



MONTHLY REPORT TO THE BOARD OF DIRECTORS

POSITION	President
REPRESENTATIVE	Owen Davis
DATE	September 17 th , 2019

1. PURPOSE

The Ontario Tech Student Union Board of Directors is responsible for the oversight of the Ontario Tech SU elected executive members.

2. GENERAL UPDATES

2.1 Orientation – O-Week

The goal of orientation is to provide valuable programming in which enhances the student experience and supports their overall success and well-being. Students should understand the value of the student union and know that we care for them through this engagement. The model for orientation during the 2019-2020 year was of a different model due to the Student Choice Initiative imposed by the Conservative Provincial Government to where Orientation becomes an opt-out ancillary fee. We utilized a model based on one similar that other Student Union's utilize where students purchase an O-Week pass in which allows them access to all events. We had no previous data to go off of; other than other schools. O-Week Passes sold at a slow start at the beginning, and sales picked up at an increasing rate as the events approached, and during them. This model was based on a breakeven model, to which we were close to this, with a very miniscule loss.

2.2 Opt-Out Tracking

The Ontario Tech Student Union is the only fees that are applicable for opt-outs at Ontario Tech University. We are receiving updates on the number of students of whom opt-out of our fees, and which ones in particular they opt out of. These numbers are coming back with good news, although we do not have official numbers until September 18th, 2019 due to our opt-out period is from the first day of registration, to when tuition is due. Clubs, societies, and our campus life events will remain to be for members only, and not the student body at large. A new source of income this year will be part-time students at a prorated amount, potentially offsetting the opt-outs of full-time students.

2.3 Strategic Planning

The executive team has continued to determine, and evaluate the Ontario Tech Student Union's strategy, and goals, for the short, and long term. This task involves analyzing our existing mission, voice, vision, and values, and re-establishing it to be more accurate of where we are, and where we want to be. By developing this Strategic Plan, the organization is able to create its Operational Plan to ensure that the Strategic Plan is met. The OTSU is in position to redefine what the average student thinks of the organization, as well as plan its expansion for the new building opening in September 2021. With help of the Board of Directors, we hope to finalize this Strategic Plan before the end of December, 2019.

2.4 The Hive Café Launch & Programming

The Library Café has been renovated with a new menu, and branding labelled as The Hive Café. This café includes a variety of drinks, and food items, with new comfortable, and aesthetically pleasing furniture at an affordable price. The University has asked us to partner on activities for launching the Café. It allows us to have more diverse programming for a wider range of students in different demographics, and interests than regularly.

2.5 Communications & Marketing Intersections

I have been meeting with Richard Seres, the Director of Communications & Marketing at the University on a frequent basis to bounce ideas off of each other, to inform about upcoming events, and to discuss future areas of collaboration. This is a key conversation to continue as the Student Union is more informed regarding the internal aspects of the University, and gives us the opportunity to plan ahead properly.

2.6 Guest Speaker Discussion

As previously approved by the board, we have confirmed a speaker event to occur on Monday, January 20th. The speaking event will be located in the gym, with aiming to have a breakeven model through the collaboration of sponsors, and ticket sales. It will occur with the speaker giving a motivational speech on a topic of mutual interest, with then a speaking engagement to where students will have the ability to submit a question on our social media to be asked to the speaker and answered, and finally a photo opportunity, with potential book signing. The University has refused to support this initiative with a monetary value, and instead is more willing to partner on helping get sponsors, and organizing the event.

2.7 Library Enhancements

The enhancements in the library in which the OTSU advocated for have been



successfully implemented. 150 additional seating have been introduced into the library on the 2nd floor, 3rd floor, and Fireplace Room. Furthermore, the new Food & Drink Policy has also been executed successfully.

2.8 Women at Ontario Tech

After meetings with all of the Women in ___ Clubs, it was decided that it would be more mutually beneficial to create a united, Women at Ontario Tech Committee under the Vice President of Student Affairs portfolio. Doing so, the groups would receive greater support by our organization, and more empowered due to collaboration. A Terms of Reference is being created by the current VPSA, Jessica Nguyen, by October, 2019. The existing clubs will remain to co-exist and run events individually, and/or collaboratively as they see fit until this has been created.

2.9 President & Provost Meetings

The Executive Team and I have been meeting on a regular basis with the President, and Provost of Ontario Tech University. These meetings are information exchanges where we discuss our current, and future plans, projects, and initiatives to keep the University informed on our actions. It is vital to incorporate these meetings in to our schedules and maintain a great relationship with the University to understand what is ongoing, and coming soon.

