



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-02
Date & Time: Tuesday, June 5, 2018
11:00 a.m.
Place: MSU Boardroom, MUSC 201

Items:

1)	Adopt Agenda	
2)	Adopt Minutes EB 18-01	
3)	Diversity Services Report	Mijia Marong
4)	EFRT Report	Samantha Aung
5)	MAC Farmstand Report	Shailee Siddhpuria
6)	Macademics Report	Angel Huang
7)	Maroons Report	Daniel Lafrance
8)	Close MSU Seat on Sponsorship & Donations Committee	Scott
9)	Transition Report	Scott
10)	Committee of the Whole – Services	Epifano
11)		
12)		

Objectives

- 1) Adopt Agenda
- 2) Adopt Minutes
- 3) Report
- 4) Report
- 5) Report
- 6) Report
- 7) Report
- 8) Approval
- 9) Approval
- 10) Approval/Discussion
- 11)
- 12)
- 13) Provide Information & Answer Questions
- 14) Unfinished/Other Business
- 15) Time of Next Meeting and Motion to Adjourn

Motions

8. **Moved** by _____, **seconded** by _____ that the Executive Board close nominations for one (1) MSU member on the Sponsorship and Donations Committee.
9. **Moved** by _____, **seconded** by _____ that the Executive Board approve the transition report for the MSU President'18, as circulated.
10. **Moved** by Epifano, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss the Services that presented.

**Executive Board Meeting 18-02
Tuesday, June 5, 2018 @ 11:00am
MSU Boardroom, MUSC room 201**

Called to Order 1:56pm

Present Bertolo, Farah, Hackett, MacLean, Robinson, Roshan, Warwani
Late
Absent Epifano
Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD)

1. Adopt Agenda

Moved by Warwani, **seconded** by Hackett to adopt the agenda, as presented.

Passes Unanimously

2. Adopt Minutes

Moved by MacLean, **seconded** by Robinson to adopt the minutes of Executive Board meeting 18-01 – May 22, 2018, as circulated.

Passes Unanimously

3. Diversity Services Report – report attached

- Bertolo asked about AOP and them needing additional support. She wanted to know what type of support they were looking for.
- Roshan asked what the structure of AOP training looked like, and if the slides made last year would continue to be used.
- MacLean asked if the PTM had contacted EIO about AOP training as they run something similar.

4. EFRT Report – report attached

- Robinson stated that things were going great.
- Warwani asked how the PTM was planning on changing the application process to make it less taxing on the exec team.

5. MAC Farmstand Report – report attached

- Roshan suggested donating the excess food to Good Shephard.
- Robinson stated that Bread Bin does second course, and that they could look into something like that for Farmstand.
- McGowan pointed out that if Farmstand was having logistic issues the PTM could reach out to TwelvEighty.
- Roshan wanted to know what the promo strategy was for hiring volunteers, as the PTM reported that there was a low turnout for exec. Wooder responded that he met with the team and did give some points on messaging.
- Robinson stated that there should be an Instagram story takeover for the Grand opening.

6. Macademics Report – report attached

- Robinson stated that he was excited about growing into Instagram, as most first years don't use Facebook.
- MacLean stated that the PTM mentioned that they were maintaining social media accounts over the summer, but has two promo exec. MacLean wasn't sure why there would be two exec for promo, but not utilizing them.

7. Maroons Report – report attached

- Bertolo wanted to know what the partnership looks like for working with the City of Hamilton youth camps. She asked if there was a connection made. MacLean responded that a connection hadn't been made yet.
- Bertolo added that there would be a lot more screening if that was the case.
- Roshan stated that there was talk about reviving the Maroons' Instagram account, but perhaps they should be using the MSU account instead. Wooder responded that the Maroons were slotted for upcoming promo training.
- Warwani stated that the report mentioned increasing outreach by Attendance. She asked if there was a plan and how were they doing to do that.

8. Close MSU Seat on Sponsorship & Donations Committee

Moved by Hackett, **seconded** by Robinson to postpone closing the seat until EB 18-03.

Passes Unanimously

9. Transition Report

Moved by Hackett, **seconded** by Bertolo that the Executive Board approve the transition report for the MSU President'18, as circulated.

