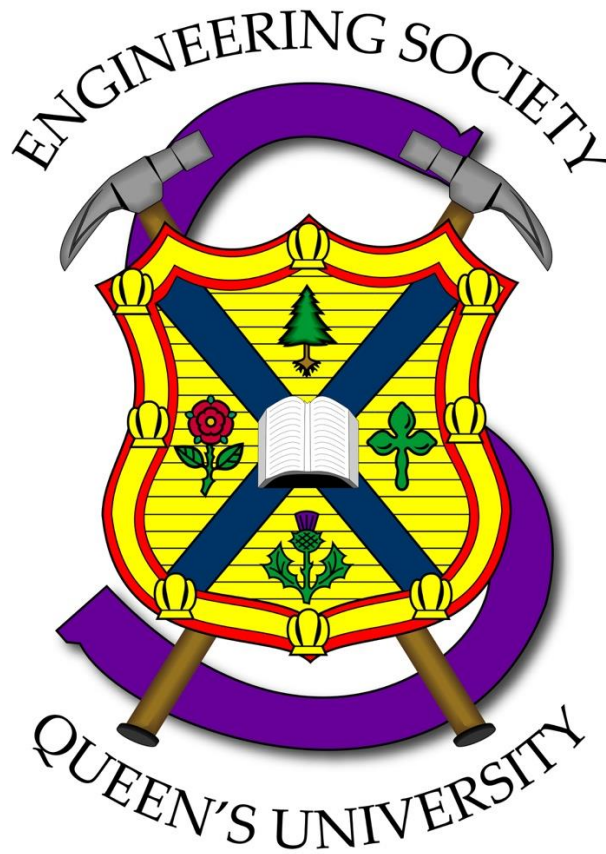




THE ENGINEERING SOCIETY
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VPSA July Report



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1.0 Introduction

This document outlines all of the work I have done in the past month! Included at the end is the toggl report, the report is mostly accurate compared to last month. All of the times are pretty accurate, but sometimes tasks following each other are longer, since sometimes you forget to switch.

2.0 Faculty

We as an exec took a trip to Toronto to visit Steelcase Furniture, and we were taken through a few workshops that covered research that had been performed on classroom layouts and student success. Then we took a tour of the facilities and got a great opportunity to feel the furniture that students would be utilizing.

After the trip we all went to the QYEA(Queen's Young Engineering Alumni) Summer Mixer to meet generous alumni and talk about their experience at queens and to thank them for their generous donations to our clubs and teams that succeed in the Gaels Den seen here: <http://inspiring.engineering.queensu.ca/QYea/GPA-Society-Gael-s-Den.html>

I am part of an exchange task force, and one of my tasks set out by the group was to create a way for students to more readily select exchange programs and facilitate the approval process to make it more streamlined for the schools that have been pre-approved.

First Year Curriculum Review Committee(FYCRC) met in July in addition to the new subcommittee I am on, which is for APSC Module 1 and Module 3. There are some great ideas being tossed around, and they will be hiring SWEP students next summer to work on curriculum development!!

3.0 Policy

I have begun working on probation policy, and it is ready for a review with Internal Affairs, it essentially outlines the procedure for discipline within the organization to

prevent what happened last year, and allow council to take measures to protect the other students in the society and the society's reputation.

4.0 General Meetings

The Executive had the regular weekly meetings to discuss portfolios and the weekly plans of action!

Advisory board happened, and most services presented their budget in addition to a few capital fund expenditures. It is very exciting to see these services ramp up for the year as they get ready to bring a few new things to all of you students!

I sat on the exchange task force committee, and we had a meeting to discuss the inner workings of our exchange program and how we can better improve it to increase the student experience on exchange, and encourage students to go on exchange and get the awesome experience.

Tyler and I had a meeting with the dean, and we discussed progress on the new building and got some advice on the history of the Dean's Wine and cheese, as well as information on Design Teams shop liability.

Academics Appeals committee happened, and Taylor and I were in the appeals to provide a student perspective to any appeals that came across this summer.

ASUS HR came into the office, and I was able to have a chat about policy, and what they do with their hiring, and HR policies we do not yet have. In addition to a talk about how their HR office is structured similar to ERB.

We had a meeting on homecoming, and what will be happening, apparently the AMS is looking into a "pancake kegger" on Saturday morning before the football game on AB field. For now the logistics are uncertain, but expect the pancakes, and hope for the beer!

I got a test run for the new signage software I want to implement, which will allow services to submit ads to the account, and have a one click approval to launch them, this also allows office hours, and videos to be played on the TV's effortlessly

5.0 Year Planning

I have worked on my strategic plan, and submitted it to Taylor and Tyler to review, and soon I will release it to the ED team once I have finished editing it.

I did a fair amount of research into digital signage software and options to find the best one for the society, and I found one that best works with the societies need of multiple people wanting a login to submit ads and having them posted to the TV's. Ultimately, we will be able to expand this if we have need for more TVs.

6.0 Website

Tyler and I have done a lot of work implementing Online Payment into the website, and we are close to getting the second iteration out, which should allow for an even safer experience, and a logistically easy back end/ the ability to cap purchases for tickets to prevent over purchasing.