2.10 Student Life & Athletics Meetings

The Executive Team and I meet on a biweekly basis with the Associate Vice President of Student Life, Olivia Petrie, and the Director of Athletics, Scott Barker for an information exchange. Olivia Petrie is the OTSU's main University Liaison to whom we inform of changes to our organization, ongoing, and future plans. We are developing our new operating agreement with Ontario Tech University, creating an agreement for the new building to be opened in 2021, as well as discussions around advocacy for students.

2.11 Risk Management

I have had an introductory meeting and discussions with the Director of Risk Management. We had discussions about their approach and directives to building the community on campus, with their support in the OTSU taking appropriate risks as necessary.

2.12 Mental Health First Aid Training

As per a directive from the 2018-2019 Board of Directors team, the new Board of Directors, and Executive Team were to undergo Mental Health First Aid training. This training was 2 days in length, with attendance from some of our Society President's as well. This training is of utmost importance to these student leaders



to have the proper training to talk to students in which are potentially in distress.

2.13 New Building Agreement

The University Centre for Students has begun construction, with the agreement being finalized between the OTSU and Ontario Tech. Our legal team is working diligently to ensure that we have a fair agreement, and ownership license to our space.

2.14 Residence Move-in – O-Week Event

The first event for O-Week was the residence move-in. Our staff, and executives were spread out between Simcoe Village, and South Village Residences tabling, handing out duffle bags, selling O-Week passes, and welcoming the first-year students. There was hundreds of first-years in which we interacted with, ensuring they were aware of who we are, and what we do. Some of our sponsors were also present informing students of their companies.

2.15 Paint Party – O-Week Event

The Paint Party is in place of the Awkward Party in previous years. The premise is generally the same, and with a more engaging and fun theme to where water-based paint is sprayed into the crowd. Instead of it being a simple, awkward party, we brought in a company of whom put on an amazing Paint Party! Attendance to this event had significantly more Ontario Tech Students than Durham College, with full attendance from the Executive Team

2.16 Summer Games – O-Week Event

The Summer Games event had many activities for students to take part in, such as Bubble Soccer, Archery, Dodgeball, Spikeball, Kam Jam, Soccer, and more! This was a new addition to our Orientation Week events in comparison to previous years, and was very well received and successful. Attendance to this event had more Ontario Tech Students than Durham College with full attendance from the Executive Team.

2.17 Welcome Carnival – O-Week Event

The Welcome Carnival was our largest ever with 8 main attractions for students to enjoy! It took place in the Field House to be preventative for potential issues with rain. There was dozens of students who showed up, anticipating to be allowed to enter the event but unfortunately had not purchased the pass. This event should be reconsidered to be run by the Athletics Department prior to the Campus Cup as a form of engagement.

2.18 Campus Cup



The Campus Cup was likely to be the most attended one yet. The Executive Team and I attended this event in support of the University, talking with students, as well as faculty, and administration.

2.19 Concert – O-Week Event

The Concert was in partnership with Durham College Students Inc. sharing costs. Ticket sales were slow at first, and ramped up significantly as it approached selling upwards of 20 per hour. This concert included 2 openers, Goliath, and Young Bombs, with headliner Jonas Blue, as well as the addition of a food truck. This concert was one of the smoothest ever with no issues. Attendance was lower than the previous year, but with a paid model, it was much more successful working towards a breakeven model. There was significantly more Ontario Tech students present than Durham College.

2.20 Get Involved Fair & Pep Rally – O-Week Event

The Get Involved Fair had around 60 Clubs & Societies, with numerous representatives from Student Life, as well as Athletics, and the President's Office Barbeque and Pep Rally. The attendance was the most attended one ever, with strong support from the Barbeque and Pep Rally and music. I gave a speech on the stage thanking the Clubs & Societies, and the students for attending, as well as describing some of the services that the OTSU provides. The Get Involved Fair is a tremendous opportunity to showcase our organization, and is growing significantly every year.