- MacLean stated that when scrolling through the document it looked like it was just copy and pasted from previous years.
- Hackett stated that he felt that there was useful information but just wasn't organized in the greatest way.
- Roshan added that the documents didn't have titles or a table of contents page, so it was confusing.
- Warwani asked Farah if she felt that the report was catered to her going to the retreat.
- Farah responded that the end goal of this was determine pay, and if there will be a penalty for the report being late. Farah responded that she felt that the report was catered to her, and spent extensive amounts of time with her transitioning, and was available for questions.
- The Board discussed the transition report and debated on if the full amount of pay would be given due to the fact that it was three days late. It was asked if anything like this happened in the past, the Administrative Services Coordinator responded that in the past there have been those who have handed in a report late and given penalties. The Board continued to discuss the report.

Vote on Motion

**In Favour: 5 Opposed: 1 Abstentions: 1
Motion Passes**

10. Committee of the Whole

Moved by Robinson, **seconded** by Hackett that the Executive Board move into Committee of the Whole to discuss the Services that presented.

Passes Unanimously

Moved by Bertolo, **seconded** by Roshan that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes Unanimously**Rise and Report**

- Bertolo reported that the Executive Board discussed the services that submitted reports. Bertolo reported that the Board wanted to make sure that Diversity Services was aware of the renovations on Bridges that will be happening soon.
- Bertolo reported that the Board discussed if the volunteer appreciation was enough for EFRT and wondered if the lack of honorarium may cause fatigue. The Board wanted to know if the University was providing an honorarium over the summer to the exec. They also discussed the future of the exec and see if the Assistant Director position will aid in lessening the fatigue.
- Bertolo reported that the Board was updated that Farmstand is now housed in the MUSC Atrium, and expect sales to be up. The Board asked how they could better promo the discount card, and suggested that the PTM looks into ways of getting sustainability professors behind it.
- Bertolo reported that the Board wanted to see how the used textbook Facebook group fared last year under Macademics. The Board also discussed the possibility of a name change as it shares a name with SSC.
- Bertolo reported that the Board wanted to know what Community engagement plans and summer programming Maroons were doing. The Board also wanted to know how the relationship with Ath and Rec was.

11. Information & Questions

- MacLean reported that the SRA Science caucus was writing their yearplan, and were having a lot of meetings with MSS and the Kin Society.
- Hackett reported that he was helping his caucus write yearplans, and will be meeting with the faculty president in the next couple of weeks. He announced that the president would like to collaborate with the MSU. Hackett announced that charging stations were being delivered today for MUSC Atrium.
- Robinson reported that they have re-aligned SLEF and have changed up the timelines, and tailored promo plans. He stated that they re-evaluated the system for voting, and felt that it will be a good success. Robinson announced that renovations will be going on in TwelvEighty for the dance floor.
- Bertolo reported that she has been busy with elections and hiring. She stated that she was on the radio with CHML today, and was on the MSU radio show yesterday talking about voting. Bertolo announced that the debate was well attended, and it was great that the candidates were aware of the MSU.
- Wooder announced that annual MSU Golf Tournament will be on June 21, and the proceeds raised will go to Shinerama and the MSU Child Care Centre.
- McGowan reported that they have an upcoming meeting with HSR and Presto on Friday about logistics and the voucher system. He stated that Compass and Metrolinx will be having a discussion as well. McGowan reported that the kindness and vibe the BoD is giving has been positive and he was hoping that they could continue that.
- Roshan reported that he was happy, as he had met with the HSL director a few weeks back. Roshan expressed concern about enrollment levels and that it was hard to find spaces on campus, and the director has implemented some changes since the talk. Roshan reported that they will be meeting within the next couple of weeks to see what can be done with the new spaces.
- Warwani reported that she was hard at work for her yearplan, and will be meeting with her student society president.
- Farah reported that Vision Conference planning was going well.

- Hackett asked for a more succinct timeline for SLEF, as he personally found that the timeline was clearly articulated and all over the place. Robinson responded that that was identified as an issue and also working on the vetting process of ideas.

12. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Tuesday, June 19, 2018
11:00am
MSU Boardroom, MUSC 201**

Moved by Hackett, **seconded** by Robinson that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 12:19pm

/vs



REPORT

From the office of the...

Diversity Services Director

TO: Members of the Executive Board
FROM: Mijia Murong
SUBJECT: Diversity Services Report 1
DATE: June 5, 2018

YEARPLAN UPDATE

Hello! For the past month I have been transitioning into the role of PTM by meeting with folks who worked with the service in past years and those that make up my support system within the MSU. Apart from transitioning into the role, I've been brainstorming for ideas that I hope to include into my year plan. These include restructuring AOP by working with other equity-based services, hiring an exec for resources and training purposes, working with the Interfaith council on developing new programing, and much more to come!

