



ANNEX: SC202109-2-3.a

ANNUAL EXECUTIVE DEPARTMENT PLANS 2021-2022

The annual executive department plans are based on the long-term DSU goals outlined below

LONG-TERM DAWSON STUDENT UNION GOALS

	GOAL	TIMEFRAME/ESTIMATED COMPLETION
1.	Expansion of Student Groups	Fall 2022
2.	Branding and communications strategy	Winter 2023
3.	Negotiate permanent DSU spaces	Winter 2023
4.	Renovation of all DSU spaces	Winter 2024
5.	Expansion of Student Representatives	Winter 2024
6.	Expansion of staff and flagship services	Winter 2025

**OFFICE OF THE PRESIDENT
ALEXANDRAH CARDONA, PRESIDENT**

Strategic Planning

Design and implement a five-year strategic plan in accordance with the union’s long-term goals to be presented to the council and membership during the Winter 2022 semester.

Creation of the Strategic Plan writing committee	October
Consultation with standing committees and executive departments	October-November
Consultation with Student Groups	December
Consultation with membership, writing process	January-February
Final draft to be presented to the Council	February

Departmental Affairs

Ensure the successful implementation of each department’s annual focus in collaboration with the respective Vice-Presidents and oversee the addition of volunteer staff to support each executive office.

A. Internal Affairs & Operations

1. Ensure the implementation of the first phase of the union’s long term space reorganization plan
2. Manage negotiations with the college regarding a five-year Protocol Agreement
3. Commence the first phase of the union’s long-term branding and communications strategy
4. Ensure the publication of the union’s new website that was commenced in Fall 2020 (Winter 2022 launch)
5. Establish a formal volunteer network as outlined in the annual strategic vision (presented June 2021)

B. Finance

6. Ensure the implementation of a new policy on financial governance for the union (Winter 2022)
7. Finalize and present the union's first full audit since accreditation (Winter 2022)

C. External Affairs

8. Host the annual General Assembly for the Coalition of Anglophone Student Associations of Quebec (November 2022)
9. Ensure consultation with Dawson College alumni and their inclusion on DSU standing committees

D. Student Life

10. Ratify updated standing regulations for Student Groups with the aim to increase accessibility to student life initiatives
11. Ensure expansion of accredited clubs and incorporation of independent Student Groups or Para-academic groups within the department of Student Life

E. Services & Sustainability

12. Ensure the implementation and progress of the union's Carbon Neutral certification project
13. Commence the first phase of the union's long-term services expansion plan by ensuring the reevaluation and reorganizing current services
 - Opening of CIXS Productions' The Vine Podcast (Fall 2021)
 - The Plant Newspaper: finalization of the digital archives project and opening of new office space (Fall 2021)
 - Dawson Dinin': Re-opening of on-campus services (Fall 2021)
 - The Hive Gender Advocacy Centre: Expansion of staff and rebranding (Fall 2021, Winter 2022)

F. Academics & Advocacy

14. Expand representation on Senate by securing two (2) additional student seats
15. Ensure the establishment and functioning of the Student Representatives Caucus
16. Ensure that student representatives effectively lobby and present appropriate demands to the respective bodies of Dawson College
17. Improve and expand student advocacy services or initiatives:
 - Consultation period: Fall 2021
 - Design and implementation period: Winter and Summer 2022

Human Resources

18. Expand permanent staff members from one full time position and one part time position to two full time positions and two part time positions (Winter 2021, Fall 2022)
19. Perform and analyze an employment audit from the prior five financial years
20. Finalize guidelines for union contracts and service agreements
21. Commence and finalize the process of selecting a new payroll provider for the union's human resources management
22. Ensure Human Resources and Payroll training/certification for at least one permanent staff member to assist future executives with management

Governance

23. Establish permanent standing committees of the Student Council
24. Ratify standing regulations for electoral procedures and re-establish the Elections Commission
25. Ensure the writing and implementation process of updated policies and standing regulations to be ratified throughout the Fall and Winter semesters

Student Insurance

26. Review and negotiate the service agreement for Student Care's personalized DSU plan
27. Negotiate with Dawson College to ensure the implementation of Student Care's services for the membership (Fall 2021)
28. Promote Student Care's personalized DSU plan to the membership ahead of implementation (Fall 2021)
29. Finalize the launch of Student Care's health plan for the entirety of DSU's membership

OFFICE OF INTERNAL AFFAIRS & OPERATIONS
ABRIL MEZA, VICE-PRESIDENT

Operations

1. Develop an efficient and manageable system for long-term use for scheduling and booking room requests for Student Groups and DSU Executives/Student Council
Timeline: September
2. Produce a detailed guideline for event planning, including a checklist to ensure all logistical aspects (pre-, during, and post-event) are laid out clearly

Timeline: September

3. Coordinate the initial phase (planning) of the DSU space renovations with the Department of Student Services; manage and assign DSU spaces and ensure all space use follow COVID-19 preventative measures

Timeline Fall semester

4. Train Student Groups on the planning and execution of events so they are able to organize and host events on their own, in collaboration with the Vice-President of Student Life