2.21 Zen Zone Launch & Programming

The Zen Zone is a new service in which the OTSU is offering located in 61 Charles. It was a vision from Jessica Nguyen, and Kate Cinco to have a wellness space for students. This vision was brought to life from Jen Neitzel, to where students have the ability to now book 30 minute sessions for self-care activities such as yoga, napping, colouring, aromatherapy, and more. This is a test run of this concept for us to potentially introduce one similar located on the North Campus in our new building. The Launch was attended by many students, as well as Faculty, and Administration of Ontario Tech. There was a free breakfast for students to start, with a ribbon cutting, and cake to finish. The following days had further programming such as an Ice Cream Social, and Yogurt and Yoga. This space gives us the opportunity to host programming on the Downtown Campus to a greater extent, to hopefully have weekly programming in the future.

2.22 MyStart: Orientation

Previously known as Ignite, first-year students have the opportunity to attend MyStart: Orientation to be introduced to the University services, staff, faculty, and

bonding with each other through activities in attempt to meet some new colleagues. I had the opportunity to speak in front of the 1500 students in the gym where I gave some motivational advice, as well as some insight in to what the OTSU can do for them.

2.23 First Impressions

The First Impressions service is a student's one stop shop for success where if they have a job interview, or a career fair, they have the ability to come in and receive professional attire clothing at no cost, and be able to keep the clothing. This service will be launching in January, as the Zen Zone has just launched in early September. We are continuing to receive collections from University Staff, Faculty, Administration, and more, of professional attire for students.

2.24 Clubs & Societies

September 30th is the final date to submit ratification for Clubs & Societies, and due to the opt-out funding, we may receive non-sufficient funds to provide all clubs with this funding. We are following our policies that may not overlap, and as a result, have had to deny a few. Clubs & Societies are receiving as much support as possible, such as from our Get Involved Fair, as well as the Workshops organized by our Vice President of Student Services, Tiffany Best, on topics such as budgeting, sponsorships, marketing, and more.

3. COMMITTEE UPDATES

3.1 Public Safety Advisory Committee

Olivia Petrie and I teamed up to develop a Terms of Reference for this Public Safety Advisory Committee to analyze key areas of focus in which have safety issues, and to advise the University on how to tackle these areas of focus. The committee has gone to the Senior Leadership Team for approval, with great support, and great feedback with key suggestions on improvements to be made.

3.2 First Year Transition Advisory Committee

This committee contains representatives from area's all around the University to advise on how to transition first-year students into University, such as MyStart: Orientation. I will be bringing some proposals on how to improve this transition for greater enjoyment, and understanding of the University's services.



MONTHLY REPORT TO THE BOARD OF DIRECTORS

POSITION VP of Student Affairs
REPRESENTATIVE Jessica Nguyen
DATE August, 2019

1. PURPOSE

The UOIT Student Union Board of Directors is responsible for the oversight of the UOIT SU elected executive members.

2. GENERAL UPDATES

Here is where you list any updates you have, this should provide the board with an overview of what you have been working on (i.e. events, programs, etc.)

2.1 First Impressions

Although we will be delaying the launch of this service, it will still be available for students who require it. This past month, I worked on assembling the physical space and categorized all the clothing donations into two sections: male and female. As this time, we are continuing to collections across campus and hope to have a full supply of clothes for our grand launch in January 2020. In addition, I was also able to work alongside Mission Thrift Store to provide a 50% discount for all students who wish to visit their store

2.2 Zen Zone

This past month, the VP Downtown, Services Coordinator and I have been working tirelessly on the launch of Zen Zone. After O-week is completed, we will be organizing a couple events for students to attend which will include our Zen Zone launch, ice cream social, and yoga and yogurt. We will also be inviting faculty, staff, and students to our launch to ensure that they aware of our brand new service and how it can be of value of one's post-secondary career. In addition, I have been working with some businesses such as Lululemon that promote health and wellness.

2.3 Women at Ontario Tech

After meeting with all of the Women ___ clubs, we decided that the best route forward to ensure all groups were supported and united, was to create a Women at Ontario Tech committee under my portfolio. Since our previous discussions with these groups, we decided that a terms of reference will be made to establish the structure of the committee. Once it is made, we will have all the approving bodies, including the club groups, executives and board members to review it. The projected deadline is have this completed and approved by October. However, until this happens, groups will continue to co-exist as their own and run events as accordingly.

2.5 Consent Education, in Collaboration with Ontario Tech: Student Life

After countless discussions with the Equity and Inclusion Advisor and Communications team from Student Life, we created the #WeGetConsent campaign. The purpose of this campaign to



educate students proactively about consent, as it is common that this topic is not commonly spoken about prior to starting university. With that, we were able to create a poster campaign of #WeGetConsent, and have them printed on every peer-leader/orientation t-shirt. This messaging is simple, but allows students to be aware of consent. This campaign is set to be launched for September 2019.

