

## **Executive Report**

**Prepared for: UNBSU Council 2021/2022**

June 12<sup>th</sup>, 2021



## **President – Kordell Walsh**

Hey folks! I hope you're all having a wonderful summer. The past two weeks have been great and there's been a lot accomplished by the team!

### **CASA / NBSA**

CASA Foundations was not quite finished as of our last report, so that is now done. Once again, it was a great and insightful conference. On the last day of the conference, we held elections for Board of Governors and committee membership and I was elected to serve on the Governance and Internal Review Committee. This committee is responsible for an annual review of internal policies and procedures of the organization, and I felt it would be beneficial experience as I will be Chair of our policy committee, which among other things, will be doing reviews of our existing policies.

There hasn't been much regarding the NBSA over the past two weeks, however Tea and I are about to commence our policy and strategy conference, which will be a three day conference dedicated to figuring out some of our policy priorities for the year as an organization, and assigning roles and responsibilities for overseeing those priorities. At the end of this conference, we will also be scheduling regular bi-weekly board meetings.

### **ALPS**

We now have access to their physical office/lounge space up in Marshall D'Avray. I've been up there a few times to review the space, what is in it, and try to make a plan for how it can be used most effectively with COVID guidelines.

### **Food Bank**

I have been looking into the possibility of having a food bank on campus! I have met with a few other schools to see how they run theirs and gain more insight into the operating costs and how their programs are funded.

### **Policies**

I've been digging deeper into our policies. All of our policies and bylaws must be reviewed at least every two years, which means we have a handful of policies that will

have to be reviewed in the Policy Committee this year. One of the more pressing policies that is due for a review is our Human Resource Policy. This is a policy that we don't want to rush through, so it will take some time, but I have been working with Karen, our General Manager, to review examples of good HR policies and what other schools have done.

### **Other Business**

- As a team, we met with Student Services to discuss how we can have a strong working relationship and how we can support each other
- I participated in SOAR, which was a really successful event!
- I have been in contact with David Coon's office and we have a meeting scheduled for next week
- We spent a few days on retreat doing a mix of team building and work!

### **Vice President Advocacy- Téa Fazio**

The Countdown to Summer Begins! I have been working hard setting up timelines for different initiatives I am going to be working on throughout the year and meeting with important folks!

### **EDI Training**

I am looking at having a few EDI focused training sessions for the UNBSU potentially for both council and the executive. I have been connecting with various training providers to get a sense of what is available and when training might be able to happen. I have also been meeting with Angela from the UNB Human Rights Office for advice on choosing training. Angela recommended I check out CCDI, which has a great amount of resources we can access with our UNB accounts!

### **COCA Conference**

This week I have been attending educational sessions at the Canadian Organization of Campus Activities (COCA) Virtual Student Life Summit 2021. I have been learning a lot about campus leadership and I am looking forward to using what I have learned in the coming year (including the Zoom Fatigue tips which I am using now)!

### **Sexual Violence Prevention (SVP)**

I attended a presentation from Dr. Charlene Senn about Flip the Script EAAA sexual violence prevention training. It looks like a valuable training experience so I will be looking further into seeing if members from UNB and the UNBSU can pursue their "train the trainer" course.

I have been working with Charlotte (UNBSRC President), Alicia (GSU President), and Maggie (CSASA) to put together questions for our student survey on feedback and

recommendations for the UNB Sexual Assault Policy Review Committee. Niko and I will be putting everything together into a form and the post should be out soon!

I met with the Tri-Campus Sexual Violence Prevention team to continue discussing our goals for the coming year. We are looking at developing a campaign to address secondary wounding and how to support survivors in our community.

### **Consultations**

Kianna, our incoming Nuci Putawasuwin and I met to do some introductions, chat about our goals for the coming year, and discussed the role of the Indigenous Student Council. I am looking forward to working with her and many other councillors over the next year!

Mick Jeffries (2019-20 VP Advocacy) and I met to discuss his views of the Advocacy role, collaboration with the NBSA, as well as his goals for the Indigenous Student Council in creating it with Nadia Wysote (2019-20 Nuci Putawasuwin).