Timeline: Fall semester

Communications

5. Social Media Calendar: Establish a social media calendar which will include a timeline of posts to be made and the design plans

Timeline Fall semester

6. Create a Digital Media Committee to aid in the plan, design, and promotional ideas for the DSU to be exhibited on DSU social media

Timeline Fall semester

7. Notion: Create a digital workspace for Executive Officers

Timeline Fall Semester

8. Newsletter: Create and oversee the production and distribution of a DSU newsletter to be sent to the membership by email and website post. The contents will include news, updates, summary of the months' behind the scene activities and events. The frequency will be quarterly

Timeline Fall semester

9. Website: Relaunch the DSU website with a firm hired by the previous DSU team. The website should abide by DSU branding, be functional and mobile friendly. ***Timeline Winter semester***

10. Guidebook: Create a DSU guidebook for the Union to introduce them to all the services the DSU and Dawson College provides.

Timeline Winter semester

11. Initiate project to connect/centralize Dawson College's communication channels (i.e.

Moodle, Omnivox, digital agenda, etc.)

Timeline Start: Winter semester/Delivery: 2022-2023 Academic Year

Volunteers

12. Oversee the recruitment, database, and management of the DSU volunteers made up of both current Dawson students and Dawson alumni. Establish new volunteer categories/positions (i.e. events, administration, Executive departments), and communication channels for the volunteer network **Timeline:** September

OFFICE OF FINANCE

YVES-JUSSLIN MANIRATANGA, VICE-PRESIDENT

Annual Audit

1. Oversee the 2021 audit performed by Fuller Landau (starting in Summer 2021 until Winter 2022)

Financial Reports

2. Implement the release of quarterly financial reports – to be included in the quarterly DSU newsletter

Financial Governance

3. Commence and finalize the selection/training process for a Financial Coordinator (Fall 2021)
4. Initiate the recruitment process for members of the Finance Committee (Fall 2021)
5. Oversee the writing process of the Finance Policy to be ratified during the Winter 2022 semester
6. Work in collaboration with the Vice-President of Academics and Advocacy to form, organize and chair the Student Awards Committee (Fall 2021)
7. Ensure Student Awards are received by recipients prior to the start of the following semester of which awards were based on
8. Evaluate payroll software to initiate a transfer process, in collaboration with the President

Financial Literacy Initiatives

9. Organize a Personal Finance Workshop (Fall 2021)
10. Publish updated and accessible guidelines for financial procedures for internal purposes and Student Groups

OFFICE OF ACADEMICS & ADVOCACY

MIA SCROGGINS-HADLEY, VICE-PRESIDENT

Governance and Representation

1. Establish and chair the first formal Student Representatives Caucus.
2. Collaborate with VP of Finance to form the Student Awards Committee and act as Co-Chair; develop the candidate selection criteria to be made public to the membership (Fall 2021).
3. Establish the following DSU committees: Indigenous Students Committee, Equity Committee and BIPOC & Racialized Students Committee (Fall 2021).
4. Present the updated Safer Spaces Policy for ratification by the Council (Fall 2021).
5. Ensure of expansion of student representatives on bodies of Dawson College (Fall 2021).
6. Develop application criteria and advertising for special project funding.

Outreach initiatives

7. Book speakers/guests for Black history month in collaboration with The Legacy and The Freedom Alliance Club (Winter 2022).
8. Establish a departmental position to launch research endeavours for the union (Fall 2021).

Advocacy

9. Establish guidelines for receiving, reporting and handling complaints from the membership (Fall 2021).
10. Consulting with groups which mobilize towards advocacy improvement measures at Dawson College (Fall 2021).
11. Meet with all demographic/advocacy-based clubs and Student Groups to explore expansion of advocacy services.

OFFICE OF EXTERNAL AFFAIRS

ARWEN LOW, VICE-PRESIDENT

ELECTIONS

1. Mobilize the Dawson Student Body to vote in the upcoming federal election (September 20th)
 - a. Foster interest in the election by organizing debate watch parties and hosting an election day event in collaboration with the Vice-President of Student Life
 - b. Encourage eligible Dawson students to vote via social media and direct messages (September 13th-17th)
 - c. Organize a debate between candidates in collaboration with Dawson College

- d. Administer polling stations on campus in conjunction with Elections Canada and the Dawson Administration (leading up to and on September 20th)

POLITICAL REPRESENTATION & FRANCOPHONE AFFAIRS

2. Represent the DSU at the National Assembly in Bill 96 discussions (September 22nd - October 5th)
 - a. Collaborate with the Dawson administration and CASAQ to publish a position
 - b. Survey students at Dawson to understand their experience at an English CEGEP and collect their opinions on Bill 96

INDIGENOUS AFFAIRS

3. Collaborate with the First People's Centre and the Peace Center to enlist guest speakers for Reconciliation Week (September 27th-30)

CHARITY INITIATIVES

4. Organize a Fall Food Drive, timed near Thanksgiving, to benefit local homeless shelters and food banks (October)

COALITION OF ANGLOPHONE STUDENT ASSOCIATIONS OF QUEBEC (CASAQ)

