Feds Executive
ACTION PLAN
18 19
PREPARED BY

Federation of Students,
University of Waterloo

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Hello Waterloo,

Presented here is the Federation of Students Executive Action Plan for the 2018-2019 year. This document describes the goals that we as an Executive team will be striving to achieve during our term in office to improve all aspects of the student experience.

This Action Plan contains what our Board of Directors, Students’ Council and all undergraduate students will expect us to accomplish throughout the year. Our goals are derived from the ideas we presented in our election platforms, as well as from the Feds Long-Range Plan (LRP).

We look forward to the year ahead as we work with you on helping Feds serve, empower and represent the undergraduate students at the University of Waterloo.
PRESIDENT’S ACTION PLAN

Student Mental Health and Wellness

I

Advocate for University investment in pre-crisis mental health services and supports for undergraduate mental health, while continuing to generate awareness of existing on-campus mental wellness resources, including student peer-to-peer support networks.

- Explore new opportunities to assist undergraduate students in a holistic way. Examples of opportunities that will be explored in the next year include an alumni support network and the EmpowerMe service (ongoing).
- Collaborate with executives at external student unions to determine efficacy and response to their student mental health improvement initiatives (October 2018).
- Consult with the Student Success Office to explore the feasibility of creating a mental health “check-in” widget on the UW Portal App (April 2019).
- Work with WatCard office to determine the feasibility of including information for on- and off-campus resources on the back of WatCards (December 2018).
- In partnership with the Vice President Student Life, continue to promote and build awareness for existing peer-to-peer services available to all undergraduates on campus, including but not limited to UW MATES, the Women’s Centre, and The Glow Centre for Sexual and Gender Diversity (ongoing).

II

Create a “Policy Toolkit” which may be used to review current and future faculty- and University-level policies to ensure that they align with spirit of the Okanagan Charter.

- Work with the Associate Director, Health Promotion and advocate for University administration to formally adopt the Okanagan Charter (December 2018).
- Creation of a “policy toolkit” through which all current and future policies will be reviewed to ensure student mental health and wellbeing are prioritized (April 2019).
PRESIDENT’S ACTION PLAN

Ensure most consequential recommendations published by the President’s Advisory Committee on Student Mental Health (PAC SMH) are prioritized and implemented.

- Working with Chair of Committee on Student Mental Health (CoSMH), publish timely reports on progress of committee and recommendations to undergraduate students, members of the PAC-SMH, Senate, and other interested campus partners (ongoing)

- Work with CoSMH to set up mechanisms whereby students can give feedback on how the implementation of recommendations is affecting students (ongoing)

Sexual Violence Prevention and Response

Continue and complete initiatives of previous President in this portfolio.

- Continue to advocate for and work toward the establishment of effective procedures and the timely completion of the University Policies 33 (Ethical Behaviour) and 42 (Prevention and Response to Sexual Violence) policy reviews (April 2019)

Introduce and initiate the implementation of a bystander intervention program both within the Federation of Students and at the University level.

- Work with the Office of Human Rights, Equity, and Inclusion, Campus Wellness, Student Success Office, Orientation, Housing & Residences and other campus partners to adapt Upstander bystander intervention program to the University of Waterloo campus (ongoing)

- Work with Feds Orientation to determine the degree of implementation for the 2018-2019 governance cycle at the Federation of Students, with a plan for full rollout in the future (April 2019)
Student Engagement

Encourage undergraduate engagement with Feds Elections to increase the number of Executive, councillor, and senator nominations as well as overall voter participation.

- Extend and increase promotions around nomination period; review policies and procedures relating to job descriptions of Executives and Federation of Students student governing bodies to ensure accurate information can be used for promotional campaigns (ongoing)

- Explore and implement methods external student unions have employed to increase number of nominations and voter turnout (October 2018)

- Work with Research and Policy Officer and Advocacy Marketing Specialist to determine realistic methods to measure voter participation and engagement with Feds Elections. Metrics developed through this process will be used to measure success in increasing voter turnout and candidate nominations (ongoing)

- Work with Feds IT and Feds Marketing to revamp vote.feds.ca to ensure that all information pertaining to elections, by-elections, and referenda are included and easily accessible on vote.feds.ca (April 2019)

Ensure that important information published by the Federation of Students is accessible to all undergraduate students and easier to understand.

