

## **Bishops University Students' Representative Council**

Annual Strategic Plan 2023 - 2024

Year 2 of the 5-Year Strategic Plan

WE ASSESS, ADVOCATE, AND ACT ON BEHALF OF STUDENTS' INTERESTS IN  
ORDER TO FOSTER AN EXCEPTIONAL UNIVERSITY EXPERIENCE."

### **BUSRC MISSION STATEMENT**

## **Land Acknowledgement**

We acknowledge that the land on which Bishop's University operates is the stolen land called Ndakina. The Bishop's Student's Representative Council recognizes as settlers on this land; we are grateful for its opportunities. We currently gather, work, live, and play on this land, home to resilient Indigenous people still living. It's critical to remember the ongoing systemic oppression First Nation, Métis, and Inuit communities still face today. We will continue to educate ourselves and the Bishop's community about the truth of the stolen lands we reside on and how to become better allies. Beyond education, it's our responsibility to take accountability, listen and take concrete steps for change.

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The Predicted State of the 5-Year Strategic Plan Following Year 2

## **The 5-Year Strategic Plan Current Standing**

Struck Through = Completed in Year 1 of the 5 -Year Plan

Highlighted = To be Completed in Year 2 of the 5 Year-Plan

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Strat 3. Goal 1. Objective 2. Simplify Access to Information

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Strat 3. Goal 3. Objective 2. Implement Vetting Process for New Initiatives

## **Communications & Updates Plan**

- Present the Annual Strategic Plan (The Plan) to the Board of Student Representatives (BSR) for Feedback
- Obtain Approval from the BSR
- Present the Plan at the Annual General Meeting
- Facilitate Monthly Executive Council Check-Ins to Verify the Progress of the Plan
- Present Progress on the Plan to the BSR Once Per Semester
- Provide a Final Report to the BSR at the Final Meeting in April

## **Sophia Stacey - President**

### ***Strategic Goals***

Strat 1. Goal 1. Objective 1. Improving the Training of our Governance Body (pg. 3)

- Board Code of Conduct
- Improving the Efficiency of the BSR Retreat

Strat 1. Goal 1. Objective 3. Conceptualize the Values of the SRC (pg. 4)

- Survey the Student Body

Strat 1. Goal 1. Objective 4. Creation of an Annual Plan (pg. 4)

- Organize a Planning Retreat
- Support Executives in Developing their Goals

Strat 1. Goal 2. Objective 4. Revisit SRC Structure (pg. 6)

- Quote from External Firms to Evaluate the SRC's Internal Structure

Strat 1. Goal 3. Objective 3. Improve Internal Communication (pg. 8)

- Develop an Internal Communication training
- Arrange monthly group check-ins

Strat 1. Goal 4. Objective 5. Assess Implementation of New Services (pg. 10)

- Introduce Safe Transportation Service

Strat 2. Goal 1. Objective 2. Increase Voter Turnout (pg. 13)

- Incentivize Voter Turnout through a Simultaneous Referendum

Strat 2. Goal 3. Objective 1. Mental Health (pg. 17)

- Hold the Administration Accountable for Implementing the Student Mental Health Policy

Strat 2. Goal 3. Objective 2. Sexual Culture (pg. 17)

- Improving Safe and Reliable Transportation
- Hold the Administration Accountable for Implementing the Remaining Recommendations from the CCLISAR Report

### ***Individual Targets***

Onboard the New Principal and New Deans through a Student-Centered Lens

Advocate for a Second Student on Bishop's University's Board of Governors

Restructure Externally to Align with the SRC's Resources

- Evaluate our Membership in the QSU

Creation of Policy Governing the Reserve Funds

Allocate a Portion of Reserve Funds to SRC Initiatives

Creation of Crisis Management Policy

Facilitate Internal Policy Review

Revising the BSR's Chair Responsibilities

Revamping the SRC Holiday Party & Awards Night

Indigenous Student Supports & Reconciliation

- Relationship Building with Odonak Community

## **Christina Lepine - Vice President Academic Affairs**

### ***Strategic Goals***

Strat 1. Goal 4 Objective 4. Student Success Centre (pg. 10)

- Increase Engagement
- Establish Criteria to Evaluate Student Success Centre Usage
- Create a Development Plan for the Student Success Centre

Strat 2. Goal 1. Objective 3. Improve Awareness of Volunteer Opportunities (pg. 14)

- SRC Ambassador & Volunteer Program

Strat 2. Goal 2. Objective 3. Improve Awareness of SRC Funding Opportunities (pg. 16)

- With a focus on the EDI Fund

Strat 2. Goal 3. Objective 1. Mental Health (pg. 17)

- Advocate for the Continuation of Student Success Week

Strat 2. Goal 3. Objective 4. Social Connection (pg. 18)

- Promotion of Academic Opportunities (Internships, EL)
- Assessment of Academic Engagement outside the Classroom

Strat 2. Goal 3. Objective 5. Equity, Diversity, Inclusion (pg. 18)

- Co-facilitating the EDI Fund

Strat 3. Goal 1. Objective 2. Simplify Access to Information (pg. 19)