SERVICE USAGE

In the past month, the service has been formally contacted for support on two separate occasions: in one case, I met with the Session Coordinators of Horizons to help them brainstorm and strategize the design and delivery of a session on Social Awareness and Social Justice. On another, I was contacted by a McMaster student who wanted to learn more about voluntourism and the ethics of humanitarian-aid trips, after learning about the concept of voluntourism through resources provided on our website (created by the research and resources coordinator 2 years ago).

PAST EVENTS, PROJECTS & ACTIVITIES

N/A

UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the upcoming months, our priorities are to hire an Assistant Director, followed by a team of Executive Members. I will also be meeting with folks that have worked extensively with the service in the past, from PACBIC, EIO, the Chaplaincy Center, the members of the Interfaith Council, and other campus groups/services in order create a well-informed year-plan. Finally, we will be providing AOP training to a variety of MSU services- such as Horizons and the Welcome Week Reps.

BUDGET

N/A

VOLUNTEERS

N/A

CURRENT CHALLENGES

Currently, my biggest challenge is developing a plan for effective AOP delivery. Horizons, several other MSU services, and a Student Society group have all reached out to me, inquiring upon our availability to provide AOP training in the upcoming months.

In the past several years, AOP training has become a highly requested service for which Diversity Services became the primary provider. Although AOP training resonates perfectly with our mandates and goals as a service, we DO need additional support in order to meet the growing needs of the McMaster community. It is critical that we engage McMaster students in conversations about racism, power, oppression, inequity, etc., but it is also critical that we have the capacity to have these conversations fully and properly.

we also recognize that there are some definite overlap between the AOP Training delivered by Diversity Services, Sexual Violence Prevention Training delivered by WGEN, and Accessibility Training delivered by Maccess. Most student groups/clubs reach out to our services separately and selectively based on their familiarity with each of our services, and relevance to their work. However, it is possible that these trainings are equally relevant to *all* student service/program and have the potential to be delivered together in order to have discussions about oppression and power that are more fluid and intersectional. This leads us to questions whether a combined approach to equity-training would be more helpful than the current training delivery mechanisms.

SUCCESSSES

Having a student reach out to the Diversity Services email after the voluntourism resources on our website have helped her to think more critically about her up-coming trip to Cambodia demonstrated, for me, that our service has the potential to really utilize our online platforms to have important conversations with Mac students and engage them in seeing their surroundings through a critical, anti-oppressive lens.



REPORT

From the office of the...

EFRT Program Director

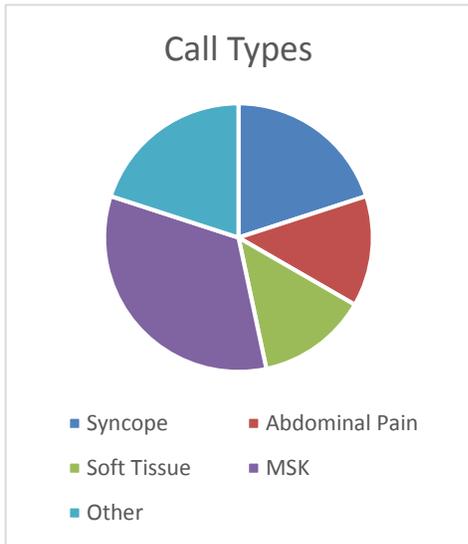
TO: Members of the Executive Board
FROM: Samantha Aung
SUBJECT: EFRT Report 1
DATE: Tuesday June 5th 2018

YEARPLAN UPDATE

Currently I am working on developing my year plan for the VP administration and the Executive Board. As a second year PTM I plan on using my experience as a means to more critically examine the decisions and choices made by the service and hope to be able to put in place some more established standards for the team that can be carried out in future years. Some highlights of initiatives that I hope to bring to the team in the next year include:

- Rewriting of the team call report system: Updating the >10 Year old reporting system that we have in place to be more accessible and to use less paper. Some features that will be important include automatic backups, responder call report recall, call-type based reports, spellcheck, and an incident reporting system integrated in the call reports.
- This summer my summer executive team has already started planning a Summer Inter-Team Training to have teams from across Ontario come to Mac for a 1 day first response training and fun day! We are hoping to get people who are in Hamilton or the GTA over the summer to come out and listen to guest speakers, attend workshops, and participate in a fun relay to help improve skills through a fun summer event
- Improve off campus responding opportunities and create an event protocol: EFRT is occasionally contacted to provide extra medical coverage to events both on and off campus. Some examples of these events include Dundas Buskar and Cactus Fest, PACE walk for the cure, convocation and more. I want to create system for other to access EFRT's services for these events as well as establish a rate for paying responders. In addition, due to medical directives EFRT is not allowed use certain equipment and supplies off-campus so I hope to better establish what responders can do at events for clarity in direction.

