



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

Council Report

Accountability Update

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Introduction

I cannot believe how quickly this summer has gone by – only 4 weeks until pre-week begins (one of which I'll be on vacation!). As in my previous reports, I've been working on lots of projects and having lots of fun while doing them. This is the third report in a four-part series to keep the summer executive accountable to council for the summer. This is a more formal rendition of our "Summer Office Vlogs" that you can find on the Facebook page. I highly recommend watching them (but if you're reading this report, odds are you already have). They have lots of information and even more laughs! I was on vacation for a week in July, so there may not be as much content in this report as in the two previous ones.

All of the projects that I've been working on are designed to support my four objectives that you elected me for. Let me remind you what they are:

- Increase the accessibility of the Engineering Society
- Provide more professional development opportunities and support to students
- Preserve engineering tradition while adapting to necessary changes
- Enhance the Society's reputation and build strong relationships with the Kingston Community, Faculty, and other Faculty Societies.

These four objectives were designed with the overall goal of ensuring that EngSoc enhances the experience of every student, and provides every student opportunity for personal and professional growth in a supportive, spirited, and positive environment.

Routine Duties

I've still been having static meetings with the Faculty (Dean Woodhouse, Faculty Board, Operations Committee), Pippa (Orientation Chair), Brent (Sci Formal Convenor), Dan (Director of Academics), Alan (Director of First Year), Rachel (Director of Human Resources), and Nat (Director of Professional Development). Overall, these meetings have been going quite well.

Orientation Week planning is going well and is starting to pick up now. Sci Formal is still going slowly, but it is progressing none the less!

The Directors have been finalizing their strategic plans, and have been accomplishing goals they've set out for themselves during the summer. I'm getting very excited for the year to begin



after reading all of their strategic plans. So many great ideas! The portfolios underneath each of the directors are also progressing smoothly.

Projects: Progress so far

Academics

EngLinks Upper Year Resources

Summary: I will be communicating with EngLinks tutors to encourage them to create resources. I will be communicating more thoroughly with those who have agreed to make EngLinks resources to ensure they have the support they need and they are on track to complete resources for September.

Progress: My support has not been needed in this so far

EngLinks High School Outreach

Summary: Investigate the feasibility and implications of extending EngLinks tutoring to high school students. Begin taking next steps for implementation if feasible.

Progress: JUNE: Have been in contact with Lehurst College, and are taking the next steps for implementation. Getting ready to match tutors with High School students in the fall!

JULY: Complete!

EngLinks Textbook Lending Library Improvements

Summary: Make the textbook lending library more accessible to student

Progress: JUNE: Found a locked, glass cabinet to place on top of the current EngLinks cupboard!

JULY: Complete! Cabinet has been delivered and built. Here is a nice photo of it

Academics Guide

Summary: Review and update the "Guide to the Classroom" that was created by JT and Jacqueline last year.

Progress: Complete! Updated all the formatting and information





External Relations and Community Outreach

Faculty Society Executives

Summary: Build strong relationships with other Society Executives to ensure smooth operations next year. We will accomplish this by having lunch with them and inviting them to Ritual and BBQ.

Progress: JUNE: other Society Executives have been attending ritual! We had lunch with the AMS executive in June and have been keeping in contact!

JULY: Have been continuing static meetings with the AMS President, Tyler.

Blood Drive

Summary: Pursue hosting a blood drive in the ILC in the 2016/2017 school year.

Progress: MAY: Contacted Canadian blood services

JUNE: Followed up with them and still waiting to hear back.

JULY: Emailed again and did not hear back. Called and left message.

Hiring and Human Resources

Position Guides

Summary: Develop 1 page position descriptions to be published outlining details of all positions in the society to improve accessibility during hiring. I will be communicating with people who have held these positions in the past to ensure the guides are as accurate as possible.

Progress:

MAY: This project was a substantial amount more work than I was expecting, and sparked my quest for documentation within the society. I created a document outlining every position in the society and who has held those positions since the 2014/2015 school year. The goal is to continue filling out this document for years to come in the future.

This document needed to be created to contact people for information regarding positions. I have emailed out the survey to all those I could find in positions. I am still waiting on some survey results, and plan to begin compiling the results into infographics next week.

