

June 2023

Executive Goals

Office of the Vice President Administration

Prepared by: Ian Dominique Caguiat, Henry Li, Emily Wong-Abdul, Amy Liao, Ryan Chiu, Bel Chen, Priscilla Ng & Melissa Bautista

Goal 1

A Resource-Oriented Student Building

Goal 2

Commitment to Equity, Diversity and Inclusion

Goal 3

Increased Club Engagement and Support

Goal 4

Expanding Sustainability Initiatives and Outreach

Goal 5

Connections and Opportunities for Students

Goal 1

A Resource-Oriented Student Building

Main Strategic Priority: Operational Excellence

“We are committed to being a leader in proactive decision-making and consistently re-evaluating our facilities and the day-to-day systems we rely on, to ensure we’re providing a space that is convenient, impactful and useful where everyone can call the Nest their second home.”

In the AMS, it is important that we always put students first. This year, we want to utilize the Office of the VP Administration in creating or expanding on resources in the Nest as a way to ensure that students’ needs are our top priority.

Action Item A

Enhancing Wellbeing Through The Nest

We will establish **guidelines on enhancing student health and wellbeing through the Nest as a physical space**. Aside from topics such as physical and mental comfort, promoting healthy living, and enhancing access to nature, these guidelines will also tackle the accessibility and inclusivity of the building, and will **incorporate feedback from the 300+ responses received from the Nest Safety and Inclusive Spaces Review** last year. Additionally, we will collaborate with UBC Wellbeing on utilizing the Nest as a space for **promoting Thrive in November** which promotes mental health literacy and resilience, and **Move UBC in February** which aims to increase physical activity on campus.

Action Item B

Improved Single-Use Washrooms

We will improve the single-use washrooms in the Nest by **installing needle disposal bins** for harm reduction, **menstrual hygiene products dispensers, and safe sex supplies dispensers** for students to freely access in their day-to-day. We will also ensure that **students are aware of the existence of single-use/universal/family washrooms** in the Nest through promotions and proper signage. This work will be done in collaboration with the Nest Building Operations, UBC Safety and Risk Services, AMS Sexual Assault Awareness Month, and UBC Student Health and Wellbeing.

Action Item C

Availability of Wellbeing Services

We will work with UBC Child Care Services in ensuring the **targeted promotions of the Osprey Day Care Center** located in the Fourth Floor of the Nest. We will collaborate with UBC Student Health Service to expand the reach of the **UBC Nurse on Campus program by holding regular booths** in the building. Lastly, we will develop the Commons Lounge into **a cooling zone for the summer (mid-July to September)** by having cold packs, wet towels, ice, and cold water available in the space. This will be a temporary service for 2023 while we ensure that the air tempering project remains on track to be completed by the summer of 2024.

Action Item D

Appliances and Devices in the Nest

Last year, the previous Office installed a charging station in the Commons Lounge. We aim to expand on this initiative by working with the Nest Building Operations to ensure that **charging devices are accessible and available anytime** that a student needs one in the Nest. Additionally, we will also **install a photocopier/printing machine** for students to use as needed, and **complete the installments of additional microwaves** from last year. As of June 21st, 2023, we have installed 9 out of 12 new microwaves. Lastly, we will work with Nest Catering & Conferences to finalize the plans for the upcoming **Audio-Visual Systems Upgrade** in the Nest.

Action Item E

Expansion and Continued Transformation of Spaces

This summer, we will **expand the AMS Food Bank space** as a way to tackle the need for more food storage, specialty circulation, and a hand-washing station. We will also continue the work that is being done in **transforming the South pocket lounge into a dedicated study space**, and **the Hatch Art Gallery into a silent study space** during final exams season. Additionally, we will **continue the Nest 24/7 initiative in the first term** during extreme weather conditions and final exams season to ensure that there is an accessible space for students in need.

Goal 2

Commitment to Equity, Diversity and Inclusion

Main Strategic Priority: Cultivating a Sense of Belonging

“[W]e will be intentional to create welcoming spaces that enrich the community, catering to different needs and preferences of our membership. We are committed to cultivating a sense of belonging for our members through an integrated approach with our subsidiaries, academic support, and creating an inclusive campus culture.”