I have done some work reformatting some back end website things, and tables to make them more aesthetic, and less awkward to people trying to get in contact with us.

I was also able to get the website fixed regarding the statistics in the back end to track website traffic.

7.0 Clubs/Teams

I have worked on the structure for the Discipline Club Bursary, initially it is to reduce StuCon fees for clubs hosting large events that will require StuCon attendance. I am waiting on input from the DC presidents to respond to continue with the bursary implementation.

I did some work with the AMS to solve some of the previous problems with our design teams relations and student fees. We have cleared everything up and turns out there was a minor misunderstanding and we have regained our great relationship with the AMS clubs office.

I spent some time working with Design Teams with sponsorship, and proper means of contacting industry relations.

8.0 Incoming Students

I attended SOAR and had a great time meeting the new students, and talking with parents about Queen's, what to expect and how students can transition into the school.

9.0 Calendar

I added photos to almost all of the Calendar events, and I am looking to get square logos for all of our initiatives, so we can have a good looking calendar.

10.0 Services

I did Costco runs for Science Quest since Jay was on vacation, and I was the only one with a Costco card.

I also spent some time putting up information about Science Quest on the TV so that people can see their kids at camp.

11.0 Spaces

I had a meeting with ITS about getting Wi-Fi in Clark, and solved some of the connection issues, but found out that we will have to pay if we want Wi-Fi in the pub, so I am getting a quote on it.

Tyler and I cleared out Clark, and took everything off of the walls to make room for the painting crew, we also plan to trash the ugly bulletin board in Clark to allow the new TV to be more readily seen. We are still undecided about the White board at the bottom of the stairs. Keep in mind the TV, signs and the FREC painting will go right back up when the painting is finished.

12.0 Accountability

Each month we do accountability reports like this one, and vlogs which you have seen!

13.0 Engenda

The Engenda proofs came in, and I looked over them, and sorted out any weird details and they should be coming in in about 2 weeks.

14.0 Finances

As an Exec and a society we had to review proposals for bookkeeping for the society, and we all filled out weighted evaluation matrices to help us determine the best firm that can suit our unique needs. This was useful going into the interviews, as it provided a good idea of what we were looking for when we talked to the firms. We ended up hiring CCS Bookkeeping and we are in the process of transitioning them into our society and our operations.

I also had to fill out my Credit Card statement, so Tyler could allocate the money from my expenses from the appropriate internal account.

15.0 APSC 100

I contacted APSC 100 to look for PD connections into the curriculum. I also applied for an APSC 100 Module 3 project for an application to host all of our events and information about them.

16.0 Hiring Policy

I wrote hiring policy at the beginning, which I have alluded to in the other accountability reports.

17.0 Frosh Week

Tyler and I moved the Panel out of Grant Hall, and then later found out the panel is owned by PPS. The Primers came in, and we are working with the Faculty to get them shopped to all first years, and transfers.

18.0 Directors

I had a meeting on Movember logistics for the year, all is well and we are just working on booking the conference.

Alan(DoFY) asked me to review the Discipline guide he is making for Geo!

19.0 Conclusion

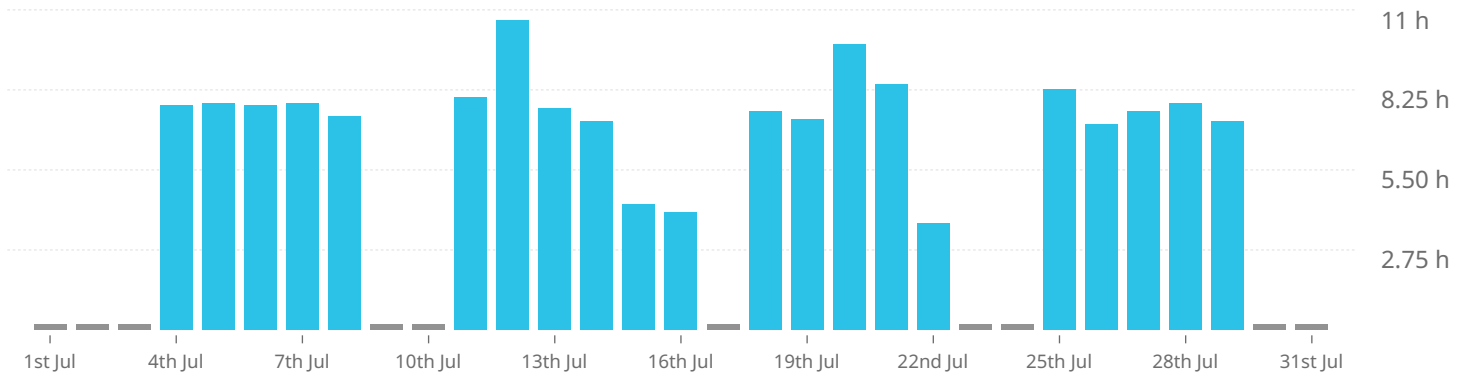
If you see anything you have questions about, or want to know much more in depth, fire me a message at VPSA@engsoc.queensu.ca, or message me if you want me to work on a project over the summer that wasn't described in the summer plan, and I can try to get it done if I have free time.