- University Scholarship, Awards, Bursaries Transparency
- Academic Integrity

### ***Individual Targets***

Educational Campaign on Sessional Dates and Professors' Responsibilities

Developing Strategic Framework for Senators

Introduce SRC Ambassadors Program

Experiential Credits for Executives

## **Olivia Woods - Vice President Student Life**

### ***Strategic Goals***

Strat 1. Goal 1. Objective 1. Improving the Training of our Governance Body (pg. 3)

- Standardizing Transition Documents for Student Life Office

Strat 1. Goal 1. Objective 3. Conceptualize the Values of the SRC (pg. 4)

- Campaign to Encourage Student Engagement in Values
- Display of SRC Values On Campus

Strat 1. Goal 3. Objective 2. Establish a Work Culture

- Revising the SRC Values, Vision, and Mission Document

Strat 1. Goal 4. Objective 2. SRC Extra (pg. 9)

- Finalize Clubs Sports Group Transition to Gaiters Athletics
- Train the SRC Extra Manager
- Finalize the SRC Extra Manual

Strat 2. Goal 2. Objective 3. Improve Awareness of Volunteer Opportunities (pg. 14)

- Promotion of Committees Open to Students
- SRC Ambassador & Volunteer Program
- Support the Development of ENGAGE

Strat 2. Goal 3. Objective 1. Mental Health (pg. 17)

- Mental Health Awareness Week Committee

Strat 2. Goal 3. Objective 2. Sexual Culture (pg. 17)

- Supporting the Longevity of Sexual Culture Committee
- Safer Sex Kits
- Clarify Reporting of Off-Campus Lighting to Student Body

Strat 2. Goal 3. Objective 5. Equity, Diversity, Inclusion (pg. 18)

- Menstrual Equity Project
- Lead the Development of an EDI Allyship Toolkit
- Enhancing Relationships with Associations in EDI Work
- Hold the Administration Accountable for the Development of Kwigw8mma

### ***Individual Targets***

Advocate for the Implementation of Visual Impairment Dots on Crosswalks

Introduction of a Student Safety Fee

Community Cupboard and Food Insecurity

- Longevity and Funding

Environmentalism & Sustainability

- SRC Green Event Checklists
- Strike and Ad hoc Committee to Review the Environmental Policy

Indigenous Student Supports & Reconciliation

- Relationship Building with Odonak Community

International Students Support

- Collaborating with Bishop's International to Increase Representation of International Students within the SRC and Community At-Large

## **Brandon Leblanc - Director of Finance**

### ***Strategic Goals***

Strat 1. Goal 2. Objective 4. Revisit SRC Structure (pg. 6)

- Membership Fees

Strat 1. Goal 4. Objective 2. SRC Extra (pg. 9)

- Develop a Moodle Training Module for SRC Extra Leads

Strat 1. Goal 4. Objective 3. The Gait (pg. 10)

- Strike an Ad Hoc Consultation Committee for the Gait Renovation Plan
- Develop a First Draft of the Plan to Submit to Administration by April 2024

Strat 1. Goal 4. Objective 5. Assess Implementation of New Services (pg. 10)

- Financial Aspects of Developing Safe Transportation Service

Strat 1. Goal 5. Objective 1. Increase Student Fees by a Minimum of 6% (pg. 11)

- Annual Fee Increase
- Investigate Implementing an SRC Extra Fee

Strat 1. Goal 5. Objective 3. Explore New Non-Student Fee Revenue Sources

- Consult Advancement Office for Financial Collaboration

Strat 2. Goal 1. Objective 4. Increase Event Participation (pg. 14)

- Event Participation Cost/Benefit Analysis

Strat 2. Goal 2. Objective 3. Improve Awareness of SRC Funding Opportunities (pg. 16)

- Focus on the GGC and Green Levy
- Increase Communications through Current Streams (Ex. Dish, social media, in collaboration with the Marketing Manager)

Strat 2. Goal 3. Objective 5. Equity, Diversity, Inclusion (pg. 18)

- Co-facilitate the EDI Fund

Strat 3. Goal 2. Objective 1. Clarify Allocation of Students Fees (pg. 21)

- Creation of Communications Plan for Finance Transparency

### ***Individual Targets***

Develop Executive, Staff & Board Merchandise for Visibility

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Introduction of a Student Safety Fee

Strike the Finance Committee

Creation of Policy Governing Reserve Funds

Allocate a Portion of Reserve Funds to SRC Initiatives

## **Bryn Empey - Director of Events**

### ***Strategic Goals***

Strat 2. Goal 1. Objective 3. Improve Awareness of Volunteer Opportunities (pg. 14)

- SRC Ambassador & Volunteer Program

Strat 2. Goal 1. Objective 4. Increase Event Participation (pg. 14)

- Incorporate Social Media Trends to Promote Engagement
- Track Event Participation to Perform Analysis

Strat 2. Goal 3. Objective 2. Sexual Culture (pg. 17)

- Safer Sex Kits for Events

Strat 3. Goal 1. Objective 2. Simplify Access to Information (pg. 19)

- Improve & Substantiate SRC Website

Strat 3. Goal 3. Objective 1. Creation of SRC Checklists (pg. 23)