SERVICE USAGE



This month the service has received 17 calls which is a bit higher in comparison to the 13 received last year. Calls are broken down as seen the chart below.

The team activated EMS 4 times in the past month which again is typical to what has been seen in previous years.

PAST EVENTS, PROJECTS & ACTIVITIES

For the start of the year the EFRT has gotten a fresh coat of paint in the office. Using funds saved from the previous year and donations from team members and their families for supplies, we have a new fridge, and the old fridge we were able to donate to Bread Bin, couch and some small organizational things to

help make the office a more organized space. The below are some photos of the space. Please excuse the mess as we are still cleaning.



UPCOMING EVENTS, PROJECTS & ACTIVITIES

As mentioned above the summer executive team is hard at work to plan our "S.I.T.T." day for responders. This involves contacting alumni speakers, booking spaces and getting estimates on food and more. We are hoping to have registration for the event open in the next week and are hoping for a goal number of 50 responders attending.

In addition, the year executive team is preparing for an annual application process starting in August. We are looking to change the current interview process as we interviewed 160+ candidates last year which was taxing on both the members of the team as well as made Orientation a lengthy process of candidates. The implementation of a separate first aid test to screen candidates has been suggested and the team is working hard to make sure it is fair to candidates and that it will be promoted appropriately.

BUDGET

The EFRTs annual summer budget request has been submitted to the university for the 2018 year and is awaiting approval of the VP administration. This month's finances are on track in accordance with previous years with summer "perks" such as meal plans and parking for summer responders been already purchases. Some unexpected expenses that will be upcoming are the payment for repairs of the radios due to issues in communication as well as the purchase of an additional radio for our new executive team member. Proposals are being brought to the VP finance to be escalated to the executive board as needed.

VOLUNTEERS

Executive Team Members

May contained the loss and rehiring of a new Assistant Director. This role was created last year to help fill the need of a paid role to run EFRTs first aid courses. The member in the role was unable to continue due to acceptance into professional school and a new director has been hired to fill that place and is currently transitioning into their new role. This movement has also opened up another spot within the EFRT executive team and we are currently working on filling a vacancy in the scheduling coordinator role for the school year. Additionally, The EFRT has summer executive team is working hard at running shifts and preparing for the new school year. In addition, they will be working on the initiatives mentioned throughout this report.

Summer Responders

Throughout the summer EFRT operates from 9:00am to 5:00pm. This allows us to provide coverage to campus during it's busiest times as well thought-out the summer. Due to fewer responders being available in the summer a larger summer executive team takes on the bulk of the responding with some part time responders covering shifts. To appreciate the effort put in by those people an honorarium and summer perks such as meal plans are given to responders through the funding received by the university.

CURRENT CHALLENGES

The largest challenge presented to the EFRT within the past month is the limited number of responders able to run shifts throughout the summer. Aside from the seven summer executives serving as the core group of summer responders, there remain only four other responders who have volunteered for one or more shifts within the past month. The summer executive has done a fantastic job at supporting one another to keep team morale high, and thus further emphasis will be placed on improving volunteer appreciation in the coming months to support these responders.

SUCSESSES

As mentioned above we are excited by the revamping of the EFRT space to make it more comfortable for responders and patients. Despite challenges listed above and the reshuffling of the executive team there is a lot of new ideas that the summer and year executive team are working on implementing. This excites me for all the possibilities in the new year and as we prepare for

the summer and school year, I am enthusiastic about all the possibilities to come.



REPORT

From the office of the...

Mac Farmstand Director

TO: Members of the Executive Board
FROM: Shailee Siddhpuria
SUBJECT: Mac Farmstand Report #1
DATE: May 31st, 2018

YEARPLAN UPDATE

These past two months have been busy hiring and training my executive team and CSRs. As well, we have had 2 days of successful stand operation, which was our soft launch to train our CSRs. We are holding our Grand Opening held on June 6th and hope to see everyone there! From the beginning of May, I reached out to all suppliers and they were more than willing to continue their business with us for this year. I have found a new supplier for our preserves (Auntie's Grove) since our previous one was transitioning. This supplier is the original producer of a lot of our preserves! I ensured that all preserves and other long-lasting food arrived well before the soft launch (May 30th) and our produce suppliers received the order for the first week a few days prior to Farmstand's opening. With the help of my event coordinators, we are planning out the specificities of the Grand Opening event. I will also post volunteer applications on MSU job website and have been in contact with a few individuals willing to volunteer at Farmstand for the summer. I hope to get more people aware and coming to the stand throughout the season.

