you or any of your constituents are interested.

LGBTQQ ADVISORY COMMITTEE

The committee has not met; the next meeting has not been scheduled.

STUDENT LIFE ENDOWMENT FUND

The committee has not met yet.

SUICIDE PREVENTION COMMITTEE

The committee has not met yet.

SPACE INFORMATION ADVISORY GROUP

The space principles and standards document (let me know if you want a copy) will be taken to the University exec council. No major changes were made.

MENTAL HEALTH WELLNESS DAY COMMITTEE

- Campus Mental Health Wellness Day is Thursday, Oct. 25th.
- Details are here: <https://uwaterloo.ca/counselling-services/mental-health-wellness-day>.

COMMISSIONS

ARTS COMMISSION

- We are starting work on the Arts Symposium, which will be held on Tuesday, Nov. 20th.

ENVIRONMENT COMMISSION

- The commission is looking to do environmental evaluations of some of the commercial services.
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PROJECT UPDATES

SOCIETIES

- I met with the AHSUM, MathSoc, EngSoc, ESS, and UWOSS executive teams. All of the meetings went well. I got lots of great feedback from the societies, and was able to answer some of their questions.
- As we're not meeting with COPs anymore, I'll focus more on providing "one-on-one" support to the societies; and have set up a Feds Connect group for society execs to have discussions throughout the term.
- I'm looking into doing a "societies day" each term to provide execs with an opportunity to network and share best practices.

MATH CND

- I'm continuing to work with MathSoc on the financial position of their CnD.

SATELLITE CAMPUSES

- I have been to Architecture twice since Orientation for their All-School Meeting and a BBQ that we hosted.
- I have been at Pharmacy twice as well; once for a BBQ and again for a meeting with their execs.
- We're looking into doing another event at each campus before the end of the term.

NEW SERVICES

- I'm looking into both a Legal Resource Office and a Foot Patrol program. More information will be presented as I prepare it.

EVENTS COMMISSION

- The events commission met and shared some great events. They'll be coordinating a trick-or-treat event for Halloween.
- I'm looking for someone (not necessarily a society exec) to head up the commission. Let me know if you or any of your constituents would be interested.

COMMITTEES

- I'm drafting a motion to merge IAC and IFC and create a Campus Life Advisory Committee. Expect it at the November meeting.

FED HALL

- Student groups are using Fed Hall this term. Currently we have 13 out of 15 event dates booked.
- This month I'll be looking at alternative venues for next term while Fed Hall is under renovation.

SEPTEMBER GOALS - UPDATE

- ~~Start tweeting from VPIN account (at least once per day!)~~
- ~~Finalize a Campus Life Department action plan for the Fall term and a method for review.~~
- ~~Create a report and recommendations on data from the volunteer survey; and plan for future surveys.~~
- Finalize access for student groups to Fed Hall. – Not finalized; but students are using.
- ~~Start meeting and working with the Events Collaboration Commission.~~
- Finish list of stakeholder groups and diversity events for UDAC. – UDAC meeting postponed to October.
- Put up photos of recently funded projects on the IFC/SLEF pages. – Too much work for website right now.
- Research feasibility of a Legal Resource Office and create a proposal if appropriate. – Working on.
- ~~Review the functionality of the Committee of Presidents, in conjunction with the Presidents.~~
- ~~Complete a society relations and communications guideline.~~
- ~~Try to hire first-year interns.~~
- ~~Host Welcome Week BBQs on Pharmacy and Architecture campuses.~~
- ~~Develop a relationship with the residence councils and Dons.~~
- Complete a listing of PD opportunities for student leaders and volunteers during the Fall term. Host a variety of sessions.
- ~~Offer PD opportunities to society execs.~~
- Begin gathering student feedback for One Waterloo program review (Student Program Coordinator).
- ~~Try to involve societies, services, and commissions in council.~~
- ~~Host introductory meetings with each society.~~
- ~~Continue work with the Math CnD.~~

