



Jessica Jones

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May, 2018 Report

Contribution hours: 162.5

Note:

This report is to be used for both the purpose of reporting to the ULSU but also Co-op so this document may contain a lot more reflection to fulfill my requirement for Co-op. This is used as a learning tool to explore the role to see where improvements can be made and also to improve my work ethic as a whole for my future career.

About the ULSU

So essentially as an organization the ULSU works hard to ensure that all U of L students have the opportunity to make the most of their degree in providing both academic and leisure activities. The ULSU also provides many basic services to ensure that students all have the essentials to perform at school such as a Health and Dental plan, Food Bank, and Grants/Scholarships. As an organization it's primarily made up of students with the exception of our exceptional 6 permanent staff. From my personal experience it's just students helping students in a not-for-profit organization and making sure that all students have the opportunity to shine.

Clubs

Starting the month off we had a General Assembly meeting scheduled the first Thursday of the month on the 3rd so I had to work my way through 15 club ratifications to present to the General Assembly to approve. This was an interesting experience since I've definitely helped clubs get the forms into the office and sometimes helped them find the resources they needed but seeing behind the scenes in what needed to go into a club ratification and all the logistics was exciting to see. I'd be interested in looking at incentives to get clubs to submit their forms in earlier as I know there are a lot more active clubs on campus that I've yet to hear from. I'm also looking forward to launch the online ratification form so this process can be streamlined a bit more, but that might be pushed back to accommodate the potential website overhaul we need to do. Lastly, I was tasked with editing the club handbook before we distribute them so I'm definitely looking for things that should be changed before rush week. From my quick look through I know there are quite a few changes that need to be made with regards to the online process we're working on putting into place for streamlining this process.



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Mental Health Training

So a big part of my portfolio is working together with students and knowing how closely I would work with students, I felt that it was important for me to take the time out of my schedule to get my Mental Health First Aid Certificate. I've wanted to take this course for a while since I'm not only a Psychology student but because of my involvement with the ULSU and the university community. Certainly I hope that I don't have to use it much like regular first aid, but I feel relieved knowing that I have this tool in my back pocket and that I can aid if needed.

Fresh Fest

So since my portfolio is so largely focused into events, starting is Fresh Fest as soon as possible was a *must*. The budget was changed from previous year as we move forward towards a different structure for Fresh Fest. I'm very excited to see this event morph into a two-day jamboree. To accommodate this we made some changes such as the removal of Fresh Flix, Packages, and withdrawing our contribution to ORS's Luau as a precaution. As the month continued I worked towards setting up our Fresh Fest Team with Riley and Cheri by reviewing resumes, preparing for interviews and selecting our team. I'm very grateful for the hands on interview experience I got from helping conduct the interviews, and even with helping update the terms of employment contracts. I feel like it's very applicable to my Human Resources degree. We also managed to get our first meeting in before Ahead of the Herd and we were successful in getting everything set up for Ahead of the Herd and getting early registration for new students. We also discussed what we should expect for the rest of the summer so I'm excited to get the ball rolling for the rest of summer!

Ahead of the Herd

I was taken off guard with how quickly my first month was going by when I realized that I should get planning for Ahead of the Herd. My first step was reaching out to Asheley Cowie and we had a conversation of the Students' Union's role with the event and different ways we could get involved and develop a presence before students even arrive in September for school. She is such a cool lady and I'm looking forward to working closely with her for NSO and any other events she holds throughout the year. We were able to submit an advertisement for their pamphlet, I also got the opportunity to show a PowerPoint presentation to many of the incoming students & their families about the ULSu and our role in regards to student services.



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Campus Safety

I had the utmost pleasure in meeting Toby from Campus Safety on May 8th. I can't help but express how important it is to establish this connection and gain an understanding from their department and their involvement with events and initiatives on campus. I hope to establish a monthly meeting with both Tracy and Toby to ensure our communication channels are open and to ensure the safety of everyone attending our events and those of our clubs. Additionally, I wouldn't mind looking into creating some sort of tutorial for clubs with strategy for how to handle different risks at events and also provide guidelines for when these proposals should be submitted based on their severity of the risks at play.

Students Services Coordinator, Calgary

On Thursday May 24th, I had a meeting with Karen Ogilvie from the U of L Calgary Campus, we discussed a lot with regards to engaging the Calgary campus demographic. As a student that had only been engaged with the Lethbridge campus and what we had to offer I didn't realize that most of our events did not reach to the Calgary Campus. I want to make an effort this year to ensure that Calgary Campus feel a part of our culture and our campus. An easy step to bridge this is simply ensuring that we as an EC make an active effort to visit the Calgary Campus on a more regular basis. Karen also wanted to encourage more clubs to ratify at the Calgary Campus to grow their community and suggested us engaging the students through their media. I'm personally very excited about this opportunity that has been presented to us and I look forward to the challenge of incorporating the Calgary Campus into our Lethbridge culture.