SERVICE USAGE

We had 14 people apply for executive positions this year, which gave me a few choices in selecting the best candidate. We had about 30 people apply for CSR positions we emailed 20 people for interviews, of which 16 people came out to the interviews and we selected 5 successful candidates (in addition to my operations coordinator being a CSR).

We have had around 70 customers on our first operating day, for which we did little to no promo. Thankfully, we are in an excellent location (MUSC atrium) so we hope to see this number increasing with additional promo.

PAST EVENTS, PROJECTS & ACTIVITIES

Group Interview Hiring

I continued with last year's format of conducting CSR interviews in a group format – this included 3 stages: one individual stage (with me), one group stage (with my Operations Coordinator), and the last stage with everyone giving responses to Farmstand-specific scenarios. I would recommend the future Farmstand PTM to continue this as it is very efficient.

CSR/Exec Training

I ran an Exec and CSR training on May 9th and 23rd respectively. I re-used many of the same modules as previous years as well as adding my own information to the agenda (more stringent

food handling module). I provided them with a break about halfway and then we resumed the training.

Local Food Discount Card

We are continuing to promote and give out our LFDC before it expires on September 1, 2018.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Grand Opening June 6th

Grand opening will be held June 6th and everyone is invited! We will have our traditional apple biting ceremony followed by various samples (free apples, and apple cider). We also invite various local musicians come out and play music by our stand. It will be very exciting to see the event unfold. All CSRs were well trained due to our soft launch the prior week (highly recommend for next year too). Our events coordinators are currently busy working out details of the event.

Local Food Discount Card

Since our current LFDC expires September 1st, 2018, we are planning to speak to each vendor to see if they would like to continue the promotion. This will be done in the beginning of July giving us sufficient time to print new cards for the next year.

Filming Tasty Videos

My operations executive along with my education and advocacy executive, Haley Greene and myself will be filming a few tasty videos later in June. We are currently in the process of creating recipes using Farmstand ingredients. Once we have started filming, we will regularly promote a new video every month.

BUDGET

***cannot provide final spending yet as we haven't received invoices yet but I will provide those for the next EB report.**

VOLUNTEERS

We will soon post a volunteer job posting on the MSU website and are hoping that we can have a larger team of volunteers for this year. Our volunteer & community coordinator is organizing a spreadsheet to have a more organized system of volunteer shifts. We also plan on advertising volunteer opportunities on days the stand is operating.

My executives are well dedicated to the service and I haven't faced any challenges as of yet.

CURRENT CHALLENGES

This year, we have faced a few challenges in regard to one of our previous suppliers, who was transitioning businesses. But fortunately, we were to find another supplier in time (though the payment had to be rushed).

One challenge we continue to face is trying to find a supplier who is willing to deliver fruits (and perhaps more produce variety) to campus. I'm currently reaching out to the Mustard Seed for a small partnership, from which we can get more fruits hopefully.

We are also trying to find an organization willing to pick up the leftover produce at the end of the week so we do not have waste so much food.

SUCSESSES

A big success is just how amazing the rest of the executive team is and all of the ideas they have already been able to contribute to making Farmstand an amazing service once again this year! As well, we have managed to obtain two fixed locations for Farmstand (MUSC Atrium and then MUSC Mills Plaza space until the end of the service). With this new location in the summer, we hope to see our sales increase significantly!

OTHER

Any ideas about where we can donate our leftover produce every week is greatly appreciated!



REPORT

From the office of the...

Macademics Coordinator

TO: Members of the Executive Board
FROM: Angel Huang
SUBJECT: Macademics Report 1
DATE: June 5, 2018

YEARPLAN UPDATE

This first month have been all about transitioning into my role as Macademics Coordinator. Since stepping into the position, I have successfully hired my exec team consisting of a Teaching Awards Ceremony Coordinator, a Research and Resources Executive, a Course Wiki Coordinator, a Volunteer and Logistics Coordinator, and for the first time, two Promotions Executives. We are currently consolidating our year plan by fleshing out plans for annual Macademics events as well as brainstorming ideas for original and new initiatives. Particularly, I am looking to strengthen the partnership between Macademics and MacPherson Institute.