2.6 Pee for Pizza

As mentioned from my previous reports, there has been a lot of barriers to run this event as there are some restrictions on what we can do. However, I am continuing my discussions with other health organizations to see if this is an event that is feasible to do on-campus. If our initial options do not work, we will continue to explore other avenues that will achieve the same purpose, but in a different manner. For example, students can book an appointment on the day of and in exchange, they will be able to receive pizza.

2.7 Additional Pre-Orientation

With September approaching quickly, the executive team and I have been participating in multiple events to orient incoming students and parents the importance of our organization, the O-week pass, and our services. Some of these has included graduate orientation, international orientation, MyStart: Academic, residence, student recruitment training and much more. Earlier this month, I also participated in a panel to discuss the supports provided by the university and how it helped me become the student that I am today.

3. COMMITTEE UPDATES

Here is where you remark on any committees your executive position sits on, either internally or externally (i.e. food committee, ancillary fees, policy review, elections, etc.)

3.1 Lactation Support Advisory Committee

After some further research and discussion around lactation support on-campus, I reached out our on-campus library about providing a space for students requiring to breastfeed. Recognizing that we want students to be able to achieve their academic and breastfeeding goal, I began preliminary discussions with the library to see the feasibility. Moving forward, I will be working with the library to establish this physical space for students.



MONTHLY REPORT TO THE BOARD OF DIRECTORS

POSITION Vice President of Downtown Campus
REPRESENTATIVE Kate Cinco
DATE August, 2019

1. PURPOSE

The UOIT Student Union Board of Directors is responsible for the oversight of the UOIT SU elected executive members.

2. GENERAL UPDATES

2.1 Student Discount Program

After meeting with Business Improvement Area– Oshawa last month, there is now more opportunity for OTSU to get student discounts from local services located near the Downtown Oshawa Campus. I had a phone meeting with BIA to discuss about going door to door to local services and telling them about our Student Discount Program.

2.2 Locker Services in Downtown Campus

There was a lot of confusion in regards to locker services in 61 Charles Building. With the school year coming up, many students have asked me how to rent a locker since there was no information anywhere in the University website. Also, the locker service in North Campus does not look over the ones in Downtown Campus so it was difficult for students to find a source. I was able to confirm that students can rent a locker from the Café in 61 Charles and I will be working on putting the information out for students to know.

2.3 Zen Zone Launch Week

Zen Zone Launch week is scheduled to happen the week after O-WEEK. From September 9th-13th, There will be different activities located in the Zen Zone Launch. The purpose of this is to promote the new Zen Zone service. With events every day, there will be more student engagement and more people will know about the new service.

2.4 Zen Zone Grand Opening

VP Student Affairs (Jessica) and I have been working on planning the Zen Zone Grand Opening. I have been handing out email invitations to students and University Staff to let them know about this very important event. During the Grand Opening, we will be having a free Back to school Brunch followed by a Ribbon Cutting Ceremony.



2.5 Zen Zone Programming

During the month of August, I have been finalizing the bi-weekly events for the month of September and October. With each month dedicated to a dimension of wellness, September will be focusing on Social and October will be focusing on Emotional. Once the events are finalized, I will be posting an event calendar located Downtown so the students will be aware of what, when and where the events are.

2.6 Library Consultation for Downtown Campus

The President (Owen), VP Student Services (Tiffany) and I had the opportunity to meet up with Catherine Davidson to discuss about the Social Science & Humanities and Education Library. I was able to express students' concerns about the library and I gave them ideas about possible changes for the school year. They also officially added whiteboards for the students to use!

2.7 Strategic Planning

The OTSU Executive team has been constantly working on the Strategic plan. For the month of August, we continued to discuss our mission, vision and values.

2.8 MyStart: Accessibility Board Games Night and Barbeque

The President (Owen), VP Student Services (Tiffany) and I hosted the Board Games night for MyStart Accessibility. We met incoming first years and we were able to promote Our O-WEEK.

2.9 Recruitment Presentation Preparation

The Executive team and I did a presentation for the University Recruiters. For my part of the presentation, I focused on the new service located in Downtown Campus: Zen Zone. I highlighted the fact that that students' wellbeing is important to the OTSU.