JUNE: I realized that compiling the results of these surveys was a substantial amount more work than anticipated. I have over 400 responses from the survey (awesome job guys!). I've submitted an application to have a FYPCO position dedicated to compiling this information in an accessible manner in the year. I will work towards finalizing the position descriptions that need to be published for the fall hiring period.

JULY: Haven't made any progress on this project, but will work towards completing the position descriptions for the fall hiring period.



Unsuccessful Applicant Policy

Summary: Develop a comprehensive policy on how to reach out to unsuccessful applicants to encourage them to continue being involved in the Engineering Society

Progress: First draft complete! Sent to Rachel (Director of Human Resources) for feedback.

Exit Interviews

Summary: Develop a comprehensive policy on how to conduct exit interviews for positions to ensure the opportunities that the Engineering Society offers are good experiences with reasonable expectations and workloads

Progress: Exit interview questions and action plan for implementation complete!

Interview Tips

Summary: Develop and publish a comprehensive guide on interview tips and tricks for interviews within the Engineering Society.

Progress: Complete! Watch out for it online later this summer!

Feedback within the Society

Summary: Develop a plan for how we will deliver feedback in the society moving forward to ensure all students are growing personally and professionally in their positions.

Progress: Guide to feedback 50% complete. Working with Tyler Snook to develop a "Feedback Audit" FYPCO position.

Appreciation within the Society

Summary: Evaluate how we appreciate volunteers in the society and determine if this needs to be improved.

Progress: JUNE: Compiled a spreadsheet outlining exactly how we appreciate our Executive and Directors, and have begun comparing it to comparable societies (ASUS, AMS, other EngSoc's). Sent an email to all other Engineering Societies in Canada today with a survey to gather information on how they appreciate their volunteers. Waiting on a response for that.

JULY: Compiled all responses, and determined that we are appreciating our volunteers appropriately. Complete!

Transitioning

Summary: Develop and publish a comprehensive guide on transitioning with clear expectations of incoming and outgoing team members.

Progress: JUNE: Have not started. Planning to begin this once the appreciation evaluation is complete, hopefully to incorporate incentives into the transition process.

JULY: Have not started



First Year

Admitted Students Day

Summary: Participate in the Faculty admitted students day!

Progress: Complete! Had a great time meeting perspective Queen's Engineers

First Year Involvement Document

Summary: Develop and publish a comprehensive guide on interview tips and tricks for interviews within the Engineering Society.

Progress: Complete! It will be posted online closer to September to create hype in Sci '20.

FYPCO Positions

Summary: Monitor director's proposals for requesting FYPCOs and investigate extending the FYPCO program beyond directors (EngLinks coordinator, alumni relations, industry relations, etc).

Progress: JUNE: Have sent FYPCO applications to more than just the Directors!

JULY: Complete!

Professional Development

Professional Development and the Discipline Clubs

Summary: Collaborate with Nat to develop a plan on how the Engineering Society can better support the discipline clubs in professional development.

Progress: MAY: Have begun working with QCA (Queen's Consulting Association) regarding reaching out to discipline clubs to better professional development

PEP Initiative Revitalization

Summary: Collaborate with Nat to develop a plan on how the Engineering Society can revitalize the PEP (professional engineering perspectives) Talks, Works, and Rally to better meet the professional development needs of students

Progress: JUNE: Have been in discussions with the faculty regarding the Homecoming Alumni Panel (formally PEP Talks) and have been supporting Nat in his planning of the Alumni Mentorship Summit, which closely follows the PEP talks structure.



Corporate Initiatives

Frosh Week

Primer Purpling

Summary: Spray paint primers and communicate with Faculty on timelines to mail out primers with Faculty documents.

Progress: Complete!

Talking with ArtSci's

Summary: Make a funny video for Thursday Night Live!

Progress: Have not started, more of a later summer project

Planning ED Assistance During Frosh Week

Summary: Collaborate with Pippa to create a plan for ED assistance during Frosh Week

Progress: Will begin once pre-week schedule is finalized.

Assisting OC

Summary: Helping Pippa with anything that comes up through the duration of the summer.

Progress: I've been having weekly meetings with Pippa, and have been assisting her in lots of stuff. I have been helping with contacting potential sponsors in the Kingston area.

Online Orientation Week Fee

Summary: Collaborating with Tyler, Jeff, and Pippa to make sure Frosh Week orientation payment and sign up runs smoothly.