- Standardize SRC Events Checklists Outlining Tasks, Equipment, Volunteers, Merchandise

### ***Individual Targets***

Revamp Gait Nights in Collaboration with MOOS and Gait Managers

- Themes, Music/DJs, Attendance
- Create a Calendar for Themes

Revamp Holiday Tree-Lighting

- Introduce New Content (ex. Market, Food, Carols, Crafting)

Examine the Sustainability of Country Fest

- Establish KPI's for Day Time Events

Explore Alternative Forms of Gait Access

Act as the Student Stakeholder on the Review of the Alcohol Concerns Policy

Investigate Launching New Events that Engage Community

## **Erin Mallory - General Manager**

### ***Strategic Goals***

Start 1. Goal 1. Objective 2. Improving the Training of Management Positions (pg. 3)

- Standardize Transition Documents for Full-Time and Student Management Roles

Strat 1. Goal 2. Objective 2. Expand Support Staff (pg. 5)

- Reconfigure Communications & Marketing Roles

Strat 1. Goal 2. Objective 3. Provide Professional Development Opportunities (pg. 6)

- Ensuring a Budget Line of \$17,500
- Promote and Secure Opportunities for Staff

Strat 1. Goal 2. Objective 4. Revisit SRC Structure (pg. 6)

- Quote from External Firms to Evaluate the SRC's Internal Structure

Strat 1. Goal 4. Objective 2. SRC Extra (pg. 9)

- Train and Oversee SRC Extra Manager
- Finalize the SRC Extra Manual
- Securing Storage Space

Strat 3. Goal 1. Objective 2. Simplify Access to Information (pg. 19)

- Improve & Substantiate SRC Website

Strat 3. Goal 1. Objective 3. Improve Communication of SRC Employment Opportunities (pg. 20)

- Develop External Communication Plan for Promotion of SRC Job Opportunities
- Develop Internal Calendar Outlining Hiring Schedule

### ***Individual Targets***

Evaluate the Impact of Language Legislation on the SRC

- Provide Translated Copies of All Legal Documents
- Bilingual Communication to Student Body

Transitioning the Health & Dental Plan Insurer

Evaluate Student Care Health & Dental Plan Provision Agreement

Secure Insurance for SRC Extra Groups and Emerging Services

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## **Jody Goodsell - Manager of Operations and Services**

### ***Strategic Goals***

Strat 1. Goal 1. Objective 2. Improving the Training of Management Positions (pg. 3)

- Standardize Transition Documents for Student Management Roles in Operations

Strat 1. Goal 4. Objective 1. Toast Radio (pg. 9)

- Establish Consistent and Engaging Programming

Strat 1. Goal 4. Objective 3. The Gait (pg. 10)

- Strike an Ad Hoc Consultation Committee for the Gait Renovation Plan
- Develop a First Draft of the Plan to Submit to Administration by April 2024

Strat 1. Goal 4. Objective 4. Student Success Centre (pg. 10)

- Survey the Student Body to Evaluate Student Success Centre
- Create a Development Plan for the Student Success Centre
- Update Nimbus Tutors Contracts to Enforce Greater Accountability

Strat 1. Goal 5. Objective 3. Explore New Non-Student Fee Revenue Sources (pg. 12)

- Introduction of Champlain Students Pass

Strat 3. Goal 3. Objective 1. Creation of SRC Checklists (pg. 23)

- Operations checklists

### ***Individual Targets***

Secure University Funding to Subsidize Compensation for Student Managers

Inter-Departmental Collaboration Within Operations Department

Revamp Gait Nights in Collaboration with DoE and Gait Managers

## **Brendan Kelley - Administrative & Accounting Coordinator**

### ***Strategic Goals***

Strat 1. Goal 1. Objective 2. Improving the Training of Management Positions (pg. 3)

- Create Transition Document and Training for AAC Role

Strat 1. Goal 1. Objective 3. Conceptualize the Values of the SRC (pg. 4)

- Facilitate a Survey and Consolidate the Data

Strat 1. Goal 4. Objective 2. SRC Extra (pg. 9)

- Streamlining the Report Process, Club Statuses & Developing a Database
- Oversight of SRC Extra Storage Space

Strat 1. Goal 4. Objective 3. The Gait (pg. 10)

- Act as a Committee Member on the Consultation Committee for the Gait Renovation Plan

Strat 2. Goal 1. Objective 4. Increase Event Participation (pg. 14)

- Administer the Event Participation Analysis
- Create a Marketing Strategy

Strat 2. Goal 2. Objective 2. Implement an SRC Alumni Network (pg. 15)

- Create a Complete List of Alumni

### ***Individual Targets***

Consolidate and Streamline SAGE Accounting Program

Investigate the Usage of ADP Modules for Communication with Employees

## **The 5-Year Strategic Plan Current Standing**

Struck Through = Completed in Year 1 and 2 of the 5 -Year Plan

~~Strat 1. Goal 1. Objective 1. Improving the Training of our Governance Body~~

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~~Strat 2. Goal 1. Objective 3. Improve Awareness of Volunteer Opportunities~~

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