Liberal Education Meeting

Shelly Wismath invited all of the EC to a meeting on the 15th and while I didn't know what to expect, I definitely enjoyed having the opportunity to learn more about this newly founded faculty and their goals for the upcoming year. I hope that we will have many opportunities to collaborate with Shelly and her team!

CKXU Board of Directors

So on May 23rd I ended up taking a sick day for my sore throat, however, I was so worried about the CKXU board not reaching quorum that I rushed in. Fortunately, we had more than enough members to spare. None-the-less, we as a group had a very productive meeting as we elected in two new board members to the team!



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Meetings Attended

Dean, Dhillon School of Business Candidate B - May 1st
General Assembly - May 3rd
General Faculties Council - May 7th
Arts and Science Council - May 10th
Meeting with Asheley Cowie - May 11th
Liberal Education Meeting - May 15th
CKXU Board of Directors - May 23rd
Meeting with Karen Ogilvie - May 24th
AOTH Runthrough - May 28th
Fresh Fest Committee - May 30th

Challenge (How Challenging this Position has been to this Point)

6/10 - So this month started rather slow, which in hindsight I'm rather grateful for, a lot of my weeks I was looking for work to do. As we grew closer to June it got a little more stressful due to Ahead of the Herd since there wasn't a lot of transitioning in the role regarding this event. I was able to figure it out and pull it together but overall this month was pretty quiet and calm. To mitigate this in the future I'm going to ask a lot more questions and address upcoming events a lot sooner!

Skill Development (How My Skills Developed up to this Point)

5/10 - I feel like I had a lot of previous experience in this type of position before from my experience as an Arts & Science Representative and my summer position last year as an administrative assistant so I don't know if I necessarily gained any additional skills outside of the norm for an office job. If anything I learned a lot about the process for booking and preparing for larger scale events which is something I don't have a lot experience in doing but I find it very interesting. To improve upon this I'll likely start asking around to ensure that I receive all opportunities to grow my skills in this organization.

Interest (My Interest in the Position)

9/10 - Despite the slow month I find that I'm really interested in this job and I really want to try and make an impact on this role. Since my predecessor came into the role later in the year (October) I found myself scrambling to piece together what happens in the summer semester. I really want to succeed in coordinating clubs, putting on events that benefit our students and at the end of it all I'd like to create a guideline for future VPSA's to undertake anything that comes their way. I also want to innovate this role in every way that I can so that way students can very easily ratify a club or volunteer with our organization!

Relevance (The Relevance to my Program/Major)

7/10 - This month I had the opportunity to work on hiring a full committee to work alongside Daan, Riley, Cheri and I for Fresh Fest. I felt that with both the Interview and looking through the Employment contracts I got a great insight to the hiring process and how much preparation needs to go into the process and also how to address questions and prepare candidates for the job duties.

Summary/Comments

Overall I'm pretty happy about my first month, I'm excited about the year ahead of me and I'm hoping I can learn a lot about myself, what I want in my future career, and maybe even accomplish a few goals I've set for the year!



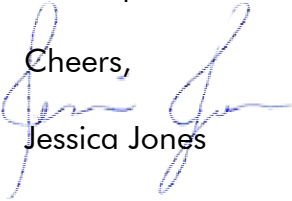


THE UNIVERSITY OF LETHBRIDGE
STUDENTS' UNION

Office of the Vice President Student Affairs

Thank you for taking the time to review my report. If you have any questions, concerns, or complaints feel free to contact me at su.studentaffairs@uleth.ca.

Cheers,



Jessica Jones

Time Sheet

Jessica Jones

May 1st-4th 2018

Total Work Week Hours	Total Hours Worked	Regular Hours	Overtime Hours
35.00	32.50	32.50	0.00

Date(s)	Time In	Lunch Start	Lunch End	Time Out	Hours Worked
5/1/18	8:30 AM	12:00 PM	12:30 PM	4:30 PM	7.50
5/2/18	8:30 AM	12:00 PM	12:30 PM	4:30 PM	7.50
5/3/18	8:30 AM	12:00 AM	12:00 AM	7:00 PM	10.50
5/4/18	8:30 AM	12:00 PM	12:30 PM	4:00 PM	7.00

Notes:

Settled into office

Worked on Club Ratifications

Bit of Discussion on Fresh Fest

Mental Health First Aid on 3rd & 4th

May the fourth be with you

Time Sheet

Jessica Jones

May 7th-11th 2018

Total Work Week Hours	Total Hours Worked	Regular Hours	Overtime Hours
35.00	36.25	35.00	1.25