### **CASA**

I have been added to virtual teams for the CASA EDI Committee and Membership Relations Committee, both of which I sit on as a voting member, and to the National Advocacy Committee (NAC) which I will be participating in as a non-voting member. The CASA Board has been finishing up transition and committee meetings should be starting up soon. I am looking forward to doing some meaningful work at a national level at the committees.

### **Government Relations**

David Emerson (UNB Special Advisor to the President, Government Relations) and I met to discuss shared advocacy priorities between UNB and the UNBSU and accountability to constituents. David has worked to support many VPAs in the past so I am happy to continue having a working relationship between us!

I am reaching out to have an introductory meeting with our Fredericton Member of Parliament (MP) Jenica Atwin. I am hoping that we can continue a collaborative relationship between her office and the UNBSU in advocating for post-secondary issues.

### **Retreat**

Our executive went on retreat from Wed - Sat to focus on team bonding. We had an amazing time in a beautiful small town called Nash Creek, along the Bay de Chaleur. We dedicated time everyday to continue getting work done, despite internet challenges, but also enjoyed time bonding as a team and having fun.

Thanks for reading through my report! If you have any questions or thoughts to share please connect with me at [advocacy@unbsu.ca](mailto:advocacy@unbsu.ca). Hope you're staying cool as it's almost SUMMER folks, Cheers!

## **Vice President Internal – Deanna Merriam**

### **Book Buy & Sell**

Last week I had a meeting with the EUS to discuss continuing the partnership between the UNBSU and the society! Every year we coordinate our Book Buy & Sells to happen at the same time- with the only difference being that the EUS is only responsible for Engineering related books. This year we have made an agreement that the UNBSU will be accepting all drop offs (including engineering textbooks) but I or the Academic Programming Coordinator will take the books down to Head Hall every evening!

### **Hiring**

We have now finished up on hiring for the Academic Programming Coordinator, and the Clubs & Societies coordinator! As the direct supervisor for the APC I am so excited to get our candidate in and working with us at the SU to prep for the academic year! We have so much to get started on and I am thrilled to get them started ASAP! I was also on the hiring committee for the Clubs & Societies Coordinator- and am incredibly happy with the choice that was made! I look forward to Bhavyas collaboration with them going forward!

### **Student Services/Mark Walma**

Our team met with student services for our regular monthly meeting where we discuss relevant updates to each-other's team! In this meeting I asked Mark Walma, AVP Student Services to follow up on a few projects from previous years. We had a meeting this week to discuss a 3rd party reporting system (which would include complaints about academic concerns or reports of harassment, discrimination, and assault) and the process in which it would happen. As of right now I have concerns regarding the University's policies that respond to these reports so for the time being I will be looking at ways to improve those before directing students through a maze in order to report a concern. I will hopefully be able to update on this project again soon!

### **Retreat**

As I'm sure it's been said before we went on a short retreat to get to know each other as a team. We stayed in a lovely airbnb and bonded over the course of last week.

### **Extended Library Hours**

This week I had some follow up meetings with the Dean of Libraries Office. We met to review the statistics of extended library hours that occurred two years ago. After

reviewing the data and having conversations about student interests, the library has agreed to go forward with extended library hours for both the fall and winter semesters! We will be promoting the extended hours for the libraries and I will also be putting up posters throughout campus to ensure students are aware of it! Right now they will be discussing this plan with UNB Security to arrange for security shifts every night to monitor the libraries, however once this has been arranged we will be good to go. With Security staffing being the last step I am confident that the extended hours will happen, and I hope to have more on this soon.

### **Meetings w/ Sara Rothman**

This week I had 2 meetings with Sara Rothman to discuss a few different projects, outlined below:

- Tutoring Inventory  
This project is one that's ongoing. Sara and Sherrie Lynch and I met to discuss creating a more centralized tutoring database for all faculties to contribute and benefit from. As of right now it is essentially just a list. We will be meeting bi-weekly going forward to create a page on the new UNB Intranet, and thoroughly contact every faculty on campus to share it to potential tutors. I would love to see many students sign up for each faculty, as I would love to give students the chance to make some extra money during their university careers! I also think a project like this would be very beneficial to younger students who are still trying to learn their way through university, and could also create a peer support system.
  
