



MONTHLY REPORT TO THE BOARD OF DIRECTORS

POSITION	President
REPRESENTATIVE	Owen Davis
DATE	July 11 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 Name Change

We facilitated focus groups, and a student engagement survey to our members to ensure that we reflect their opinions successfully and represent them to the best of our ability by receiving conclusive and meaningful input on this decision. On July 2nd, we publically announced the new name and received overwhelming positive feedback in the form of reactions to our posts on Instagram, Facebook, and Twitter. We will continue to stand as student's voices to enhance the student experience at Ontario Tech University. Our organization's legal name was "UOIT Student Union", and therefore had to go through a name change through Corporations Canada, and receive a trademark license from the University to utilize the name Ontario Tech University. Receiving this license allows our Clubs & Societies to use it as well.

2.2 Survey

In order to capture feedback from a large audience of our members, the Student Union released a Student Engagement Survey. This survey compiles questions in regards to our organization in the form of vital feedback with our services, how we are doing, areas of improvement, and what our member's would like to see large-scale. These results will and are being used in proposals to the University, sponsors, and internally in order to successfully determine our strategic plan as an organization in the coming future.

2.3 Legal Services

Through consultation of our members in the 2018-2019 Needs-Assessment, the 2019-2020 Student Engagement Survey, and anecdotal evidence of student questions, we have decided to pursue the implementation of a new service in our organization in the form of legal aid. We are analyzing different types of operation and execution, and will be conducting a survey of the student body during the fall semester. This service would be put through a referendum, for implementation through the addition of a new opt-out ancillary fee for the organization in 2 years once filed. Legal aid is of the utmost importance to help enhance the student experience, and ensure that students have the services in which they require, when they need it the most.

2.4 Library Changes Advocacy



The library has engaged us in conversations regarding the food policy, and the furniture enhancements in the library, as well as the Café. The library is considering revamping its food policy. We consulted our student membership in order to provide invaluable feedback to the library staff, and the policy may be changing as a result of our efforts. Furthermore, the library is implementing an additional 100 student locations in the library through enhancement of the fireplace room, and moving bookshelves to be finished for September with consulting us to receive feedback on the design, and materials.

2.5 Student Union and University External Relations and Advancement Team

The University External Relations and Advancement Team is vital for donors, sponsorships and community engagement. As we are persevering heavily into the sponsorship realm for Orientation and further events, it was essential to connect with their team to ensure that we are approaching companies in the correct way, and if they receive offers of lower values than preferred; they could pass them on to us.

2.6 University President/Provost Meeting

The executive team has been continuing its monthly meetings with the University's President, Dr. Steven Murphy, and Provost, Dr. Lori Livingston for consistency within the institution. Our team describes our projects and initiatives, with high-level updates about the organization, receiving feedback, and opportunities for collaboration and support from the University Staff.

2.7 Federal Election Q&A

With the Federal Election quickly approaching in this October, we are considering pursuing an election Q&A on campus in order to involve, and better inform our student body on the election. I am working closely with the University's Government Relations team to potentially facilitate, and organize this session.

2.8 Building Loan

We are actively pursuing the completion of the Building Agreement with the University, and finalizing the loan with the bank to be completed shortly. The building will be breaking ground shortly, and we will be pursuing marketing campaigns surrounding this new building as it is not just our organization's new home, but the student's as well. We will be finalizing the Building Agreement shortly, and will be approaching the Board for approval.

2.9 Executive's Job Descriptions/Duties

The duties of the executive team has changed since its initiation 2 years ago, and as a result, we are pursuing redefining our roles, and its descriptions in order to attract more students to the organization. The Vice President of Student Services position is very specific, and we are considering broadening its role to the Vice President of Student Life in order to give the position more depth to serve the student body to a greater degree.

2.10 Student Discount Project

Kate Cinco, the Vice President of Downtown, and I are continuing our collaboration to advance our project to implement a collection of companies to provide discounts to students. This may include, but is not limited to: Grocery Stores, Restaurants, Entertainment, Services, and Retailers. We are seeking out companies surrounding the North, and Downtown campuses in which may be interested in providing a discount, to then compile a list to present to students. These companies must make certain thresholds to be itemized on this list. This project will directly correlate to sponsorships in the future for companies seeing the value in partnering with our organization.



