



Vice-President (Clubs and Services) Report to Legislative Council

December 3, 2015

Prepared November 29, 2015

PERSONAL

- Office hours have slowed down significantly with the onset of the end of the semester – now is the time to stop by to discuss anything you want to chat about!

CLUBS

- I have met with Equity Commissioners to discuss ongoing initiatives in the portfolio related to increasing the accessibility of student group events – the Equity Commissioners will be providing additional support in the completion of these projects.
- The Communication and Publication Manager and I have been working on the first steps for the development of an Interest Based Matching Survey – my staff and I will begin the brainstorming this week and start what will be a length planning process to develop the algorithm by which the survey will match students to relevant clubs and services.

SERVICES

- Since last Council, I have met with two clubs interested in becoming Services – this points to the need for an application for Service status, which does not currently exist. This will likely be a project to take on during the Christmas holiday.
- The Services Review Committee has finished its mandate for the semester and the results of their Service Review process have been submitted as a report to this meeting of Legislative Council. I will be following up with all of the Services in the coming days to discuss their Service Review and the Committee's recommendations.
- In tandem with Service Reviews, I am currently in the process of developing a review form that will be disseminated to all of the Service executives to serve as a venue for feedback about their interactions with me and to solicit suggestions on how I can better support individual Service executives in meeting the goals of their organizations. Their feedback will be used to direct how I work with the Services in the coming semester.
- We are also currently running a by-election for a Services Representative to Council – anyone is involved with a SSMU Service is encouraged to run for the position!

INDEPENDENT STUDENT GROUPS

- I have been doing quite a bit of follow up with CKUT after the referendum – we have had one Board of Directors meeting since the referendum results were released and I also attended a meeting of the CKUT Steering Committee to debrief staff and committee members on lessons learned from the referendum. I will be compiling these comments and debriefs as a resource to be used by other student groups running fee campaigns as well.



BUILDING AND SPACE

- Since the last meeting of Legislative Council, I have met with three of the SSMU's building tenants to discuss leases, which will be one of my major projects throughout the course of the Winter semester.
- The construction on the access ramp in front of the building is finally complete and card access is restored, much to the relief of our staff, building tenants, and Services – the new ramp is extended and far more structurally sound than the old ramp. The only maintenance still left to be done on the front ramp area is the installation of permanent railings – the wooden railings in place now will be replaced in the Winter semester.
- The side door of the SSMU building is now under construction, although ideally by the time I am presenting this report to Council the construction will be completed. This is a small scale project that is not expected to last longer than 5 days.
- Our Space Fee Proposal Form is closing as of December 3 and the Building Committee will begin reviewing the submissions to determine which projects can be funded with the Space Fee budget.
- The Building Committee has been meeting on a bi-weekly basis and a report of the Committee's activities is to be presented at this meeting of Legislative Council.

STAFF

- I have now completed the hiring and begun training for both the Student Engagement Coordinator and the Clubs and Services Communications Coordinator. Training sessions will be ongoing throughout this week.
- End of the semester check-in meetings are scheduled all throughout next week to follow up with student staff about their experience working at SSMU and working under my supervision thus far – these meetings will take up a huge chunk of my week next week but are essential for making sure that everyone is on the same page about projects and goals going into the next semester.
- I am now hiring for a Club Website Designer – feel free to [refer](#) any interested candidates you might now!

BUILDING DIRECTOR DELEGATION

- Follow up on building projects, work orders, pest control, and building maintenance has been going relatively well.
- With the addition of the staff I now supervise in the absence of the Building Director that brings the total number of employees that fall under my direct supervision to 57 – staff follow ups for in-office staff and student staff who work directly within my portfolio has been ongoing.

GENERAL MANAGER DELEGATION

- Recruitment for the Judicial Board is going well – in order to ensure that the Judicial Board has quorum in the event of conflicts of interest among the Justices I have been individually



reaching out to dozens of student associations to promote the vacant seats. The Law Students Association and countless clubs affiliated with the LSA have been hugely supportive in helping to disseminate information about available seats on the Judicial Board to their members.

- Elections SSMU's second Vice-President (Internal) election was fortunately much less aggressive and controversy driven. The only hiccup was the correction to the vote tally – while SimplyVoting tabulated the preferential ballot results using the Borda method, the Internal Regulations of the Presidential Portfolio require the use of instant run-off voting, which meant an errata needed to be issued and a revised runner up announced.
- Communication with our insurance provider has been ongoing – insurance renewal for the policies expiring in the new year are being processed. Unsurprisingly, there are few exciting updates about insurance.

VICE-PRESIDENT (INTERNAL) DELEGATION

- Monday, December 7 will be the final listserv of the Fall semester. I am looking forward to unloading this responsibility and remembering what it's like to sleep on a Sunday night.
- I've been working with the Communication and Publications Manager on a revised communication plan and setting out goals for the Communications department in the coming semester – the website redesign will form a significant part of this workload.

EVENTS MANAGER DELEGATION

- After the resignation of the Events Manager this week, I now handle approving all room booking requests in the University Centre.
- I will be working closely with the Food and Beverage Director to ensure that complex bookings (featuring alcohol and security requests) are processed alongside the Operations Department to ensure no decline in Service with the vacancy of this position.
- While we are in the process of hiring a new staff member to handle events, we are taking the opportunity to review the online room booking system implemented over the summer in order to make programming adjustments that will make the process easier for students to manage. Please [contact me](#) with any feedback about the room booking system and your experience booking space in the SSMU building!

MISCELLANEOUS

- As per the Accountable Leadership Policy, the running log of my work hours are publicly available. The full breakdown of my in-office hours can be found in this [Google Spreadsheet](#).

Respectfully submitted,

Kimber Bialik
Vice-President (Clubs and Services)