- Student Toolkit  
In this same meeting with Sara we also talked about going forward with a "student toolkit" which would include the tutoring page, as well as a directory for all campus faculty academic advisors. Students could answer a short series of questions and have their advisor's information brought right to them. This page would also include GPA Calculations as well as GPA conversions if students are applying to schools that use a 3.0 scale. I am thrilled to be a part of this project and am excited to work on it going forward!

### **Menstrual Product Dispensers**

I have made some great progress regarding the installation of free menstrual product dispensers across campus. My goal is to have a dispenser in every building, as we now only have one. After some of the discussions I've had with members of the campus community, we will now have 5 dispensers on campus! I met with Caroline Stephens to review the old proposal, and we will be revising it to include sections with data, the costs associated with the box, maintenance practices, what we will be asking of each faculty building (installation costs, wall mount costs, arrangement for installation). Once this proposal is complete, we will be sending it along to as many offices as possible along with the letters of support we have gotten. I can't wait to see where this project goes!

That's about it for me! As always if you have any questions just send me a message or email me at [internal@unbsu.ca](mailto:internal@unbsu.ca)!

## **Vice-President Finance & Operations - Bhavya Pratap Malhotra**

The previous two weeks included our team's retreat time from June 2nd, 2021- June 6th, 2021. At the time of the retreat, I was able to attend some matters of work.

### **Hiring**

An update to the hiring process for our Director of Campus Events, Academic Programming Coordinator and the Clubs & Societies Coordinator is that the candidates being interviewed for the respective positions were sent the time slots available and the interviews are now underway. Me, along with the executive on the respective hiring committees, would deliberate a decision soon at the end of this week for these respective UNBSU job positions.

### **Conferences Tab**

In the previous report, I had mentioned my meeting with Kaitlyn Cats from the conference services. After that meeting, I was able to meet her again, along with Brianna Donovan. In the meeting, both of them agreed to the fact that the outlook for the separate tab for conferences on the UNBSU website, as well as, the conference services portal, would depend highly upon the planning done within the Student Event Risk Management committee. As I sit on that committee, the current ideas that are being discussed are related to the website design and including information related to Student event planning and risk management at the start of the year. However, both of them like the idea and are looking forward to collaborating with us to embed a link to conference services within the framework of the Conferences Tab on the UNBSU website.

### **Orientation**

For Orientation, the Orientation Chair- Ellen Petrie, forwarded me an Excel sheet that is a tracklist for all of us to note the important deadlines related to acquiring sponsors for the orientation. After finishing up the hiring process, we would begin contacting sponsors for the orientation. I looked into the sponsorship package created by Ellen and her team, and it looks promising. The package specifies the potential outlook of several in-person events in the upcoming term and a breakdown of the sponsorship titles as well.

### **Student Event Risk Management committee (SERM)**

Since the previous update, the SERM meeting was scheduled and I attended it. The meeting looked into various perspectives related to how risk management would look like for student events in the fall. The meeting also looked into the website design proposals discussed in the SERC committee meeting. Towards the end of the meeting, it was agreed to move forward with the website plan that was forwarded as a document to all of the members of the committee. This draft proposal would be

discussed at length in the next meeting that would include both SERC and SERM committee members.

## **Finance**

Sat down with Karen and went over the Operational Budget as well as past year Expense and Revenue reports. We looked through the financial report assessment from our chartered accountants and would have another meeting soon.

## **Operations**

- Have a meeting being scheduled with LEAP conference co-chairs to look into their sponsorship package.
- Starting to contact Clubs and Societies and inquire about their ratification status for the upcoming year.
- Collected website resources related to Financial Literacy and Financial Resilience for the brainstorming of the Finance Week; forwarded these resources to Brennan.
- Due to the retreat in the middle, I was not able to sit down with Téa but after the hiring process this week, we would sit down to discuss the EDI Hiring Plan next week.
- Went to the bank with Brennan to become the signing authorities on the UNBSU Food account
- Niko designed and printed the Agenda calendar and provided us with a copy of what events and services I would be a part of in the upcoming year.