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2.12 O-Week Planning

We have continued to plan this orientation to be the best one yet. We have analyzed and compared our events, and have created the itinerary to be an enjoyable, and informative atmosphere well below projected budgets. We further utilized the Focus Groups, and Student Engagement Survey to gain meaningful feedback from our members on our events, and what they would like to see. The Student Union will be in partnership with Durham College Students Inc. (DCSI) on specific events in order to lower the cost of our events. We will be utilizing an orientation kit concept, with orientation passes in order to accommodate for the opt-out fees. Our Events and Partnerships Coordinator, Johnny Humphrey, has remained to be ahead of schedule with the planning; aiming to have everything locked in and finalized by the end of this week.

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The organization has run out of its supply of most promotional items, and as a result, we had the opportunity to discuss and decide the promotional items to be utilized in the upcoming year(s). Furthermore, with the change of our organization's name, we needed to rebrand our items. We will be utilizing our remaining supply of promotional material at MyStart; Welcome, with new items being used at MyStart; Orientation and onwards. The executive team has collectively determined the new items to be utilized in our tabling, giveaways, and in the orientation kits for this year, with additional products available for future years as we do not anticipate a new name change.

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With students being able to opt-out of some of our fees, we are planning for a lesser amount of revenue. We are aggressively pursuing sponsorships with local, national, and multi-national companies to partner and sponsor our orientation, and events throughout the semesters. These sponsors have a variety of options to choose from, such as paid posts, stories, being a name sponsor of an orientation event, and more. We are an incredibly enticing organization with a key target demographic of students that companies are interested in and have had a plentitude of success already, with our Events and Partnerships Coordinator, Johnny Humphrey, pursuing further.

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I have been elected to be the next Student Representative on the University's Board of Governors. Holding this position is of great importance to our organization as it provides us with an in-depth



understanding of the University, with its strengths, weaknesses, opportunities, and threats. I begin my term as of September, taking over for Jessica Nguyen, our previous President. Holding both the Student Representative, and President of the Student Union position, it gives us the ability to leverage the University on advocacy issues in which the students are facing, by bringing it to its highest governing body.

2.17 Parking Advocacy

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2.22 Strategic Planning

The Executives have continued to determine, and evaluate the Student Union's strategy and goals

for the short, and long-term. This entails re-evaluating our mission, voice, vision, and values as our organization have changed since it was established. The strategic plan also consists of our strengths, weaknesses, opportunities, and threats, in order to forecast our budget, and services in the future. Furthermore, we utilize these factors to determine development goals of the organization, and individual services for its future. By doing so, we have the ability to be fully-transparent with our membership in order to our priorities, and key performance indicators to ensure that we meet expectations, and are adopting an appropriate budget.

2.23 Examination and Grading Policy Advocacy

The Examination and Grading Policy is up for review as of January, 2020. This policy has key information regarding to specifications about tests, projects, exams, and more. I will be consulting students, and advocating on their behalf so they are appropriately represented in these changes.

3. COMMITTEE UPDATES

3.1 Policy Committee (Internal)

The Policy Committee consists of the President, or an Executive delegate, a board member, and the General Manager. We had our first, and second meeting to consider some items for approval. The items at hand were the Clubs & Society Policies, their respective Financial and Operational Procedures, and a Sponsorship Policy.

3.2 First Year Transition Advisory Committee (MyStart)

The committee consists of representatives from departments around the University varying from faculties, faculty advising, student life, the student union, and more. During this meeting, we received updates on MyStart planning, and a summary of the Peer Leader program. Peer Leaders have received updated roles this year, and are responsible for a great number of students. This is a key way to pass along information to the first year student's for our organization, and providing key engagement details for our organization during O-Week.

3.3 New Building Naming Committee

Due to the University rebranding, they are pursuing a new procedure to name buildings. With the new building being built, it must be appropriately named, with its naming scheme being systematically appropriated. The committee will recommend a naming approach for physical assets on campus, recommend new names for all existing buildings in support of the new approach, and finalize new policies, procedures, and directives. I sit on this committee to give a student perspective, and advocate for appropriate changes that the students would seem fit.

3.4 Student Safety Committee

After consulting many staff, faculty, administration, and students, everyone was discussing their concerns regarding safety on both the North, and Downtown campus. I came to the realization that through this discussion, nothing was being done regarding it. I took the initiative to begin this committee with the help of the Vice President of Student Life, Olivia Petrie. This committee will consist of key stakeholders at the University, specifically those who have the ability to do something about this problem. Olivia is helping me through the process of developing the Terms of Reference for the Committee, and putting together a proposal. This committee will have branched out smaller groups to tackle key areas, such as Downtown or certain projects. We hope to analyze the campuses, to discuss and propose changes in order to help keep students, and the community, safe.