Each exec is also concurrently working on their individual year plans with my support. As I have been travelling out of the province this month, I have scheduled one-on-one meetings with each of my execs for the week of June 18-23. I am planning to hold our first Macademics Exec meeting at the end of June.

While we have no major events or campaigns planned for June, Macademics will be represented at the Horizons Successfest on July 28th. Finally, throughout this time, I will continue to oversee the Macademics platforms on Facebook and Twitter to maintain engagement throughout the summer.

SERVICE USAGE

In early April, I received 34 applications for 5 executive role positions, which was a substantive increase from 23 applications last year. By the end of April, I had hired a stellar team of 6 individuals and I am thrilled to begin working with the exec team this year.

Though Macademics hasn't hosted any initiatives this month, our reach can still be quantified on our social media platforms. Our Facebook page, @MSU.McMaster, has grown to **910** likes and **915** follows. On Twitter, the Macademics page, @MSU_McMaster, has grown to **173** followers and the Teaching Awards Ceremony page has grown to **509** followers. As Facebook is our primary avenue of communication and engagement, I plan to focus most of our outreach on our Facebook page and aim to grow the page to 2000 likes this year through planning with my promotions executives.

PAST EVENTS, PROJECTS & ACTIVITIES

As of now, we have not carried out any events. Macademics' recent activity can be summarized here:

Executive Team Hiring

Executive role applications were open from March 18th to April 1st. I received a total of 34 applications and have successfully hired my executive team. Currently, my team and I are communicating primarily through email and our new Facebook group.

Welcome Package Distribution

I have since distributed a welcome package, modified from Ive's original document last year, to all of my new exec. This document is full of transition report information, expectations for their role, Macademics background information, and some inspiration for the year.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Upcoming events and projects include:

One-on-One Meetings with Exec

I have planned individual meetings with each of the incoming exec for the week of June 18-23 when I return from my travels. In these meetings, I hope to start getting to know each exec member, transition them into their roles, clarify any questions or concerns they may have, and make a plan for tasks they will start working on throughout the summer. Once these meetings are complete, I hope to have gained a clearer understanding of where each of my execs stand and their ideas for their position and Macademics in general this year.

Team Meeting

Next on the horizon is our first team meeting, which will provide our team the chance to finally all be in the same room and get to know each other and our ideas. I am planning for this meeting to take place at the end of June after I am able to consolidate what I've learned from each of the exec in their one-on-one meetings. During this team meeting, I plan to complete the first draft of our official year plan.

Horizons Successfest

Macademics will be participating in and representing ourselves at Horizons Successfest on July 28th. My team and I will begin to plan our promo booth in the coming weeks.

BUDGET

Thus far, I have not spent any money from the budget.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
	TOTAL SPENT IN LINE	-
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	-
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	-
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	-
	REMAINING IN LINE	
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		-
TOTAL ACTUAL DISCRETIONARY SPENDING		-
REMAINING DISCRETIONARY SPENDING		-

VOLUNTEERS

Having just recently hired my executive team, I will be working closely with the Volunteer and Logistics Coordinator to plan our volunteer hiring in early September, similar to last year. As well, since last year was the first time Macademics operated with a volunteer team, I have made many notes on what worked well and what could be improved for this year. I plan to create a more comprehensive volunteer structure in the coming summer months.

CURRENT CHALLENGES

I am planning to take on an element of rebranding this year to create a more well-understood identity of the service. Macademics' purpose seems to sometimes confuse students and I hope that with the proper promotional plan, we can consolidate Macademics' identity in the broader McMaster community. To rebrand, I will be discussing plans with Michael Wooder as well as my promotions executives. As an example of a potential change to be made, I would really like to bring in some more multi-media content, like short vlogs in addition to existing blog posts.

Another challenge I'm currently facing is some difficulty with communication as I am currently travelling. I feel that once I have returned to Hamilton, communicating with my team and other members/employees of the MSU will be much easier.

SUCSESSES

Thus far, I feel successful about two things: i) a greatly involved and efficient hiring period and ii) the potential to create stronger ties with MacPherson Institute and really delve into the pedagogical aspect of Macademics' mandate.

OTHER

Overall, I am truly excited to continue to see Macademics grow as a service at McMaster and I couldn't be happier to be facilitating that direction of growth. Thank you for reading my report and please let me know should you have any questions!



REPORT

From the office of the...