This year, the Office of the VP Administration aims to center equity, diversity, and inclusion in the work that we complete. This work ranges from building operations, committee representation, and club programming. Action items from other Goals in this document can also be EDI-related work such as G1A, G1B, G4A, G5E, and G5F.

Action Item A

Intersectionality in the Hatch

This year, we will curate exhibits in the Hatch Art Gallery that represent the importance of intersectional lenses. This will be completed through collaborations with other groups on campus such as the **UBC Arts and Culture District and ARTIVISM, AMS Sexual Assault Support Center, VASA, and Belkin Art Gallery (Ars Scientia)**. We will also curate an exhibit on the **intersectionality of climate change** in recognition of UBC Climate Emergency Week. We also aim to improve the Hatch Art Gallery by having **guided exhibition tours** which increases engagement and accessibility in the space.

Action Item B

Indigenous Student Representation

We will **revise the AMS Sustainability Subcommittee membership** to ensure that there is a designated seat for a representative from the AMS Indigenous Constituency. This will ensure the inclusion of Indigenous student voices in our sustainability initiatives and in the AMS Sustainable Action Plan review. We will also work with the Musqueam Nation in having **Indigenous art installed in the Lower Level** of the Nest as the first of many steps we are taking in integrating Indigenous culture, language, and knowledge in the AMS.

Action Item C

Renovations in the Resource Groups Centre

Last year, a conversation was started with the six Resource Groups in terms of making renovations in their space in the Second Floor of the Nest. This year, we will be in **consultation with the Resource Groups** to ensure that their voices are included in our plans and procedures. This possible renovation will increase the accessibility of the Resource Group Centre by **having a wheelchair-accessible door** as the entrance.

Action Item D

Celebrating Our Cultural Diversity

We will host the very first **AMS CultureFest to highlight our campus diversity** in collaboration with the social-cultural clubs and the equity and inclusion departments of our constituencies. In this new initiative, our decision-making processes will consider the differences between cultures and types of groups involved which will help ensure safety and inclusivity. We will also be hosting a new initiative called **Food Truck Features to promote cultural food diversity** in our student community.

Action Item E

Nest Safety and Inclusive Spaces

We will work with the AMS Equity and Inclusion Specialist and the AMS Policy Advisor in **expanding the Nest Safety and Inclusive Spaces Review, and creating a policy for its annual implementation.** Aside from the key areas tackled last year, which included lighting, security camera placement, braille signage, and cleaning practices of high-contact surfaces, the expansion **will include an accessibility audit, and an assessment of the prayer spaces and sensory rooms.** The assessments will be conducted in consultation with the UBC Disabilities United Collective and the religious student groups under the AMS.

Goal 3

Increased Club Engagement and Support

Main Strategic Priority: Exceptional Programming

“It’s in the programming delivered where many students find their community and create memories that last a lifetime... As we strive to excel in this endeavor, we will also support our subsidiary organizations, ensuring a collective trajectory of growth across the university landscape.”

Supporting our 360+ clubs is one of the main responsibilities of the Office of the VP Administration. This year, we want to ensure that not only are we looking into bookings and spaces for our clubs, we are also improving our engagement and communications with the club executives.

Action Item A

Booking Communications and Space Availability

We will work with Nest Catering & Conferences to ensure that **bookings are faster and responsive**. Especially during the high intake periods in August and December, we will have student staff assist on sending emails and responding to inquiries. Together, we will also **develop a calendar view system** that will help our subsidiary organizations in choosing dates for their venue requests. We will also **increase the bookable spaces** by re-opening the Hatch Art Gallery, the Commons Lounge, and the Interactive Sustainability Centre for club functions. Lastly, we will **complete the distribution of club room shelvings and create more locker spaces** for our clubs to use throughout the years.