- Collaborate with the speakers and secretaries of both Students’ Council and Board of Directors and consult with undergraduates to create a handbook summarizing the Federation of Students’ bylaws, policies, and procedures, ensuring that this information is accessible and easily understood for all undergraduate students (April 2019)

- Translate Feds Information Booklets into 3 languages that are most often used on campus, other than English (January 2019)
Continue and complete goals of previous President in this portfolio: ensure that student artwork is integrated into new SLC/PAC Expansion.

- Work with Feds Marketing to develop plan for student artists to submit art for the SLC/PAC Expansion project (December 2018)
- Develop a plan to ensure that undergraduates are involved in art selection process
- Aim to have all art pieces chosen and ready to be displayed by April 2019

**Internal Governance and University Affairs**

Working with the Vice President Operations & Finance and General Manager, ensure that a management agreement of the new SLC/PAC expansion building is negotiated with the Graduate Student Association and the University before its completion. *(April 2019)*

Initiate the planning process for the next iteration of the Federation of Students Long Range Plan.

- Work with Executives, Board of Directors, and General Manager to determine the process the Federation of Students will follow to secure our next Long Range Plan *(ongoing)*
- Time permitting, initiate an RFP by April 2019 to assist with Long Range Planning process

Determine and implement a more efficient way for the undergraduate membership to engage with the Federation of Students during key governance events, including the Annual General Meeting.

- Per a motion passed at the winter 2018 General Meeting, determine feasible ways in which Students’ Council can become a Meeting of Delegates under the Corporations Act of Ontario *(October 2018)*
- Explore the ability for students to vote online in General Meetings *(ongoing)*

Create and implement an improved plan for Executive, Students’ Council and Board of Directors transitions. *(April 2019)*
External Advocacy: Municipal, Provincial, and Federal Affairs

XIII
Work with Vice President Education, Municipal Affairs Commissioner, external student unions, and representatives from the City of Waterloo to reduce harm and impact of St. Patrick’s Day celebrations and Halloween. *(ongoing)*

XIV
Work with Vice President Education and external student unions of U15 schools to advocate on priorities set by the Undergraduates of Canadian Research-Intensive Universities (UCRU) at a federal level in Ottawa. *(ongoing)*

XV
Work toward the formalization of UCRU.

- Time permitting, work with other executive members of UCRU to continuously develop bylaws, policies, and a transitional procedure to ensure future members are well-equipped to continue to build on current federal advocacy efforts *(ongoing)*
VICE PRESIDENT OPERATIONS & FINANCE’S ACTION PLAN

I. Improve relationships with campus partners.

- Provide opportunities to engage with University of Waterloo Athletics *(ongoing)*
- Provide space at The Bombshelter Pub after home games to encourage student engagement with Athletics *(fall 2018)*
- Work with Athletics to promote a stronger community on campus *(fall 2018)*
- Continue to seek opportunities for relationship-building with other campus partners *(ongoing)*

II. Enhance offerings provided from the on-campus pub.

- Continue to meet students’ needs with affordably-priced, conveniently-located food and drink *(ongoing)*
- Create and implement a new take-out option mobile app to increase ease of use for students and staff *(winter 2019)*

III. Work with Grand River Transit (GRT) to create more options for students who want to use their services.

- Create and finalize a new memorandum of understanding with GRT that will allow students who did not meet the UPass eligibility requirements to use GRT bus service *(fall 2018)*
- Install WatCard technology at Federation of Students front desk for live updates on GRT access *(fall 2018)*
Create more food options on campus for students.

- Create and introduce new international food options (*fall 2018*)

Improve budgetary inefficiencies.

- Develop an action plan to overcome barriers that the budget process currently faces (*October 2018*)
- Work with budget committee to improve current templates (*ongoing*)
- Present new versions of budget template and process (*March 2019*)
VICE PRESIDENT EDUCATION’S ACTION PLAN

I

Revitalize the external advocacy organizations membership review process.

