

Office of the VP Administration

Report to Council, May 17th

Reading List and Goal-Setting

Created a step-by-step process with my team on how to submit their own individual goals for the year, with a focus on helpful readings and information that I have found from other post-secondary institutions and internal plans and strategies.

Club Renewals and Exec Orientations

Started reviewing the Club Renewal Forms and we aim to complete the review by May 25th, and we are consequently working on updating the Canvas Course for Club Executive Orientations to ensure that we are using correct information when it comes to processes and available resources.

The Commons & The Hatch Art Gallery Clean-Up and Inventory

Assigned the clean-up work to my Clubs and Commuters and Engagement Coordinator who will take the next two weeks to create an updated inventory and more efficient equipment rental and room booking systems.

Additionally, the Hatch Art Gallery is currently being managed by Conferences and Catering for the summer, but we are scheduling a date and time for my Hatch Art Gallery Manager to clean up in the space and compile an updated inventory.

Permanent Art Collection Audit

We have been notified that we are required to complete a Permanent Art Collection Audit this summer. We have received the current list of the Permanent Art Collection from Building Operations and we will be starting this process next week.

Revised Operations Committee Policy Manual

At the very last meeting of the Operations Committee, its members approved several changes on the Operations Committee Policy Manual which details out the proper procedures that the Committee upholds every year. My team is working on creating the final draft of the changes that were made.

AMS Sustainable Action Plan Review

We have started to pick up the work that was left incomplete by last year's team. We are currently focusing on the new format and structure of the report, the focus groups that we will be consulting with, the progress of the current goals outlined in the plan, and coming up with new goals that will help our work in sustainability this year.