3.5 Food Services Committee

The University Food Service Committee will be beginning in late August to discuss the types of food that student's would like to see on campus. The summer is being utilized to let faculty, staff, and administration know about the committee, and to begin generating ideas and suggestions. We will be pursuing a detailed student survey of food services in order to appropriately advocate on behalf of the students for these key changes.



MONTHLY REPORT TO THE BOARD OF DIRECTORS

POSITION {VP of Student Affairs}

REPRESENTATIVE {Jessica Nguyen}

DATE {June, 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

{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 {Strategic Planning}

{As the weeks passes by, the executive team and I continue to work on our strategic plan. We are at the point of modifying our strategic vision, mission, and values for the organization. The team and I are also taking this time to review other strategic plans from different institutions and organizations.

2.2 {VP Academic, Provost}

{Last month, the executive team and I sat down with the incoming VP Academic, Provost (Lori Livingston) at the university. We each discussed our upcoming goals and initiatives for the school year. Specific to my portfolio, this included initiatives such as First Impressions, Pee for Pizza, and more. The VP Academic, Provost was also able to offer her support by including First Impressions in her report at the Senior Meetings with all the faculty deans.

2.3 {O-week}

{With iBegin right around the corner, the executive team and I have working with our Campus Life Coordinator to finalize our orientation schedule. As of now, we will be prepare to have the schedule completed by iBegin to inform students the importance of staying opt-ed in}.

2.4 {Name Change}

{After weeks of consultation through our focus groups and survey, we reached a unanimous decision amongst our membership. Starting now, the UOIT Student Union will now be referred to as the Ontario Tech Student Union. Additionally, the executive team and I launched a video to announce the new change.

2.5 {First Impressions}

{After sending mass emails across the university's administration, the support has been overwhelming positive. As of now, we have about 85 items in total donated from across the community. There is a current inventory list of all of them items that have been donated and names of individuals who have contributed to it. Additionally, this month I also met with some

individuals from the Career Center to see if we can partner together during Career Carnivals, and etc. My next steps for this initiative is to reach out to sponsors, develop a plan for the space, create some promotional videos/graphics, and reach out to other institutions who currently run this service}.

2.6 {Pee for Pizza}

{After meeting with the Health Promotions Coordinator and Director of the Campus Health Clinic, we have discussed some preliminary plans in regards to this event. Although the Campus Health Clinic does not have the capacity to run this event, I am hoping to reach out and partner with Durham Public Health and brainstorm other alternatives. Additionally, I am working towards setting a temporary date, time, and location for the event. The goal is to have the event running for late September and or early October. If the event is successful, I will launch during the winter semester as well}.

2.7 {The Period Project}

{In order to break the stigma and raise more awareness about menstruation, menstrual products, and more, I'm starting to look at how other institutions are approaching this initiative. Many schools including Centennial College, Humber College, and more are receiving positive feedback for launching a free program for females. In the next couple weeks, I am hoping to reach out and leverage some support from university administration to help with this initiative (i.e revamping current dispensers).

2.7 {Wellness Center – Downtown Campus}

{Last week, our General Manager, Services Coordinator, VP Downtown and I met together to discuss the goals and aspirations for the Wellness Center. Recognizing that this will be a key service for our Downtown membership, it is important that we are able to meet their needs. With that, the VP Downtown and I developed a plan outlining a year-long planning. Additionally, we will be working towards partnerships and finalizing the space layout for on-going programming}.

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 {Brand Advisory Committee}

{Last month, the members of the Brand Advisory Committee and I were briefed on some of the upcoming projects that the Communications and Marketing Department is diligently working on. We talked about the upcoming changes that will be launched before the school year such as exterior signage, building signage and more. I was also able to connect with the Director of the Communications and Marketing in regards to Orientation and how we can work together to announce the new brand for incoming first year students}.

3.2 {Advisory Committee on Student Sexual Violence and Prevention}

{This month, I was able to attend my first Advisory Committee on Student Sexual Violence and Prevention meeting. I was able to connect with all the members and discuss about the upcoming plans for the school year. The main goal of this year's committee is to educate and make students aware of student sexual violence and prevention, procedures, and more. My hope is that through this committee, I will also be able to create a collaboration between OTSU and the Student Union in regards to this topic}.