- Using the criteria laid out in Council Procedure 23, develop a more thorough framework for application of criteria *(June 2018)*
- Conduct a review of the frequency and duration of membership review, and deliver to Students’ Council *(October 2018)*
- Apply the framework to current Ontario Undergraduate Students Alliance (OUSA) membership *(November 2018)*
- Perform an assessment as to whether the same process can be applied to our membership in the Undergraduates of Canadian Research-Intensive Universities (UCRU) *(November 2018)*

II

Implement Education Advisory Council policy process.

- Ensure that the Education Advisory Council (EAC) undergo a prototype policy cycle in fall term culminating in a policy submission to council *(January 2019)*
- Ensure that the policy cycle is formalized in an informal EAC procedure *(February 2019)*
- Provide an assessment exploring the possibility of honoraria and partnership for student researchers *(November 2018)*

III

Create a plan for student advocate professional development to better develop people within the VPEd portfolio.

- Develop a typology of opportunities *(January 2019)*
- Work with Stakeholder Relations Manager to figure out some easily implementable opportunities for development *(ongoing)*
Develop marketing plan in concert with the Advocacy Marketing Specialist (*ongoing; full launch fall 2019*)

Develop a digital tracking system for interested students, and an internal procedure for identification, intake, mentoring, and monitoring of high-potential advocacy individuals (*March 2019*)

Amend the Feds-Grand River Transit (GRT) UPass Agreement to include an opt-in option for identified student groups.

- Assist Vice President Operations and Finance in creating and finalizing an amendment to the current Grand River Transit Agreement that will allow students who do not meet current UPass eligibility to use GRT bus services; to be signed by both GRT and Feds Board of Directors (*ongoing*)

Further investigate and conduct a referendum on Fall Break.

- Conduct ongoing communication on developments with Education Advisory Council (*ongoing*)
- Conduct a referendum with a corresponding question clearly outlining the benefits and costs of engaging in this change (*September 2018*)

Maintain involvement in Co-op Fee Review.

- Collaborate with Co-op to release Phase 3 recommendations for the Co-op Fee (*October 2018*)
Create procedural upgrades for the undergraduate Senate caucus.

- Create a report on Feds support for Senate (*September 2018*) including:
  - Creating a set of transition notes for Senators
  - Create a protocol for the President of VPEd to hold undergraduate caucus meetings
  - Establish a plan for Senator Office hours
  - Investigate an information campaign about Senate, including the possibility of Senate open houses centred about Senate issues
  - Investigate the possibility of closer integration of Senators into Feds meetings on educational policy
VICE PRESIDENT STUDENT LIFE’S ACTION PLAN

I Continue to strengthen relationships with satellite campuses.

- Meet with satellite campuses to understand their student needs (termly)
- Explore bringing student-run services to satellite campuses (ongoing)
- Explore bringing Welcome Week events and Wellness Days engagements to satellite campuses (ongoing)
- Explore the strategies used by other institutions (fall 2018)

II Continue to strengthen relationships with student societies.

- Facilitate opportunities for collaboration (ongoing)
- Create and offer transition support for society executives in collaboration with the Societies Relations Commissioner (fall 2018)
- Provide further opportunities for the Societies Relations Commissioner to engage with student societies (ongoing)

III Provide opportunities to enhance student wellness.

- Collaborate with campus partners to provide multi-faceted wellness solutions (ongoing)
- Work with student groups to support their wellness initiatives (ongoing)
- Continue initiatives put forward by previous Vice President Internal (spring 2018)
Enhance opportunities for and awareness of student-run services.

- Build a coordinator advisory committee as an opportunity for collaboration and best-practice sharing (fall 2018)
- Explore opportunities to increase ease of access to coordinator and executive training (winter 2019)
- Re-evaluate current training practices to ensure training is relevant (winter 2019)
- Work with the Federation of Students’ Vice President Education to advance student-run services’ advocacy efforts (ongoing)

Continue providing support for clubs.

- Identify influences that exist in areas such as communication, existing procedures, and club support (fall 2018)
- Continue advocating for club space (ongoing)
- Explore opportunities to increase ease of access to club executive training (ongoing)