Maroons Coordinator

TO: Members of the Executive Board
FROM: Dan LaFrance
SUBJECT: MSU Maroons Report #1
DATE: Tuesday June 5, 2018

YEARPLAN UPDATE

My in-depth year plan will be submitted later in June, however a list that I have developed through discussing with my Leadership Team, and discovering what they all hope to accomplish within their roles is as follows;

Promotions;

- Consistent theme for this year's promotional content, revamp the Maroons "brand"
- Being timely and consistent with promotional material
- Continue to create video content

Public Relations;

- Informative live stream Video series
- Revive the Maroons Instagram page to highlight MSU, services, and Maroons.
- Proactively contact service PTM's so our team has a better schedule

Events;

- Welcome Week live streams, leading up to and succeeding Welcome Week.
- Marauder Zone during Welcome Week that happens on BSB field during move-in.
- Maroons present at residence opening ceremonies
- Work with multiple services on Campus to facilitate informative sessions for undergrads.

Volunteer;

- Make WW training more interactive. Campus events training during WW training,
- Better utilize our team numbers, and be more effective during WW
- Increase connection with individual pods not just during WW but throughout the year.

Athletics;

- Running a sports day in WW for intramural sports, this year with a quench buggy
- Fantasy sport leagues with prizes for the top finishers
- Themed games in Burridge Gym "residence night" etc.
- Having a comedic interview with student athletes released before Welcome Week.

Coordinator;

- Work to help my Leadership team accomplish all of their goals
- Increase outreach, not by hosting more events, but by increasing attendance at events
- Maintain a positive team dynamic and promote the strides that were made in 2017/18 towards a true horizontal hierarchy through the practice of levelling out.

SERVICE USAGE

Our service has not seen usage outside of May at Mac since this years term commenced.

PAST EVENTS, PROJECTS & ACTIVITIES

To date, the Maroons were involved in May at Mac, where we had roughly 30 members volunteer throughout the day, helping with various activities. Action has been taken to meet with Candy Hui, the Liaison Officer from Student Recruitment to debrief and improve the event.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

This summer we have worked to increase engagement in the summer. Two of my Leadership Team members, Connor (Volunteer Coordinator), Maja (Events Coordinator), and I have been working with Kristina to plan and run a community engagement event. This will be a Hamilton based event hopefully interacting with the residents of Hamilton. Some of the potential ideas have been;

- Community event at Altitude, the climbing tower on 10 Acre field
- Attend the July Hamilton Art Crawl with surrounding residents and students
- Volunteer with Hamilton food bank
- Work with City of Hamilton youth camps

Additionally, we have our annual Camping trip occurring on August 10-12, and the traditional Blue Jays team bonding event has been changed so that we will attend a Toronto Rush Ultimate Frisbee game on June 16th. I have liaised with the team manager where McMaster Students will have a discount code, meaning this can also act in part as community engagement.

BUDGET

At this point, our only budget consideration is covering part of the Toronto Rush Game for our volunteers as a Maroons social event.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6912-0120	TOTAL SPENT IN LINE	250
	REMAINING IN LINE	6750

<i>TOTALS</i>	
TOTAL BUDGETED DISCRETIONARY SPENDING	250
TOTAL ACTUAL DISCRETIONARY SPENDING	0
REMAINING DISCRETIONARY SPENDING	6750

**The budget available is based on last year's budget, and the \$250 would be a future expense allocated to cover part of the cost of ticket and transportation for the June 16th event.

VOLUNTEERS

The only issue the Maroons have faced so far is volunteer engagement and punctuality. May at Mac saw a lot of interest from our team, however fewer representatives were able to volunteer than expected. Additionally, some of our team also volunteers with other services, so there were instances of Maroons leaving their positions to volunteer with other services on campus.

This is an issue I will be addressing with the team by setting ground rules and expectations of the Maroons volunteers.

CURRENT CHALLENGES

My current challenge is that I am remotely conducting all of my Maroons related ventures this summer as I am not in Hamilton. I am getting into a rhythm and have been able to adjust my employment hours with the City of Orillia to better be able to conduct my responsibilities within the MSU. So far, this change has been successful.

SUCSESSES

Any issues I have are quickly acted on by my Leadership Team. All six of hired members have been extremely helpful in the transition into this role and are doing a fantastic job.

OTHER

May the peace, mercy, and blessings of Allah be with you too, welcome to the transition report.