Progress: Complete!

Science Formal

Human Resource Analysis for Science Formal

Summary: Analysing how our human resources are used during Sci Formal, and how we can improve the experience of students volunteering for the formal.

Progress: Have not started. This is my next big project.

Assisting Convenor

Summary: Helping Brent with anything that comes up through the duration of the summer.

Progress: Have been meeting with Brent!



Other Projects

Spaces

Clark Improvement

Summary: Clean and improve the Clark lounge to make it an effective space for student use.

Progress:

MAY: Tyler and I made a run at this the first week, we swept and mopped the floors, and have begun clearing out kegs. We will continue to make improvements as things move out of the lounge

JUNE: Cleaned all non-essential items out of the Clark Lounge to prepare for painting and window replacement.

JULY: Clark is being painted! We will conclude the cleaning once the painting has finished.

Tom Harris Student Lounge Improvement

Summary: Clean, reorganize and improve the Tom Harris lounge to make it an effective space for student use.

Progress: JUNE: Complete! I still need to order lamps to brighten the space, but overall, the floors are clean and the space has been re-arranged to be more inclusive. Check out this week's vlog for a tour!

JULY: Concluded we don't need lamps.

Clean Lounge Computers

Summary: Remove non-essential items from computers to ensure effective operation.

Progress: Complete

Design Bay

Summary: Clean and improve the design bay to make it an effective space for student use.

Progress: Has not begun because of renovations.

ILC Space Evaluation

Summary: Evaluate how we use the ILC space, which other initiatives have precedent to use the space, and develop a plan as to how the Engineering Society can act to ensure students have the study space they need.

Progress: JUNE: QPID moved out of their office in Clark, and this room will be used for interviews in the future, which minimizes the need for this evaluation. I will work on this only if time permits.

JULY: Will not have time to work on this.



Documents

Presidential Strategic Plan

Summary: Create a document outlining my actions for the year as president.

Progress: JUNE: ALMOST complete! I am working on polishing the OGSM (Objectives, Goals, Strategies, and Measures) section to ensure that it is quantifiable, feasible, and addresses *how* each goal will be accomplished.

JULY: Complete!

Organizing Presidential Files

Summary: Clean and organize the Presidential files, with the goal of cleaning more space for other director file storage.

Progress: Complete! Both physical and digital files have been cleaned and organized. OneDrive is magical!

Tradition Preservation Strategic Plan

Summary: Continue working on the strategic plan JT began to keep our important Engineering Traditions alive.

Progress: Have not begun

Director Training Documents

Summary: Develop training material used for Director training in September.

Progress: JUNE: Completed the strategic planning guide for directors, and have begun compiling information for "pre-week" director training.

JULY: Have contacted groups to work with the ED team for training. Have developed a rough training schedule for pre-week

"How to get Sponsored" Guide

Summary: Collaborate with Taylor Sweet, Max, and Evan to develop a "How to Get Sponsored" guide for conferences and design teams.

Progress: Have not begun

Master Calendar

Summary: Work with Evan to develop a master calendar (likely using the Queen's webapp) to ensure all clubs, all conferences, and the Faculty are aware of when events are occurring.

Progress: Evan really took on this task, so I haven't been part of it at all, but it is coming along well. I am looking into purchasing a white board calendar to permanently mount on the office door.



Reviewing

Strategic Plans and Budgets

Summary: Review all Directors strategic plans and budgets.

Progress: JUNE: Connor took over the budget review, so I haven't done that. ALMOST there on strategic plans – I've edited 12 first drafts, and 5 second drafts! Keep them coming directors! I have also looked at strategic plans for all the services, and initiatives below the directors (Fix n' Clean, ERC, EngLinks)

JULY: Have continued reading strategic plans, but are still waiting on some from the directors!

Note: This has taken (and will continue to take) substantially more time than I budgeted for, however I believe strong strategic plans are a key part of a successful year.

Engenda

Summary: Review the Engenda before printing.

Progress: Complete!

Miscellaneous Tasks

Executive Director Business Cards and Name Tags

Summary: Order business cards for the ED team, and create durable name tags for the ED team to wear during office hours and open houses.

Progress: Complete!

Repainting Year Crests

Summary: Repaint the year crests outside of Clark.