Action Item B

Club Visibility and Promotions

As we prepare for the end of our contract with AMS Campus Base, we will work with the AMS Communications Team to **develop a club-friendly AMS website** which will include pages on the clubs directory, booking support, events calendar, resources and opportunities, and club showcase events. We will also **increase our club promotional methods** through AMS’s social media accounts, signages and classroom announcements, The Ubysey collaboration, and the **Club of the Week project** which will be shown in The Commons and on the huge flatscreen in the Atrium. Lastly, we will



publish the **“Guide to AMS Clubs”** to be distributed across spaces on campus such as Collegia, Residences, UBC Bookstore, and student centres.

Action Item C

Increased Engagement with the Clubs

This year, we will **conduct the Club Experience Survey 2023** to obtain data on our Office’s accessibility and communications, and to receive feedback on how else the clubs can be supported throughout the year. As part of our feedback process, we will also be **attaching links to an anonymous satisfaction survey in our email signatures**. We will be hosting a **VP Administration Open House** during the year for club execs to interact with each other and to meet the Office of the VP Administration. Additionally, we will also be conducting **club event visitations** to help increase the presence and support of the AMS in club events and initiatives.

Action Item D

Resources and Collaborations for Clubs

As a response toward the lack of venue and booking availability for our 360+ clubs, we will introduce the **AMS Club Booking Resource Package** for clubs to utilize when finding venues in and outside the Nest. This will be done in collaboration with Conferences and Catering, constituencies, and other campus partners. We will also re-introduce the **Jumpstart Programming Grant** in collaboration with the Centre for Student Development and Leadership. We will also **actively promote new and existing opportunities for campus collaboration** such as Imagine Day, AMS Firstweek, Homecoming, and UBC Student Leadership Conference.

Action Item E

A More Accessible Clubs Fair

Clubs Fair 2023 will be more communicative and accessible for all students and groups involved. We will **organize clubs into categories and increase signage** in our venue to ensure ease of navigation for our students. Some of the club categories will be sports and recreation, cultural, academic, and volunteering clubs. Clubs will also be given **advanced communications about their booth placements** and we will have **student volunteers** as sources of safety and information during the days of the event. Lastly, we will have an increased presence of the **AMS Student Services, the AMS outlets and businesses, and the AMS Student Resource Groups** in Clubs Fair 2023.

Goal 4

Expanding Sustainability Initiatives and Outreach

Main Strategic Priority: Delivering Results

“We will always prioritize issues that are at the heart of our members' needs and we will strive to be data-driven, tangible, mandate-focussed and concrete in our advocacy campaigns and initiatives.”

Building off of our previous efforts in achieving Net Zero 2025 in the Nest, the AMS Sustainability Team and the rest of our Office plans on creating purposeful initiatives and engaging with meaningful advocacy towards advancing sustainability and climate action in our outreach, operations, and campus culture.

Action Item A

AMS Sustainable Action Plan Review

We will continue the work that was started for the **triennial review of the AMS Sustainable Action Plan**, and ensure that meaningful and ethical **consultations with student groups, campus stakeholders, and AMS bodies** are conducted during the process. This process will allow us to create new goals and action items, and provide progress updates of the goals from the initial plan. This review will also include the **creation of an ethical and sustainable operations policy** for our outlets and operations.

Action Item B

Climate Change Advocacy and Awareness

Aside from hosting the **Bike on Campus Campaign** to encourage students to cycle in their everyday lives, we will collaborate with the UBC Department of Geography and the Interdepartmental Climate Action Committee in **advocating for the wider implementation of UBC Green Days**. By the end of the year, we aim to have **at least three other departments** prepared to host Green Days or their own similar initiative. This will help raise climate change awareness and reduce transit emissions. We will also ensure that we are implementing strategies from the **incoming GHG Inventory Report**, and that our team remains transparent throughout the year on our progress.

Action Item C

Food Action and Sustainability

As part of our work in raising awareness against food insecurity, the Office of the VP Administration will implement a **Plant-Based September Campaign** in the Nest which will encourage students to purchase vegetarian and vegan options from Porch. We will continue our collaboration with the **Climate-Friendly Food Systems (CFFS) Action Team** in executing the Food Label Project and promoting the CFFS Toolkit. Lastly, we will introduce the **AMS Sustainable Food Package** as a resource for students who are wanting to implement sustainable food practices in their everyday lives. This package will incorporate the CFFS Toolkit, sustainable local food options, sponsorships, campus food security initiatives, and relevant academic resources and literature.

