

Office of the VP Administration
Report to Council: November 22nd, 2023

Goal 1A: AV Systems Replacements

The Operations Committee has approved the Urgent AV Systems Replacements which will help improve our equipment in some of our bookable rooms. These replacements include new screens for Rooms 2306 and 2309, projector bulbs for various small rooms and the Great Hall, and an HDMI/VGA Connection Panel that will be shared between multiple rooms.

Goal 2B: Indigenous Lounge Support

We have completed the purchase and delivery of the mobile sort-it-out bins and the setting up of the metal shelvings in the Indigenous Lounge as requested by representatives from the Indigenous Student Society.

Goal 2C: Resource Group Entrance

We are in the process of getting back on the process of consulting and planning with the Resource Groups in regards with the renovation of the door entrance. The main objective for this renovation is to improve its accessibility for users in wheelchairs.

Goal 3B: Club Features on Ubyyssey

We are in the process of getting our first set of Club Features sections on the Ubyyssey prints. The first one will focus on our Clubs Administrator and AVP Administration sharing their experience with clubs. The next ones will focus on statements from club members.

Goal 4A: ASAP Review

The ASAP Review is in track for presentation to Council before the end of 2022. We hosted our last consultation meeting last Friday and we are now in the process of receiving written feedback for the Final Version of the draft.

Goal 4E: AMS Sustainability Week Planning

The AMS Sustainability team has started meeting with campus partners on their events and initiatives for AMS Sustainability Week. This includes their collaboration events with SEEDS Sustainability Program and UBC Sustainability Hub, and the climate-related exhibition at the Hatch Art Gallery. The team has also started discussions with the Sustainability Subcommittee.

Goal 5A: Tote Bag Painting

We will be hosting another event for commuter students at the end of the month which will be a tote bag painting event! This was successful during Clubs Fair and the team wanted to bring it back as a relaxation activity during the end-of-term season. If you are a commuter, come by the Commons on November 30th!

Goal 5D: Makers' Market 2023

The first Makers' Market of the school year is currently being hosted in the Nest from November 20th to November 25th. Come by the Lower Level and the Main Level to support student artists and student businesses, and make sure to show your appreciation of their work! We also would like to send our appreciation to AMS Artelier, Anime Club, PRIN, and VASA.

Other Updates

- **Round 2 New Club Onboarding:** We are now in the process of onboarding our new clubs with the new account codes created. The Funds team will be processing the funding for the new clubs while we will be preparing them through the Canvas courses developed for them to complete.
- **TSC Intake Interviews:** We are participating as a selection committee member for this round of Thunderbird Sports Clubs program application. The interviews will be hosted this week with the student group applicants.
- **Letter of Support for Clubs:** With the promotion of the new UBC StEAR Grant on our Clubs Newsletter, we have now been receiving a lot of requests for letters of support from our clubs. The Clubs Team and I are working through the application overviews together as we decide on writing the letters of support.
- **RGAC Communications:** We will be meeting with a representative from the Resource Group Allocation Committee this week to discuss how to improve the communication between the AMS and the RGAC.
- **Affiliates Committee:** The Affiliates Committee has been continuously meeting every month since September 2023 which is the first time that such streak has happened! Minutes for the Committee will be submitted for approval at the next Council meeting.
- **AMS/SEEDS Collaborations.** We recently had our bi-monthly check-in meeting with SEEDS to chat about our collaborations for the year which includes the AMS Sustainability Week, the compilation of existing sustainability committees on campus, and various research projects involving ANS Food & Beverage and AMS Catering & Conferences.
- **Outdoor Learning Pavillion:** We conducted a prototype visit of the Outdoor Learning Pavilion structure which is one of the grad class gifts from the last three years. This project is being built in collaboration with SALA and Campus as a Living Lab framework.
- **IT Policy Planning.** We are working with the AMS Chief Technology Officer in reviewing the AMS IT Policy which includes information security awareness, IT Help Desk Procedures, and the IT Project Proposal Development Cycle.
- **Constituencies' Shelvings:** We are setting up meetings with various constituencies who have requested their own metal shelvings for the rest of the week.
- **Volunteer Experience Survey:** We have just hosted a survey for our volunteers which is a way for us to receive feedback on their interactions and experiences within the team.
- **Jar Bar Agreement:** We have just signed an agreement with a new vending machine tenant in the Nest - cake vending machine!
- **Building Security:** The AMS Building Operations Manager and I are in the process of completing our de-escalation training. After completion, we will be making recommendations on the effectiveness of the de-escalation training.
- **Clubroom Checks:** We are in the process of notifying our clubroom tenants about clubroom checks which will be held throughout the last week of the term.
- **PC1/PC2 Training:** We have finalized the dates for the PC1/Pc2 Training for our Operations Committee members and other relevant AMS staff. This training will include topics on anti-bias/anti-oppression, trauma-informed practices, and procedural fairness.