Progress: Will complete during pre-week

Standard First Aid (SFA) Training

Summary: Get SFA training to ensure students are safe.

Progress: JUNE: Still trying to find a time that works for everyone!

JULY: Have determined that this is not an effective use of executive time

Unexpected Projects

There have been many unexpected projects that have come up, that were not mentioned in my summer plan. These projects and a summary of the progress can be seen below.



Pole Recovery

Summary: Get the pole back and ensuring it is safe for frosh week use. This project involved communicating with BFC, McMaster Engineering Society, organizing logistics, traveling to Hamilton, and organizing repair

Progress:

MAY: The pole is back! It is currently being repaired.

JUNE: Pole has been repaired and is now in storage. Horray!

JULY: Have been discussing costs associated with the pole with stakeholders, and have begun working on some of the logistics behind the event.

Tradition Evaluation

Summary: Evaluating traditions and how they benefit the society

Progress: In conversation with stakeholders

Guide to Computers

Summary: Edit and publish Eric's "Unofficial Guide to Computers for First Year Engineering"

Progress: Complete!

Inspiring Greatness Campaign

Summary: The Faculty is hosting events in Calgary and Toronto to thank the alumni who donated to the Inspiring Greatness campaign. I've been helping plan this event and attending meetings regarding it.

Progress:

MAY: Planning is almost complete, the event is next week!

JUNE: Attended the events and had a great time! Made great connections with alumni and learned a lot in the planning process

Faculty Videos

Summary: The Faculty is making a video series about EngSoc!

Progress: Ongoing

Convocation

Summary: Attend convocation luncheon and ceremony

Progress: Complete!

Primer

Summary: Review the Primer before printing.

Progress: Complete!



ORT Event Forms

Summary: Review the ORT Event forms before submission to the Dean.

Progress: Complete!

Faculty Funding Proposal

Summary: Create a proposal to submit to the Dean for funding from the faculty. These funds with aid in the cost associated with attending CFES (Canadian Federation of Engineering Students) conferences.

Progress: Complete!

Homecoming Stakeholders Meeting

Summary: Have had two meeting to begin to plan homecoming

Progress: Complete!

Dean's Wine and Cheese Invite List

Summary: Work with Fran and Brent to compile a list of who should be invited to the Dean's wine and cheese to ensure consistency every year.

Progress: JUNE: Complete!

JULY: Working on a revised list

Clark Hall Pub Cleaning

Summary: After working Ritual's on Fridays I quickly realized that the Pub had not been cleaned thoroughly in a VERY long time. Tyler, Evan, and I cleaned the whole pub – fridges, floors, under all furniture, and behind the bar. We're quite proud.

Progress: JUNE: Complete!

JULY: I recently acquired a floor polisher that I am planning to use in the future!

Science Quest Assistance

Summary: JUNE: Helping Science Quest with sign in, and if they need help with campers.

JULY: Taught Girls Quest for a day! What a fun day!

Progress: Ongoing

Module 3 Project

Summary: Discussing potential module 3 projects with the faculty, and preparing project proposals.

Progress: Complete!



Steelcase Warehouse Visit

Summary: Visited the Steelcase furniture warehouse with the faculty to learn about active learning spaces and to begin considering furniture for the new Engineering Building (67 Union Street)

Progress: Complete!

Queen's Young Engineering Alumni (QYEA Social)

Summary: Attended the QYEA Social in Toronto and networked with young Engineering Alumni. Made many good connections with Alumni who want to help EngSoc in any way they can.

Progress: Complete!

Frosh Week Infrastructure Logistics

Summary: Investigating old files to understand the logistics of past frosh weeks and how we will operate this year.

Progress: Complete!

Discipline Guide Proofreading

Summary: Proof reading guides to discipline selection that Alan (Director of First Year) has been creating!

Progress: Ongoing!

Plans for the Future

I am on vacation next week, and after that I plan to tie up loose ends over the week of August (15th – 19th) so that I can begin helping FC with whatever needs to be done on August 24th (when their pre-pre week starts). I may not be able to complete all of my projects which I hoped to do, but it will be my top priority over my next 7 work days to make as much progress on them as possible. Looking forward to the month ahead and I can't wait until all of your smiling faces are back in Kingston! Happy August council! I hope you're all having wonderful summers!