Action Item D

Reduce, Reuse and Recycle in the Nest

Throughout the years, sustainability has been one of the top priorities in Nest operations. We want to continue this work by implementing a **Return-It Bin Program** in collaboration with Return-It to provide a space where students can participate in raising donations for the AMS Food Bank through bottle deposits. We will also build the **Little Free Library**, one of the 2022/23 graduation class gifts, to promote textbook reusability and recycling. We will work with AMS Food and Beverage to plan and research on the implementation of a **reusable container program** for all AMS outlets starting from 2024/25 and we will **further promote the current Bring Your Own Container program** in the Nest. Lastly, we want to **enhance the Soapstand Station, explore the possibility of installing a beverage refill station, and continue supporting student projects** to follow last year's recommendations.

Action Item E

The AMS Sustainability Week

We aim to **bring back the AMS Sustainability Week** as a way to highlight student work and collaboration during UBC Climate Emergency Week in February. This will feature a week-long programming of events **led by the AMS Sustainability Team in collaboration with our subsidiary organizations.**

More information on sustainability-related items can be found [here](#).

Goal 5

Connections and Opportunities for Students

Strategic Priorities: Cultivating a Sense of Belonging

“Cultivating a sense of belonging for a student body of 60,000 is no easy feat, but it is possible with intentional efforts and strategies. It’s essential to consider that students generally find their community in smaller groups, whether it is in their classes, clubs, or undergraduate societies.”

The main reason why I ran for the VP Administration position is because I would like to give back to the many communities that served as my homes on campus. My goal is to ensure that every student has a community that they can call their own.

Action Item A

Programming in The Commons

We will continue the work completed last year in turning The Commons into a collegia-inspired space by **organizing monthly events dedicated to our commuter students**. Additionally, we will also start a **commuter students’ mailing list** as a way to directly communicate with students whenever an event is being hosted.

Action Item B

Increased Online Presence

We will work with the AMS Communications Team in strengthening the Office of the VP Administration’s online presence to increase outreach and student engagement. This will be done through **awareness campaigns and sustainable project promotions**, the **integration of the Hatch Art Gallery** in AMS social media, and releasing **bi-weekly Clubs Newsletters and quarterly updates from the Administration Office**.

Action Item C

More Student Involvement

This year, we saw a lot of interest from students in getting involved with our committees. The Office of the VP Administration aims to create more opportunities for our students by creating volunteer groups for each of our departments; **the Commuter Team; the Hatch Team; the Sustainability Team; and the Clubs Team**.

Action Item D

Working with the Arts Community

Last year, we saw the success of the UBC Art Fair as a collaboration between the Hatch Art Gallery and the Visual Arts Student Association. This year, aside from hosting an **Artist and Creatives Social Nights** and the **75th Anniversary of the Permanent Art Collection**, we want to host **at least one Art Fair per term** to ensure that we are providing opportunities for student artists and businesses to showcase their talents.

Action Item E

Empowering Student Advocates

As a way to ensure that we have resources for students who want to engage in BIPOC-related and anti-racism work, the Office of the VP Administration will work with the Resource Groups and interested clubs in ensuring that the **Colour Connected Against Racism is an active group** throughout the year. We will also find ways to **operationally-support Climate Justice UBC and UBC Migrant Students United** during the year. Lastly, we will continue to support the **Sustainability Ambassadors**, which is a program for students to further sustainability initiatives on campus.

Action Item F

The AMS Student Leadership Week

We will organize the **AMS Student Leadership Week** project this year as a way **to create professional development opportunities and a platform for collaboration for our club executives**. This project will also ensure that our club executives receive mandatory training in sexual violence education, harm reduction and wellbeing, equity and inclusion, and social change. We will also offer opportunities to learn and asynchronously participate in community building, education on sex, sexuality, and gender diversity, education on Indigenous peoples, histories, and context, self and community care, leadership education and conflict management.

