



Juanita DeVos	VP Student Affairs	May/2022	180 Hours Contributed
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LOOKING BACK

NOTE: Please give more details than the examples shown. Also, if you have nothing to report in a particular line, just type in "Nothing to report".

Goals I've accomplished:

- Created organized and welcoming office space to work, create, meet with my fellow students.
- Reviewed all office paperwork and computer files
 - to obtain a broader view of the roles, responsibilities and tasks taken on by those in this position over time and be able to piece together the history and plan for the future
 - to consolidate and reorganize all data into a more accessible and maintainable system
- Met with ULSU staff to discuss interaction and interdependence of our roles and establish efficient lines of communication.
- Updated Clubs Ratification/Re-ratification form created, posted and advertised
- Established a solid foundation of creating strong lines of communication with clubs via Discord and email by responding to questions daily, offering advice, posting and reposting student opportunities and by holding a Mini Clubs Council Meeting to both introduce myself and establish myself as someone who wants to hear club issues and works to keep them update on their progress to completion.

People I've worked with:

(list people you've worked with or who have been instrumental with providing info or help & what they did).

ULSU Staff – The staff in general have been very helpful in orienting and supporting me as I work to grasp all of the duties and responsibilities of this position both historically as well as in light of ideas and initiatives I bring forward. Their knowledge of the inner workings of university processes will be invaluable through my term.

ULSU EC – My teammates in student government have also been very helpful and encouraging and ready with advice, criticism (constructive), ideas, and balance as we keep each other focused on the purpose of our presence: to represent and support all of our fellow students through the work that we do.

William Balaiko – Connecting with Will regarding his experience as clubs coordinator has been extremely useful in establishing positive and effective communications with clubs into the future and I am looking forward to his collaboration in support of clubs for the coming year.

Meetings I've prepared for:

(eg: Planning Committee meeting – read 50 page agenda & asked questions prior to the meeting so I would have well thought out ideas)

COCA (Canadian Organization of Campus Activities) Student Life

Summit – I arranged for transportation, parking, hotel, the payment of membership fees and 2 conference participant fees in preparation for this conference I am to attend in early June.

EC Meetings – Prepared a summary of weekly activities and goal developments arising from contacts as well as additional items for discussion

GA Meeting – Prepared report for first General Assembly of activities and goal developments so far

GFC – Reviewed Agenda and read Agenda Package prior to meeting. No questions.

Clubs Mini Council – Polled for available Club reps to set which day/time would allow the most people to gather and then Met via Zoom to discuss

CKXU – Reviewed Agenda and Read Agenda package and prepared questions.

Meetings & activities attended, people I've spoken with:

One on One Staff Meetings – Met individually with various staff members both formally and informally to brainstorm, schedule, clarify and collectively develop efficient lines of communication and procedures.

- **Cheri** – developed deeper understandings of the roles and tasks of my position and how they intersect with others as well as determining more detailed information regarding timelines and processes.
- **Max** – brainstormed and discusses issues regarding events, marketing, electronic communications etc.
- **Tracy & Maiko** – upon discovery of how much their work depends on my role sharing/giving access to information on Clubs, I set up a simple central and secure location on the Z:drive that each of us will have access to for all things related to clubs. We also established procedures for clubs ratification processing so that we can be as accurate and efficient as possible.

Clubs – Met individually with people who had questions regarding forming a club on campus; provided general feedback to questions posed on social forums; met with several clubs reps at mini club council meeting to connect, listen and share.

Megan (Domestic Recruiting) – Learned about their department and their plans for “Fresh Fest” and discussed opportunities for collaboration.

David Hinger (Teaching Centre & Agility Innovation Zone) – Learned more about the Teaching Center and how it relates to students via what is offered and available to faculty as well as toured the Agility Innovation Zone to learn more about this amazing resource available to all students on campus.

Sarah Hossain – discussed issues and ideas surrounding encouraging student engagement and learned of the resources available to students and the plans already in the works to support/encourage student engagement with them. Connection will continue as we are both open to the idea of joint projects.

Vanille (from TAO) – in concert with Coral Skiba, VP OpFi, we attended a Zoom discussion/presentation to learn more about the TAO service we are already using and the aspects of the service we are not using.

Jason (the idea guy) – met to discuss an idea brought forth by this student proposing a potential interactive task tracking platform that could be employed to support transparency when following up on student requests and questions.

Rob Horlicher (Agility Innovation Zone) – I learned more about all of the technology and maker tech available to students in the facility as well as the process and procedures in place (or coming into place) regarding student access. As such, I decided it prudent to go through all of the training on each piece of equipment myself to be better able to communicate this to students and, in May, completed the training on both the Silhouette Vynil cutter and the Heat Press.

Genna Bouchier (CKXU) – I met with Genna both in the CKXU Board meeting and individually to learned more about the running and community impact of CKXU as well as discussed hopes and dreams of potential collaborations with Clubs, individually, and as a ULSU EC to access this incredible resource more often to create another link between us and our fellow student constituents.

GFC – Attending the General Faculties Council meeting was very informative both for a deeper understanding of the running of everything on campus at the administration level

Connections Café / Communi-Tea – Meeting with Gage (VP Academic) and Michaela Crump (Arts & Science Rep) to discuss the logistics of the unanimously approved EC idea to reach out to students by placing a relaxing and inviting living room like lounge area in various high traffic student areas on campus once a month. In these locations, we as the elected representatives of the ULSU will serve coffee and tea and snacks to students and invite them to sit down and have a chat about anything with us. This initiative is designed to break down barriers and re-establish positive links with our fellow students whom we serve and let them know both what we are here to help them with and that we really want to help them. We have decided on a working title for the project (as above) and have linked it with the “ULSU to U” initiatives of our predecessors.

