



JESSICA LEVESQUE

# PRESIDENT'S MONTHLY REPORT

FEB/MAR 2021



# UPDATES

## TRANSITION DOCUMENTS

- Over the past several months, we have been working on establishing formal transition documents to improve the overall process of transition. This process has taken longer than anticipated as it has become evident that there are many different areas of information that are required for a smooth transition. Some of the main areas include:
  - Overview of SUS
    - Mission, vision, values
    - Departments
    - Knowledge transfer
      - General
      - Role specific
    - Required documents

## STUDENT CONCERNS

I will be meeting with Dr. James Mandigo in the next week to complete a final wrap report regarding the student concerns that came up over the past year. As there were many common trends and themes, I have put together a report with the correspondence from students that highlights the main points and any outliers that may have appeared. In addition, I will be asking for a commitment for how they will proceed with this issue going forward as it is not maintainable/appropriate to have the Executives of SUS handling and solving all of the issues for UFV as they come up.

# UPDATES



## WELLNESS WEEK FOLLOW UP

Following the completion of Wellness Week 2021, there were several items that were still needing to be completed. These included:

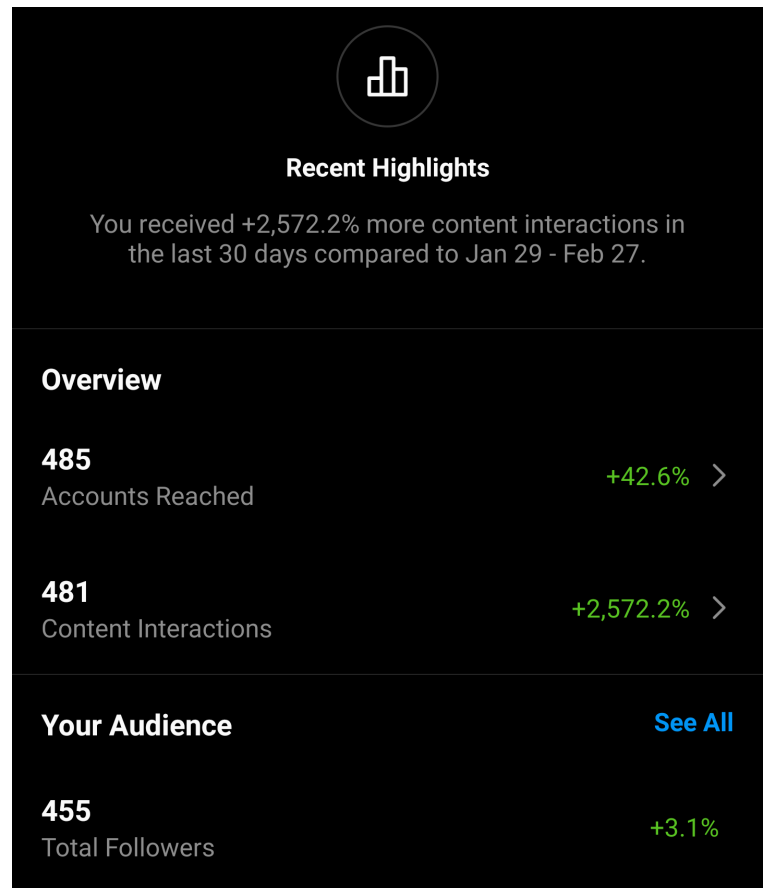
- Drawing the prize winners for the Wellness Week prize giveaways
- Connecting with prize draw winners to coordinate pick up
- Writing wrap report for the event that included stats from attendance
- Following up with stakeholder groups to discuss any possible issues that arose during the event
- Creating social media content to share the winners

This event overall was a huge success and as the pilot project for an ongoing yearly event, it provided us with a ton of valuable insight that is to be used going forward for events. In addition, hosting this event made it more evident the resources and time frame that are required in order to complete an event of this magnitude smoothly without too much stress.

# UPDATES

## SOCIAL MEDIA GROWTH

During the final weeks in office, I wanted to really push on the social media account to increase engagement and share as much information with students as possible. While this has not been consistent since establishing the accounts, the team has collectively made the effort to increase interactions and content on all pages.



## STORAGE ROOM / OFFICE MOVES

The storage room is still underway and we are currently busy with moving offices. The Executive team took time to sort through all of the things in storage and donate/throw out whatever is not needed while also organizing all of the things that we want to keep that will benefit SUS in the future. The current President's office will now be a storage room, the Finance Manager's office will be the new President's office, old Event Manager's office is now the Facilities and Operations Manager's office. The commissioner's room will now be the Programs and Services room, the old Marketing and Communication room will now be a meeting space for students and SUS.

# THANK YOU!

**Jessica L. Levesque, B.B.A**

UFV SUS PRESIDENT  
2020-2021