Appendix A

Campaign Platform and Related Goals

Campaign Platform	Related Goal
Improve student health and wellness services by installing needle disposal bins, having more regularly stocked menstrual health and safe sex supplies, and collaborating with the Nurse on Campus program in the Nest.	Goal 1B & 1C
Fully reopen the daycare center on the Fourth Floor in collaboration with the University to increase support for students with families.	Goal 1C
Continue the expansion of the Nest as a more interactive commuter hub by creating more study spaces, stationing more microwaves, more charging stations, installing photocopying machines and keeping it open 24/7 during exam seasons.	Goal 1E
Appoint Indigenous student representation on the AMS Sustainability Subcommittee to prioritize Indigenous voices and coordination on the revision of the AMS Sustainable Action Plan.	Goal 2B
Implement the very first AMS CultureFest in collaboration with the cultural clubs as an opportunity for students to learn and experience cultural diversity in the Nest.	Goal 2D
Prioritize student bookings by allocating more staff hours on booking requests during large influx periods to ensure that it is fast and responsible.	Goal 3A
Optimize the Hatch Art Gallery by expanding its usage into interactive workshops and social event bookings in collaboration with student art clubs.	Goal 3A
Create a collective promotional and calendar system for the events hosted by our clubs and constituencies to promote cross-collaboration and mutual support.	Goal 3B
Execute an even bigger, more interactive Clubs Fair by collaborating with the University and inviting more revenue-making partners for students to engage with.	Goal 3E

<p><i>Size of the event is under review as we want to ensure that the focus is on our clubs. Entertainments will still be provided.</i></p>	
<p>Advocate for the wider implementation of Green Days in collaboration with the VP AUA Office and the Department of Geography to promote climate change awareness and reduce transit emissions in the University.</p>	Goal 4B
<p>Support student-led initiatives that promote campus food security by allocating specialized funding from the Sustainable Projects Fund.</p> <p><i>The current related goal is focused on sharing information related to food insecurity and promoting existing food security initiatives. SPF will be found on the Annual Sustainability Priorities Report. We will also support the space expansion of the AMS Food Bank.</i></p>	Goal 4C
<p>Execute a reusable dish program as a service that will allow student groups to rent reusable cutlery and dishes for events and programs.</p> <p><i>Instead of executing a reusable dish program, we will further promote the “Bring Your Own Container” program and conduct research on reusable container programs for all AMS outlets.</i></p>	Goal 4D
<p>Relaunch the AMS Sustainability Week in collaboration with student groups as a campaign for environmental awareness and sustainability education.</p>	Goal 4E
<p>Continue to foster equity, inclusivity, and sustainability through comprehensive guidelines and mandatory sexual assault education for club executives.</p> <p><i>Guideline creation is referred to the Operations Committee.</i></p>	Goal 5F
<p>Develop programs and workshops focused on leadership education, governance, and professional development for club and constituency executives.</p>	Goal 5F

Removed Goals after June 27th Council	Reason
From Goal 2D: AMS CultureFest Grant	Aside from having limited funding from the CBF, we will focus our efforts on hosting event collaborations with

	social, cultural clubs through our own VP Admin Office’s Budget.
From Goal 3D: Event Venue Benefit	This initiative will be decided near the end of the year depending on the balance left on the Clubs Benefit Fund. We will focus on promoting booking resources to our clubs.
From Goal 4C: Food Support Benefit	This initiative has been removed after a review of the sustainability-related goals that will be taken out of the Sustainable Projects Fund. We want to ensure that there is enough money in the fund to support student-led sustainable projects which is the main purpose of the SPF.
From Goal 4E: AMS Sustainability Week Grant	Aside from having limited funding from the SPF, we will focus our efforts on hosting event collaborations with subsidiaries through our own VP Admin Office’s Budget.

Important Links

- [Campaign Website](#)
- [The Ubysey Candidate Profile](#)
- [AMS Strategic Plan](#)
- [AMS Sustainable Action Plan](#)
- [UBC Green Days](#)
- [Sustainability Priorities Final Report April 2023](#)
- [June 2023 Annual Sustainabilities Report](#)