Tactics on how I promoted SU events: <i>(eg: created & hung a huge banner in the atrium)</i>	<p>I have posted/re-posted any student employment or volunteer requests either generated internally or received from departments outside the ULSU to the ULSU Student and Clubs forum on Discord to inform students, build cross campus community connections, and increase contact and presence between the ULSU and its constituents.</p> <p>I have also Posted and re/posted evens such as the Global Drums (club) concert on May 5th as well as attended the event myself.</p> <p>Other events that I attended representing students in this role include:</p> <ul style="list-style-type: none"> • Provincial Government education funding announcement of May17th held in the Nursing Simulation Lab in Markin Hall • Met with Erasmus and Nancy in the Provost's office to talk about Navitas • Attended Campus Tour training in preparation for volunteering for the Ahead of the Herd event in early June.
Challenges I've encountered: <i>(eg: people won't get back to me when I leave them a message)</i>	<p>The busy-ness this role begins with is sometimes incongruent with the availability of those I need to collaborate or connect with to move forward. This has led to frustration and delays in accomplishing tasks as I seek alternate ways to reach goals.</p>
How my work has impacted students in my constituency <i>(eg: students are enjoying the lounge area we restored and are making new friends).</i>	<p>My connections and outreach via Discord and my ULSU web page bio have resulted in several spontaneous student contacts over the past month with students seeking advice, asking questions and also just coming by my office to meet me and hang out. My work connecting with Clubs, in particular, has felt mutually positive and I am very excited to continue to explore all the ways I can support the work of these important campus groups!</p>
Details on outcomes: <i>(eg: only 50 people attended my workshop, but they had a great time & learned a lot... give more details though!).)</i>	<p>Nothing to report at this time.</p>
Have read council reports: <i>(eg: I've read everyone's council report and EC minutes so I'm well informed & a team player).</i>	<p>I have not had the opportunity to read each of the current EC members' council reports as this is the first time we are writing them. I have, however, read a few of the previous term's council minutes and other reports (Greek Life, Crisis Response document, and 3 years' worth of VPSA transition documents etc.) to orient myself and my awareness of recent and ongoing issues.</p>

CURRENTLY

Goals I'm pursuing: <i>(list your goals no matter how insignificant they may seem, even if it's just to keep up with regular duties).</i>	<ul style="list-style-type: none"> • Maintain daily review and responses of emails, discord, slack and other social contacts I have access to. • Receive and process Club Ratification Forms within 24 hours and prepare them for weekly EC Meetings for approval • Continue to have discussions with various departments and groups across campus to broaden my understanding of student resources and to enable me to make connections instead of create duplications and thus waste resources • Hire summer staff to participate on the Fresh Fest Committee and aid in the production of Fresh Fest • Set a date for the first Fresh Fest Committee Meeting • Create a solid timeline for the production requirements of all events being planned for this term • Continue to add to a transition document all things that will be important for the next VPSA • Set a date for the first Student Engagement Committee meeting • Talk to Facilities Management regarding: <ul style="list-style-type: none"> ◦ Office whiteboard? ◦ Connections Café / Communi-tea location near the library?
Projects I'm working on: <i>(name your projects with pertinent details & possible timeline of completion)</i>	<p><u>Connections Café / Communi-Tea</u> – set dates for these events before COCA Conference (with proposed locations so Maiko can research the bookings)</p> <p><u>Student Engagement Committee</u> – meet and establish lines of communication and scope of responsibility by the end of June.</p> <p><u>Fresh Fest</u> – Hire staff ASAP!!! Continue making connections across campus and brainstorming to develop the Festival idea behind Fresh Fest more fully. Investigate limitations of potential Lethbridge Community connections on campus (rules and regs)</p> <p><u>Club Ratification</u> – review new applications daily and bring to EC weekly!</p> <p><u>Club Spaces/Resources</u> – Get a better look at Club rooms and investigate what is happening with the old office next door. Investigate other options.</p>

Things I'm helping other people with:

(please list the things you are helping others with and your duties).

- Helped other EC members transition into Microsoft Office for email, cloud sharing and calendar (including how to share your calendar with others). Migrated email and calendar services from google and google drive.
- Created daily time tracking Excel spreadsheet and shared with my team (if they want to use it)
- Helped a GA member find a suit for an important SU related event.

MOVING FORWARD

Upcoming activities

(please list the upcoming activities you will be participating in).

See Important Dates

Important dates/deadlines

(please list the important deadlines related to your goals or position).

June 1-3 – Attend Convocations 1, 2, 3, 4, 5 & 6
June 1 – Attend “Let There be Light Night”
June 2 – Attend “Chancellor’s Dinner”
June 4 – Volunteer at “Ahead of the Herd” event
June 8 – Attend COCA Student Life Summit (Ottawa)
June 18 - Hire Fresh Fest Staff
June 20 - 24 – Attend National Indigenous Peoples’ Week events
June 22 – Meet with Fresh Fest Committee

Details on upcoming tasks

(please give details on upcoming tasks you will need to perform).

Will need to prepare for and hold interviews for the hiring of the Fresh Fest staff. My goal is to create a cohesive and high functioning team so preparation to outline what I am looking for beyond the needed base skills during the interviews will be key.

People I will need to work with

(please list the people you will need to be working with and why).

ULSU Staff – I will need to set up one on one discussions with the new ULSU Executive Assistant, Becca.

ULSU EC – I will need to continue to connect with and discuss issues with my EC team to help keep us effective and focused on serving our fellow students through the work that we do.

Fresh Fest Committee – NEED to form this team and prepare the steps towards develop it into a high functioning team to create the event we are hoping to bring for students.

Resources I might need to gather

(please list the resources or materials you will need to gather for your tasks).

Nothing concrete at this time.