Date(s)	Time In	Lunch Start	Lunch End	Time Out	Hours Worked
5/7/18	8:30 AM	12:30 PM	1:00 PM	4:30 PM	7.50
5/8/18	8:30 AM	12:30 PM	1:00 PM	4:30 PM	7.50
5/9/18	8:30 AM	12:30 PM	1:00 PM	4:30 PM	7.50
5/10/18	8:30 AM	12:00 PM	12:30 PM	4:30 PM	7.50
5/11/18	8:30 AM	12:00 PM	12:30 PM	3:15 PM	6.25

Notes:

Started summer courses, working on late ratifications, waiting for online club ratification form to go on website, attended GFC

Met with Toby from Campus Safety, talked about the process needed for events with regards to risk & safety for ULSU & Clubs

Set dates for all ULSU Events in ballrooms, there are a few that are tentative but depend on a few things - will talk with Riley further

Read over coordinator resumes & old reports for Fresh Fest

Meeting with Asheley for Ahead of the Herd - starting to prep for that

COCA flights are confirmed, a bit more expensive than expected, saved some money with hotels though!

Time Sheet

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May 14th-18th 2018

Total Work Week Hours	Total Hours Worked	Regular Hours	Overtime Hours
35.00	37.50	35.00	2.50

Date(s)	Time In	Lunch Start	Lunch End	Time Out	Hours Worked
5/14/18	8:30 AM	1:00 PM	1:30 PM	4:30 PM	7.50
5/15/18	8:30 AM	1:00 PM	2:00 PM	4:30 PM	7.00
5/16/18	8:30 AM	1:00 PM	1:30 PM	5:45 PM	8.75
5/17/18	8:30 AM	11:30 AM	12:00 PM	5:30 PM	8.50
5/18/18	8:30 AM	11:15 AM	11:30 AM	2:30 PM	5.75

Notes:

Went through the club handbook, Answering emails, working on AOTH, Met with Liberal Education Dean,
Worked on Website Updates, Fresh Fest Interviews, Executive Photos, Employee Contract Updates

Time Sheet

Jessica Jones

May 21st-25th 2018

Total Work Week Hours	Total Hours Worked	Regular Hours	Overtime Hours
28.00	24.50	24.50	0.00

Date(s)	Time In	Lunch Start	Lunch End	Time Out	Hours Worked
5/21/18	Stat				
5/22/18	8:30 AM	12:00 PM	12:30 PM	4:30 PM	7.50
5/23/18	7:00 PM			9:00 PM	2.00
5/24/18	8:30 AM	12:00 PM	12:30 PM	4:30 PM	7.50
5/25/18	8:30 AM	12:00 PM	12:30 PM	4:30 PM	7.50

Notes:

Bit of a rougher week, got a summer cold that led to me taking off Wednesday

Hired the last of our Fresh Fest Crew, distributed out employment contracts to each coordinator. Set up time for first meeting.

Had a meeting with Karen Ogilvie on Thursday, got to talk about opportunity for Calgary Campus students

Quiet week in the office with Laura and Victoria in Ottawa, and Daan on vacation

Getting last minute stuff in for Ahead of the Herd

Started bio for EC photos for the hallway

Time Sheet

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May 28th-31st 2018

Total Work Week Hours	Total Hours Worked	Regular Hours	Overtime Hours
28.00	32.00	28.00	4.00

Date(s)	Time In	Lunch Start	Lunch End	Time Out	Hours Worked
5/28/18	8:30 AM	Lunch Start	Lunch End	4:30 PM	8.00
5/29/18	8:30 AM	Lunch Start	Lunch End	1:30 PM	5.00
5/30/18	8:30 AM	Lunch Start	Lunch End	7:30 PM	11.00
5/31/18	8:30 AM	Lunch Start	Lunch End	4:30 PM	8.00

Notes:

Went through Ahead of the Herd Runthrough, definitely need a bit more practice before Saturday

Painted the Uwall for Convocation

Working on finishing bio for EC photos to be put up in the school on and on the website

Took time for myself on Tuesday but my participation at AOTH & the late FF meeting will make the difference up in hours

Attended first Fresh Fest Committee Meeting, very excited to work with my team, had to hustle a bit to make sure AOTH was ready

Time Sheet Totals: May 2018

Jessica Jones

May 1st-31st 2018

Total Work
Week Hours

161.00

Total Hours
Worked

162.75

Date(s)	Regular Hours	Hours Worked
May 1st-4th	35.00	32.50
May 7th-11th	35.00	36.25
May 14-18th	35.00	37.50
May 21-25th	28.00	24.50
May 28th-May 31st	28.00	32.00
	161.00	162.75