## **COCA- Canadian Organization for Campus Events.**

Attended the online Education sessions hosted by COCA through Zoom. I attended the ones related to Clubs and Societies; restructuring, branding and how to create valuable connections with the students part of the clubs and societies on campus. I have a couple of sessions remaining to attend for the remainder of this week. The sessions attended so far were pretty engaging even for an online event as the hosts answered my questions well within the timeframe of the sessions.

## **Tasks Ahead**

1. Dive into contacting sponsors for the Orientation, along with Ellen.
2. Sit down with Téa to discuss the EDI Hiring Plan.
3. Reach out to the clubs and societies and answer any questions or concerns the students may have.
4. Develop more resources for the website design of the student event planning and risk management platform. (working with the SERC and SERM committees).
5. Deliberate a decision upon the hiring positions after discussing within the respective hiring committees.

## **Vice-President Student Life - Brennan Marks**

Hi everyone! I hope you are doing well! It has been a busy couple of weeks for everyone here at the SU! We are getting more excited about the start of the school year every day! Here is what I got up to over the past two weeks!

### **The Garden**

The garden has been my little problem child over the past couple of weeks, but it is now open and we are starting to let our gardeners in this weekend! We were waiting for approval for quite some time, and as soon as we received it we found a hornet's nest in the shed. Pest control is on the scene today and we are officially open for business! I can't wait to see what people will grow in the garden this season! I also gave the UNB Art Center a tour of the garden, they are excited to offer some gardening in their summer camps this year!

### **SafeRide**

Last week I prepared to renegotiate a SafeRide contract with the Graduate Student Association as their contract has ended this past year. We are excited to welcome the GSA and its members to the SafeRide service again this year!

### **Food**

Our first order of Fresh Food bags was a success and the bags looked amazing this month! Be sure to keep an eye out for the order form for next month's order form on our social media!

I have been working on bringing back the Campus Market that happened a few years back, I have meetings with Sodexo and some other stakeholders this week and in the near future.

### **Agenda**

The agenda has been taking up most of my time again this week, but we have been making great progress. Most of my time has been spent calling businesses for advertising space and following up with contracts. Niko and I put out promotions for our student business page which gives current students who own a business the chance to advertise in the agenda for free! We have a good number of students reach out which is super exciting!! I met with our designer who is on pace to have the agenda ready to print by July 13th! Woohooo!

### **Odds & Ends**

- I went on a retreat with the rest of the executives! We enjoyed some team bonding and continued to work on our ongoing projects in Nash Creek!



- Working with Bhavya and Niko, we conducted all the DCE interviews and will be announcing our new DCE very soon!!
- I had met with Khaleem Shaik to discuss past efforts to establish a hamper food box program in collaboration with the Greener Village Food Bank. I am beginning the work to implement this program for the fall with the long-term goal of creating a food bank right here on campus. Kordell has been taking the lead on the initial stages of the food bank but we are certain that we will be able to address the need in the interim with the hamper food box program!
- I have been attending the Canadian Organization of Campus Activities (COCA) Virtual Student Life Summit over this past week. Sessions have been very informative and I am excited to implement some of the skills they have shared with me!
- The executive met with the leadership team of student services to get to know each other and begin plans to collaborate over the year!
- I attended a presentation with the executive team on a third-party reporting system for sexual assault on campus. It was very informative and further discussions are happening within the executive about our plans moving forward
- Collaborated with Niko on some upgrades to our services landing page on the website.
- I have had a few meetings with UNB Sustainability to discuss opportunities for collaboration over this year.

## **Vice-President Communications - Niko Coady**

Hi everyone! I hope you're staying as cool as possible during this extreme heat! The past few weeks have been busy and I am sure you'll have lots of new info in this update. We had a great time together on the retreat and I am so glad we got to spend some time bonding as a team!

### **Strat Plan & Social Media Guidelines**

The strategic plan has now been finalized and is available for viewing on our website ([unbsu.ca/unbsu-vision](http://unbsu.ca/unbsu-vision))! I did some ~beauty~ updates on it this year and changed up the format a little, but if you are wondering what the upcoming year holds that is a great place to start! Each of our initiatives also have the roles associated with them, so you can see which executives will be in charge of each project for the year.