Summary report



2016-07-01 - 2016-07-31

Total 153 h 47 min

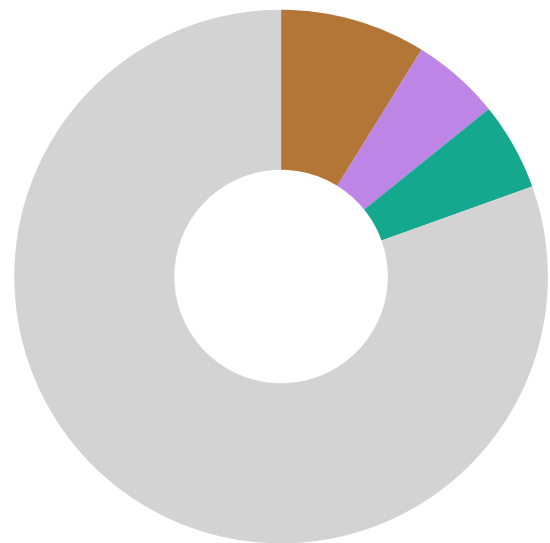


Projects



- Faculty 21:24:05
- Policy 21:08:49
- Meeting 17:18:50
- Year Planning 16:39:50
- Website 11:59:00
- Clubs/Teams 9:17:08
- Other 56:00:12

Time entries



- Probation Writing 13:34:27
- SOAR 8:15:47
- Online Payment 8:11:01
- Other 123:46:39

Projects / Time entries	Duration
Faculty	21:24:05
SteelCase Furniture	7:00:00
Exchange Task Force Study Plan	4:23:32
Traveling Home!	3:30:00
QYEA Summer Mixer	2:45:00
FYCRC SubCommittee	1:54:49
FYCRC	1:27:44
Design Team Video	0:23:00
Policy	21:08:49
Probation Writing	13:34:27
Probation Research	6:01:44
Probation Research	1:32:38
Meeting	17:18:50
exec	3:01:02
Advisory Board	3:00:00
Exchange Task Force	2:59:16
Dean	1:54:03
Academics Appeals Committee	1:42:00
Operations Committee Material Review	1:26:26
ASUS HR	1:10:19
Homecoming	1:07:00
Digital Sinage Quotes	0:36:00
Exec Updates	0:22:44
Year Planning	16:39:50
Strategic Plan	6:45:37
Editing Strategic Plan	3:45:20
Digital Sinage Quotes	3:00:31
Reviewing Strat Plan	2:03:17
Budget/Strat Plan	0:33:41
HTML Email capability research	0:22:02
Robert Phone Call	0:09:22
Website	11:59:00
Online Payment	8:11:01
Updating	1:46:20
Re-formatting	1:02:35
Stats and edits	0:59:04
Clubs/Teams	9:17:08
Discipline Club Bursary Structure	3:57:35

Design Team Training	2:13:40
Discipline Club Bursary	1:13:26
QBIT	0:43:00
Design Team Meeting w/h AMS Clubs	0:34:34
Discipline Club Data Collection	0:28:39
QSET	0:06:14
Incoming Students	8:59:47
SOAR	8:15:47
Student Information Session	0:44:00
Calender	6:04:39
Updating Photos	5:39:39
Importing/Exporting	0:25:00
Services	5:54:44
Costco	3:10:29
AB Proposals	2:03:00
Fixing TV Sinage	0:15:00
Science Quest Entertainment	0:14:31
TV Sinage	0:11:44
Spaces	5:13:28
Clark ITS WIFI	2:23:03
Clark Painting Removal	1:13:26
69 Union Drawing Approval	0:57:06
Lounge Re-arrange	0:24:53
Shipment	0:15:00
Accountability	5:12:33
Monthly Report	2:54:27
Vlog	1:12:07
AllEng Compilation/Vlog	0:45:07
Council Mailing	0:20:52
Engenda	4:28:56
Engenda Review	2:36:01
Engenda Edits	1:52:55
Finances	3:58:23
Reviewing Bookkeeping Proposals	2:36:07
Credit Card	0:57:00
Credit Card Statement	0:25:16
Student initiative Guide	3:43:23
APSC 100 Project Proposal	3:43:23
Office Work	3:09:27
Emails	2:44:22

Emails/Prepping for Dean Meeting	0:25:05
APSC 100	2:23:13
PD Contacts	1:54:11
APSC 100 PD	0:29:02
Hiring Policy	1:42:39
Writing Hiring Policy	1:42:39
-	1:36:48
-	1:36:48
Frosh Week	1:15:52
Grant Hall Panel	0:36:00
Primer Delivery	0:22:52
Primer Consultation	0:17:00
Clark	1:14:08
Planning/Paint Discussion	1:14:08
Directors	1:02:12
Movember Logistics	0:31:13
First Year Geo Guide	0:25:44
Populating Sci 20 ListServ	0:05:15