3.3 {Pride Committee}

{Earlier this month, our President, VP Student Services and I volunteered at Toronto Pride. While we were down there, we worked at the university's booth to promote our institution and participated in some of the pride celebrations. Additionally, I am working with the committee to see what changes we can make to make our booth more meaningful to attendees}.



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MONTHLY REPORT TO THE BOARD OF DIRECTORS

POSITION {Vice President Student Services}

REPRESENTATIVE {Tiffany Best}

DATE {June, 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

{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 {STUDENT LIFE}

{This month at our meetings, the executive team and I all gave updates on things we are working. I gave updates on the legal presentation we had with Studentcare, the status of extending the summer gym hours, as well as future collaborations with the Student Accessibility Services.}

2.2 {NAME CHANGE}

{The Student Union has previously done focus groups and surveys with students regarding the new name of the organization. As a result, there was one name that students liked more than the other. As a result, the executive team produced a name unveiling video to tell students our new name; being Ontario Tech Student Union.}

2.3 {NEW BUILDING}

{The Student Union executives and staff were invited to participate in the Indigenous Land blessing for the new building. We also attended a presentation with the bank to discuss details regarding the ongoing loan for the new building.}

2.4 {PRESIDENT MEETING}

{This month the executive team met with President Murphy. I updated him on the projects I have been working on such as the orientation booklet and a food box for students on and around campus. I also told him about the legal meeting we had and that we will be moving forward with Studentcare.}

2.5 {PROVOST MEETING}

{The executive team had our first meeting with the new provost of the university. At this meeting, we did introductions and a bit about our backgrounds. We also talked about our plans and goals for the year and projects that we have started working on.}

2.6 {LIBRARY CONSULTATION}

{The president and I have continued to meet with library administration to discuss furniture details for the enhancements that will be done in the library. We also discussed ways the Student Union can support the library in terms of getting student feedback on changes to the current food policy.}

2.7 {LEGAL SERVICE}

{The executive team and I had a presentation from a few people from Studentcare to hear more about their legal services for students, and how their support works. This is something many students are interested in, so we will be moving forward with Studentcare. Right now, the Studentcare team is working on a custom survey for Ontario Tech students, and will be sending us the survey to review in the upcoming weeks.}

2.8 {ORIENTATION BOOKLET}

{This month I was able to purchase a template for the first-year orientation booklet. I have started designing the booklet and have been working with our communications coordinator to add content.}

2.9 {OTSU APP}

{At the beginning of the month I had a virtual meeting with someone from Ready Education, which is the app developer for our app. This meeting was so I can learn more about the app functions and how to utilize the app to the fullest. Since then, I have been updating the clubs section by adding the newly ratified clubs and societies. I have also been updating the format, as well as updating the information for the upcoming year.}

2.10 {PRIDE}

{The President, VP Affairs and myself attended the pride celebration in Toronto on Friday June 21st with other student and staff from the university. During our time there we volunteered to be at the university's booth and help handout tattoos. While we were there, we saw the Trans parade and this was a great experience and way to show our support.}

2.11 {OPEN EDUCATION RESOURCES}

{The VP Downtown and myself attend the first of many meetings regarding open education resources. These are things like textbooks, software's and other resources that are free for students to access. During this meeting, we learned more about OER's and how to get involved with them on campus.}

2.12 {STUDENT ACCESSIBILITY SERVICES}

{This month I had a meeting with the student accessibility services regarding ways the Student Union can support them and their initiatives. We also brainstormed on some ideas for an 8-week program involving lifestyle sessions. This is still on works, and I will continue to meet with student accessibility to follow-up on this new program.}

2.13 {PARKING SERVICE}

{The President, VP Downtown and myself met with the manager of campus parking to raise awareness about current parking issues between the north and downtown campus parking. We were informed that students with a parking pass downtown can buzz into Founders 2 and park there for free.}



2.14 {YMCA}

{This month, the VP Downtown and myself had a meeting with athletics and the YMCA in Oshawa to further discuss partnerships for the downtown campus. We discussed the possibility of offering intramural options at the YMCA, so that students at the downtown campus can have access to a fitness facility. The next steps are to coordinate the programming between athletics and the YMCA, so this can be running for September.}

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 comment on.