The Comms and Marketing plan is almost finalized and I will be booking a meeting to review it with the team!

I have also created an Instagram Takeover guidelines sheet so that people/organizations/clubs and societies will be able to have a clear outline of what they need to do in order to take over the SU instagram and how it will work in terms

of content and deadlines. Along with this outline, I have created a social media guidelines document for the service coordinators (to be hired later in the year), so that our services pages will be as clear, concise, consistent, and as brand-accurate as possible.

### **Website**

Brennan and I are working on updating all of the services pages and the services homepage on the website. This will include re-adding the Papertrail service, our re-launch of DrinkSmart (that isn't called DrinkSmart), and a lot of updated information on the health and dental insurance plan. Huge thanks to Brennan for finding ideas and templates that look sleek so that we have a better idea of how we want these pages to look!

### **Social Media**

Our "UNBSU & YOU" Campaign has finished, with each member of the executive being highlighted on our Instagram. We have also released a statement and resources on the recent Residential School Events in Kamloops, and I would like to say a huge thank you to the team and students who helped us put this out. We have also officially opened up garden plots for sale, so those promotions went out this week and a reminder will be going out again soon (get your garden plots now!).

Tea and I have also been brainstorming something to put out to celebrate National Indigenous Peoples Day on June 21st. I have contacted some different folks on campus for input on this project as well!

### **Ads / Sponsorships**

I am working on creating advertisements for our 2021/22 Agenda. We will be including ads for each of our services, and one for Campus Events. I am also working on designing the service pages that will be included at the front of the agenda, our team pages and the cover! Brennan is doing AMAZING work on the agenda, so when you see it, remember to tell him how great it looks!!

I have also been working with Ellen and Evan to develop their sponsorship package for UNBSU Orientation this year. I received the information for each sponsorship level from Ellen this week, so I am working on putting the package together and hopefully making it exciting for potential sponsors!

### **Event Calendar for Website**

The format of our event calendar is done and I have been inputting important academic dates, holidays, and event dates we do know based on our strat plan. I am developing a typeform that will be available on the website for clubs and societies to

submit their events throughout the year so that all events will be available for viewing on our calendar!

### **Other Stuff**

- I am currently sitting on the DCE Hiring Committee with Brennan and Bhavya
- I met with the CSASAs this week about sexual violence prevention campaign ideas for the upcoming year
- I am working on re-launching the brand book and naming our primary & secondary colours
- I attended a COCA session on how to market services
- I met with Sara Rothman of Student Services to discuss a vaccination campaign for the late summer/early fall

### **Orientation Chair & Vice-Chair Ellen Peitre and Evan di Cesare**

#### **Marketing**

A social media content calendar has been made. "Meet the team" graphics were made for all 13 members of the Executive Team to be posted on Instagram and Facebook every Wednesday leading up to O-Week..

#### **Merchandise**

Decisions have been made on what will be included in the ideal O-Kit and finalization before ordering is waiting on the approval of or draft budget.

#### **RedShirts**

The RedShirt application deadline was pushed a week until June 7th. We ended with a very large pool of applicants thanks to our social media push. Endorsers are now being approved by Vice-Chair Evan Di Cesare. Final team decisions are forecasted to be completed by June 29th.

#### **Planning**

SOAR BINGO was a huge success. We have reached a roadblock with the Gather.Town platform in terms of numbers able to join the platform at the same time and will not be continuing with them. Brainstorming in-person events that can be executed while maintaining a one meter distance between everyone has been the priority. We have met with Executive Director of UNB Conference services about potential event ideas and she was enthused by our proposed options. Contact has been made between us, UNB Security and Traffic, and UNB Risk management regarding what we will be permitted to execute.

#### **BlackShirts**

BlackShirts continue to be an enthused group of people. The three who joined our BINGO event were phenomenal at engaging with the new students and answering any questions they may have.

### **Shinerama**

Our Shinerama Cookbook Recipe submission form has been published to the public and has received good feedback thus far. Additionally, our first Shinerama trivia is planned for next Saturday, pending Evan Di Cesare is not moving to New Brunswick that day.