5. Organize and host the CASAQ General Assembly at Dawson (November)
 - a. Collaborate with CASAQ executives to set an agenda for the General Assembly

COMMUNITY OUTREACH

6. Promote the services of Concordia's HoJo and Promis to help students access housing services and immigration resources, respectively
7. Extend community outreach by recruiting student delegates for the Department of External Affairs

OFFICE OF STUDENT LIFE
YIMAJ BAHARUN, VICE-PRESIDENT

Committing to the wellbeing of students and ensuring positive environments on campus for student life to thrive by:

Fostering collaboration with Dawson College's Department of Student Services

1. Organize at least 1 project with each of the following services:
 - a. Athletics (Fall 2021)
 - b. Campus Life & Leadership (Ongoing)

c. Health Services (Fall 2021)

Overseeing Student Groups to ensure their contribution to student life and enforce Student Groups Standing Regulations:

2. In collaboration with the VP of Internal Affairs and Operations, reorganize Student Groups spaces to facilitate club life and establish Covid-19 preventative measures
3. Implement regular meetings throughout the Academic Year with Student Groups to enhance communication between Student Groups and Executives.
4. Ensure that information regarding Student Groups is accessible on official DSU communications and platforms
5. Review and amend the 2021-2022 Clubs Manual as needed to effectively guide and inform clubs of their responsibilities and requirements.
6. Organize 2 Club Fairs (1 during Fall semester, 1 during Winter semester) to increase membership and double the number of current clubs
7. Review and update Student Groups Standing Regulations (November)
8. Oversee event planning management and execution
9. Organize at least 15 events during the Academic Year

EVENTS: FALL 2021**

Welcome Week	August 9th-16th
Frosh Week	September 6th-10th
Indigenous Awareness Week	September 23-30th
Climate March Action Week	September 20th-24th
Multicultural Week	First week of October
Autumn Fest	Second or third week of October
Halloween Week	Last week of October
Wellness & Self Care Initiatives	Mid-November
Yule Ball	Early December
Holiday Festivities Week	Mid-December

EVENTS: WINTER 2022**

Town Hall*	First week of February
Black History Month	All of February
First People’s Week	Mid or late March
Easter Week	Mid-April
Earth Week	Mid-April
Artists in Bloom	Late April
Stress-Free Week	Mid May
Graduation events (i.e. Prom) and gifts	Late May

**Town Halls serve to see how the student population feels about our work throughout the year. Students can ask questions and bring up ideas.*

****Sample events (subject to change due to rapidly evolving Covid-19 measures).**

**OFFICE OF SERVICES & SUSTAINABILITY
SHIRIN HINOJOSA VIOLANTE, VICE-PRESIDENT**

Fostering ongoing collaboration and consultation with Dawson College’s Department of Sustainability and other various services mandated with social mandates (i.e. Living Campus, Peace Centre, International Development Office, etc.)

GOVERNANCE

1. Establish Dawson Student Union’s first ever formal Standing Committee for sustainability, ethics and climate action. Act as Chair and promote committee efforts
2. Coordinate the consultation and writing process of an updated DSU Sustainability and Ethics Policy to be ratified at the 2022 General Elections/Referendum
3. Organize and design campaigns/events for sensitizing the student body to environmental and social issues

EVENTS

4. Organize a minimum of 4 events throughout the Academic Year:
 - Earth Week activities (Winter Semester)

- Workshops (Fall and Winter semesters)
- Conferences (Fall and Winter semesters)
- On-campus Farmer's Market (1 in Fall semester; 1 in Winter semester)
- Sustainable themed fairs or markets (Fall and Winter semester)

Oversee the general operations of DSU student-run services and engage in consultation with the management teams of each service to ensure successful delivery to the membership (students).

SERVICES

A. DAWSON DININ'

5. Re-open Dawson Dinin' to serve free, sustainable, and vegetarian food on a daily basis (Monday-Friday) for students (Fall; pending COVID restrictions)

B. THE HIVE CENTRE FOR GENDER ADVOCACY

6. Expand and potentially rebrand The Hive Centre to better encompass a wider range of social initiatives for marginalized members of the student body

C. THE PLANT NEWSPAPER

7. Open a new office space, in collaboration with the VP of Internal Affairs & Operations, for the newspaper and ensure the finalization of the digital archives project. Promote new projects of the service throughout the year (i.e. Sprout art zine).

D. CIXS PRODUCTIONS/THE VINE PODCAST

8. Pilot Project: CIXS radio station is returning and rebranding under CIXS Productions. The first media project to be launched is The Vine Podcast (September).

E. THE SWAP!

9. Pilot Project: The Swap! A small convenience sustainable shop located at Dawson offering services such as Swap books, reasonably priced supplies, zero waste initiatives (bulk foods) etc. (Winter semester)

F. BAN THE BOTTLE & COMPOSTING

10. Include previous sustainability initiatives in future campaigns to promote consistent practices and re-introduce initiatives to the student body.

N.B. Notwithstanding any plans outlined below, the month of May is reserved as a training period for incoming 2022-2023 Executives. Current Executive Officers must ensure a smooth transition and actively aid in the training process for the incoming team.