2.10 Mental Health First Aid Training

For August 28th-29th, the OTSU Executive team completed the Mental Health First Aid Training with the Board of Directors, society presidents and our health plan provider: Gallivan. This is important because the OTSU now has the skills and knowledge to help people with mental health problems.

3. COMMITTEE UPDATES

3.1 First Year Transition Advisory Committee

- No updates



MONTHLY REPORT TO THE BOARD OF DIRECTORS

POSITION VP Student Services

REPRESENTATIVE Tiffany Best

DATE August 2019

1. PURPOSE

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2. GENERAL UPDATES

Here is where you list any updates you have, this should provide the board with an overview of what you have been working on (i.e. events, programs, etc.)

2.1 POSTER PROJECT

Earlier in the summer the executive team and general manager decided that we wanted to display some of our previous events. I have been working on selecting which posters to display, as well as trying to find the right size frame.

2.2 *TEXTBOOK BROKE*

The executive team and I have been meeting with some university staff to discuss open education resources on campus. They invited us to help them throughout the campaign in September to help get students aware of OERs. This will be an ongoing campaign on campus to help students and profs transition to more OERs.

2.3 STRATEGIC PLANNING PART. 3

The executive team and general manager have been working on developing a strategic plan for the organization. In part three, we started to develop a working mission statement based on what we liked or didn't like about our current statement, and from other SU statements we've seen. In addition, we also made notes on what we like for a vision and what the values of the org. should be.

2.4 PRESIDENT

This month at our monthly meetings we gave general updates on our projects. I was able to talk about the planning I have been doing for monthly town halls, and for club & society executive workshops. I was also able to talk about the food truck inquires, as we planned to have them at the concert and bi-weekly during the semester.

2.5 PROVOST

This month at our monthly meetings we gave general updates on our projects. I was able to talk about the planning I have been doing for monthly town halls, and for club & society executive workshops. I was also able to talk about the food truck inquires, as we planned to have them at the concert and bi-weekly during the semester



2.6 STUDENT LIFE

This month at our monthly meetings we gave general updates on our projects. I was able to talk about the planning I have been doing for monthly town halls, and for club & society executive workshops. I was also able to talk about the food truck inquires, as we planned to have them at the concert and bi-weekly during the semester

2.7 CLUBS & SOCIETIES

During the month of August, we hosted the first workshop for society executive, which was based on budgeting and sponsorships. I will be continuing to plan workshops through the year on different topics that are beneficial to executive while running their society or club. The executive team and some staff also met with all the Women in ____ clubs, and since they all generally want to achieve the same goals, we discussed different options they may want to consider, that will benefit all of them at the same time.

2.8 MYSTART

The executive team and I did tabling for the alternate date for the services fair and were able to reach out to lots of students and parents, regarding who we are, and what we do. We also attended the boards games night and barbeque for MyStart accessibility. Here we were able to interact with students who have accessibility needs and were able to tell them about our services.

2.9 RECRUITMENT

The executive team gave a short presentation to the university's recruitment staff, so they know about the organization and the services we offer. This way they can talk about us when they are recruiting students.

2.10 RA APPRECIATION LUNCH

The OTSU hosted an appreciation lunch for all the residence advisors. The whole executive team attended and got to meet some of the RA's that also attended the lunch.

2.11 GRADUATE NOONER

The executive team and I attended the graduate nooner at St. Louis, since we hosted it for them. Here we also talked about who we are, and what services we offer to them.

2.12 INTERNATIONAL ORIENTATION

The executives and I had a booth at the international orientation. We talked to a lot of the students about the services we offer and about the health plan that they are covered under by us.

2.13 GARDEN PARTY

The executive team and I along with many other staff and faculty members, attended a garden party hosted by Helen Vari, who is donates to Ontario Tech University and a few others. Her and her late husband provide a scholarship to students.

2.14 MENTAL HEALTH FIRST AID TRAINING

Most of the executive team and board team participated in mental health first aid training for 2 consecutive days. We learned how to provide immediate support for different types of red flags that we may notice.

2.15 LIBRARY ENHANCEMENTS

The President, VP of downtown and myself attended a meeting with the library staff to follow up on the new library enhancements. We gave our feedback on the new spaces added, as well as discussed ways to enhance the downtown campus library.



3. COMMITTEE UPDATES

Here is where you remark on any committees your executive position sits on, either internally or externally (i.e. food committee, ancillary fees, policy review, elections, etc.)

None to report on.