OCTOBER GOALS

- Finish list of stakeholder groups and diversity events for UDAC.
- Research feasibility of a Legal Resource Office and create a proposal for next year if appropriate.
- Begin gathering student feedback for One Waterloo program review (Student Program Coordinator).
- Research feasibility of a Foot Patrol program and create a proposal for next year if appropriate.
- Find alternatives to Fed Hall for student events in Winter/Spring 2013.
- Select cross-campus events commissioner.
- Begin work on a “societies day” for Winter 2013.
- Complete a transition and strategic planning module for societies and club execs to use.
- Encourage online discussion between society execs throughout the term.
- Merge IAC and IFC and create a Campus Life Department Advisory Committee.
- Begin work on a long-range Campus Life Department vision.
- Define the relationship between the Bomber/commercial services and the services, and to what extent they should support each other.
- Identify required changes to the SLEF bylaws.

Campus Life Department Action Plan – Fall 2012

| Goal 1: Foster an effective work environment within our department | | | |
|--|--|---------------------------|-----------------|
| <i>Action Item</i> | <i>Responsibility</i> | <i>Timeline</i> | <i>Progress</i> |
| Host four department socials and one professional development event per term. | Sept – Alex/Dave; Oct – Zoe; Nov – Nicole; Dec – Nga; PD – Dave/Alex | As outlined | |
| Finish hiring for Clubs Manager. | Dave/Alex/Suzanne | ASAP | |
| Hold weekly meetings with each team member individually. | Dave | Weekly | Happening. |
| Team Tuesdays – do something every Tuesday – go for lunch before meeting, snacks at meetings, etc. | Dave; snack is rotating | Ongoing | |
| Plan and host one social event per term for all Feds staff. | Dave/all | December 19 th | |
| Metrics | | | |
| Dave will monitor team and staff morale at weekly individual and department meetings. | | | |

| Goal 2: Increase resource sharing and financial efficiencies within the Department. | | | |
|--|------------------------------|---------------------------|--------------------------------------|
| <i>Action Item</i> | <i>Responsibility</i> | <i>Timeline</i> | <i>Progress</i> |
| Share PD sessions for students: one of us plans it and invites others volunteers. | All | Ongoing | Art of Delegation. Unlearn workshop. |
| Host Volunteer Extravaganza for all volunteers. | Dave/Clubs Manager | November 19 th | |
| Standardize volunteer appreciation and use economies-of-scale (restaurant discounts, etc.). | Dave/all | Winter 2013 | |
| Have the cotton candy machine, projectors, camera and eventually laptop on the Calendar so it can be booked by everyone. Figure out who takes ownership of each resource, where it's stored, and sign-out rules. | Dave | Winter 2013 | |
| Centralize Work Study Payroll. | Zoe; Dave to take over | Ongoing | Zoe doing currently |
| Buying Feds branded SWAG for guest speakers (work with marketing to have "levels" and pre-packaged gifts). | Marketing/Dave to coordinate | Ongoing | Have some stuff. |
| Metrics | | | |
| <i>Metric</i> | <i>Progress</i> | | |
| Department budget and spending levels | | | |
| Spending vs. value ratio (see Goal 3) | | | |

| Goal 3: Increased Financial Responsibility and Sustainability. | | | |
|--|----------------------------|-----------------|-----------------|
| <i>Action Item</i> | <i>Responsibility</i> | <i>Timeline</i> | <i>Progress</i> |
| Director to have monthly meetings with Managers to go over budgets vs. | Managers to track; Dave to | Monthly | |

| spending and upcoming budgets. | check | | |
|--|--|-------------|--|
| Set a Sponsorship plan outlining goals of \$ value, identify areas where we would welcome sponsorship, and developing a system for student groups to gain sponsorship (i.e. a how to get sponsors booklet) | Dave | Winter 2013 | |
| Termly spending vs. value overview. | Dave/Alex in conjunction with managers | End of term | |
| Metrics | | | |
| <i>Metric</i> | <i>Progress</i> | | |
| Spending vs. value ratio | | | |
| Sponsorship dollars | | | |

| Goal 4: Promote best practice sharing among areas. | | | |
|--|-----------------------|-----------------------|-----------------|
| <i>Action Item</i> | <i>Responsibility</i> | <i>Timeline</i> | <i>Progress</i> |
| Bring "success stories" to weekly meetings. | Dave/all | Weekly | |
| Continue with "problem of the day" at weekly meetings. | Dave/all | Weekly | |
| Visit one school per term. | Dave/Alex | Termly | |
| Have staff share their PD with others at weekly meeting. | All | As appropriate | |
| Once per term, each Manager share a "what I do best" session – could be their PD session. | All; Dave to schedule | Approximately monthly | |
| Metrics | | | |
| <i>Metric</i> | <i>Progress</i> | | |
| This will be shown differently, depending on the practices being shared. Ultimately, it will make the department more efficient. | | | |

| Goal 5: Ensure events are complementary and collaborative and not competitive. | | | |
|--|--|---|------------------------------------|
| <i>Action Item</i> | <i>Responsibility</i> | <i>Timeline</i> | <i>Progress</i> |
| Establish a termly calendar of events. | All | August for Fall; update ongoing (December for Winter) | Done! |
| Have our events collaborate with other student groups' events (i.e. Society, Club, Service events). | Clubs Manager and Services Manager; Alex (societies) | Ongoing; conscientious effort in Winter 2013 | |
| Orchestrate/combine/connect all groups who are doing the same or similar events by ensuring no events by multiple groups happen. | All | Ongoing | Oktoberfest Love Your Body Week |
| Ensure students of all interests are being programmed to (i.e. introvert and extroverts, academic, athletic, etc.). | All; Dave to assess | Termly or as needed | Happening |
| Metrics | | | |
| <i>Metric</i> | <i>Progress</i> | | |
| Number of competitive events. | | | |

| | |
|--|--|
| Number of collaborative events within the department. | |
| Number of collaborative events with student groups. | |
| Number of different interests/student types we are programming to. | |

Goal 6: Ensure events and activities are student-driven and implemented.

| Action Item | Responsibility | Timeline | Progress |
|--|--|---------------------------------|------------|
| Establish student coordinators and teams for each event we plan. | All | Ongoing | Fantastic! |
| Gather ideas for our events from students – through focus groups, surveys, etc. | All (through teams); Marketing (through polls/media) | Oct/Nov for Winter 2013 | |
| Work on maximizing student leaders' experience, not necessarily how many volunteers we have. | All; Dave to evaluate through reports and survey | Termly | |
| Collect and act on feedback from Student organizers via a volunteer survey. | Dave/Alex | Early- to mid-November | |
| Review events from a department overview (how many events were entirely student-run, etc.). | Dave | November | |
| Host round-tables with services coordinators and teams. | Dave/Alex to facilitate | Termly (aim for end of October) | |

| Metrics | |
|---|----------|
| Metric | Progress |
| Volunteer retention rates | |
| Number of events coordinated by students | |
| Number of implemented event ideas from students | |
| Volunteer experience survey results | |

Goal 7: Effectively evaluate programs and services that we offer.

| Action Item | Responsibility | Timeline | Progress |
|--|------------------------------------|----------------------------------|----------|
| Use Nicole's assessment tool to look at our events and programs. | Dave | Ongoing; starting late Fall 2012 | |
| Standardize how to gather student input: - surveys - on line, web site "survey of the days", club presidents, etc. | Exec/Dave | Winter 2013 | |
| Implement standardized protocols for exit surveys at each event. | Dave/all in conjunction with above | Winter 2013 | |
| Gain knowledge of other surveys going out to see if we can add a couple questions on to them. | Marketing | As surveys go out | |
| Suggest that all Fed surveys go through marketing to keep track of | Dave/exec to suggest | October | |

| what we're asking students. | | | |
|---|--|----------|--|
| Metrics | | | |
| Metric | | Progress | |
| We will begin to regularly evaluate and assess our programs and services, and will develop metrics for their success. | | | |

Goal 8: Improve the quality and quantity of student development opportunities.

| Action Item | Responsibility | Timeline | Progress |
|---|-------------------|----------------------------------|----------|
| Develop a PD calendar within our department and across campus. | Dave/All; SSO/OHD | Termly (December for Winter) | |
| Work with SSO (Student Development) to ensure what we see as students' needs are being accommodated. | Dave/SSO | Ongoing (esp. in Winter) | |
| Develop a mentor program for working with individual student leaders (eventually work towards having alumni/past leaders as mentors). | Dave | Start development in Winter 2013 | |

| Metrics | |
|--|----------|
| Metric | Progress |
| Number of PD sessions run. | |
| Attendance at PD sessions. | |
| Value ad skills gained from PD sessions. | |

Goal 9: Develop relationships and connections both within Feds and with University departments.

| Action Item | Responsibility | Timeline | Progress |
|---|----------------------|---------------------------------------|----------|
| Host a pot-luck for all Feds staff. | Dave/all | November | |
| Share our department goals, mandates, and action plan with others (council, exec, board, staff, etc.). | Dave | ASAP (staff presentation at pot-luck) | |
| Host middle-manager meetings to inquire about if there is anything our department could be doing better to help them with their jobs, and to discuss organizational issues. | Dave/middle managers | Monthly; starting October | |
| Host luncheon with the campus booking agents to say thanks and to keep up to date with changes. | Dave | Termly | |
| Identify those departments who we all interact with (Police services, etc.) and meet with them. | Dave | Termly | |
| Identify departments that we could/should be collaborating with (Housing, SSO, etc.) and schmooze with them. | Dave | Ongoing; as necessary | |

| Metrics | |
|--|----------|
| Metric | Progress |
| Will be shown in the ease of which we work with other departments, both internally and externally. | |

Goal 10: Increase support for student initiatives.

| <i>Action Item</i> | <i>Responsibility</i> | <i>Timeline</i> | <i>Progress</i> |
|--|--|---|-----------------|
| Staff an office where we rotate ourselves so students can drop in and get help with organizing their special event. If it falls directly into one of our portfolio's then we would send that student to that specific person for help. | <i>Dave to set up</i> | <i>Start development in Winter 2013</i> | |
| Start a "special event hotline" email address where students can ask event planning questions in general and we take turns staffing that address. | <i>Dave to set up and manage initially; IT/Marketing</i> | <i>November</i> | |
| Have a presence on the social media part of feds.ca and have Jackie send interested people to us. Also start discussion topics regarding organizing special events. | <i>Team leaders (all)</i> | <i>October</i> | |
| Post a "how to organize an event on campus" page, including contact info, FAQ's, etc. | <i>Dave</i> | <i>Winter 2013</i> | |
| Promote financial support for special events via IFC. | <i>Dave/Alex/IFC</i> | <i>Ongoing; as we see it's needed</i> | |
| Promote our physical resources that students can borrow – BBQ kit, projector – and get more things that students might need to sign out. | <i>Dave</i> | <i>As we set up physical resource sharing (above)</i> | |
| Metrics | | | |
| <i>Metric</i> | <i>Progress</i> | | |
| Number of applications to IFC. | | | |
| Visits/emails to special events office/hotline. | | | |
| Number of new clubs. | | | |

Goal 11: Improved reporting on department activities to student stakeholders and University departments.

| <i>Action Item</i> | <i>Responsibility</i> | <i>Timeline</i> | <i>Progress</i> |
|--|---------------------------------------|---|-----------------|
| Create a termly overview of how many students we reached and how through our events. | <i>All to collect; Dave to report</i> | <i>Collection ongoing; Reporting termly</i> | |
| Create a report on how each of our events went and what changes we will make. | <i>All</i> | <i>Ongoing (following events)</i> | |
| Metrics | | | |
| <i>Metric</i> | <i>Progress</i> | | |
| Reports produced. | | | |
| Understanding of our mandate and achievements (both within and outside of Feds). | | | |