'Read! In the name of your Lord Who has created, He has created man from a clot, Read! and your Lord is Most Generous, Who has taught by the pen, He has taught man which he knew not. Surah 96. Al Alaq (1-5)'

Isn't this such a beautiful thing? You sitting down, reading a transition report. It is just as surreal for me writing it. And soon, this will be you writing for the next team. The cycle continues. You must know, you are now part of an incredible legacy. Our student union you would soon find is one the most sophisticated, organized, well respected, and well run unions in the province. We have one of the strongest unions in the world. And your commitment to excellence must be continuous. We must always explore ways to improve ourselves, stay relevant, and serve student.

"Just because something works doesn't mean it can't be improved." Princess Shuri

You have been called to serve 23,000 thousand students. 23,000 people. All different. All unique. Most not caring about who you are, or what you do. You spending all the night, all the resources, and all of your time working to enhance and improve their lives. I wish to say there is a way to do it, or there is a blueprint. The truth is what worked for me may not work for you. But the success and failures of my team, are yours as well. As I have inherited those from Justin's Board. Through this report, my hope is to lucidly and sincerely articulate to you a summary of years events. I will provide a summary of my year plan, the projects I had accomplished and things items that are ongoing.

I hope this will be useful and it will provide insight that will give you soft landing. To be honest, the greatest challenges I faced where not about processes, but they were about people. How to motivate someone, how to communicate your idea, and get people on board with your vision. My goal is to provide as honest a review as possible. Don't take my word for it. Read other transition reports as well. I read 10 years worth of transition reports and year plans to help me get set up for the first couple months. In addition, I read multiple binders in the office to get a sense of what the issues are.

Lastly, you should know, that there is a history of presidents who want to see you succeed. Myself included. Feel free to reach out to any member of my board, and any past board to provide incite for you. Teddy Saul, David Campbell, Ehima Osazuwa, and Shiobohan Stewart and Mary Koziol where all people I reached out to at one point or the other. From what I know, you already have great relationships with many of these people. The farther you go, the more outdated their information is. But their passion remains uncompromised.

This is incredible, you are president. But what does that mean? First, your title is President and CEO. This is an important difference, and a worthwhile distinction to make. The way I understand the role, the President is the outward facing, representative, elected official. The President is the one who attends student events, and goes to club events, and represents students in the houses of power all over the country. The CEO is the inward facing part of the job. The CEO is the one on full time issues committee.

Dealing with staff conflicts, on the CFMU management meetings, sitting on the board of directors, the speaker of the MSU corporation and CFMU board of directors. The MSU president is the blank slate in which student's happiness and frustrations are casted on. That is the role of elected officials period. Students will walk up to you and say thank you for the most random things. And you will also get people walk up, or message you on social media for things they are angry about.

You are the representative of students. Not just the ones who voted for you. Not women, not black women, not muslim women, not commuters, not CAS, all students. A question you must reflect, on, is who do you represent, and how would you decide to represent them. I do not have an answer to this, but I have found in your role, I was constantly wearing different hats. I was always trying to calibrate myself, to never be too hot, or too cold. I found myself trying to be there for people I did not understand or agree with, but also holding members of my community to a higher standards. This is a hard job, but you are a strong woman.

As per MSU Policy, this transition report is to consist of the following items.

1.4.9 Provide an adequate transition report for their successors consisting of, but not limited to:

1.4.9.1 Year Plan;

1.4.9.2 Month-by-Month summary;

1.4.9.3 Important dates, deadlines, and bylaw or operating policy requirements;

1.4.9.4 Portfolio specific items;

1.4.9.5 Human Resources information;

1.4.9.6 Project descriptions, evaluations, and status reports;

1.4.9.7 Documents and items produced;

1.4.9.8 Issue briefings;

1.4.9.9 Event summaries and evaluations;

1.4.9.10 Suggestions;

1.4.9.11 Contacts;

1.4.9.12 Expenditure report;

1.4.9.13 Other, as deemed appropriate.

I will try my best to do this, but please note, I am available to you all year for whatever matter arises. I will not provide you with a list of contacts, as other presidents reports have done so. Refer to those. I

will also not provide you with a description of committees, because other reports to do as well. This is a supplement to past transition reports, and it should be read as such.

1.4.9.1 Year Plan;

Objective	Open UP the MSU – Completed
Description	<p>As an organization, we must be able to continue to position ourselves as a valuable resource to University partners, but most importantly to our constituency. Students should feel we are an organization that cares, and can be meaningfully engaged with. We should not be an organization that has a top down agenda setting regime. We should always seek multiple avenues incorporating student voice in our priority setting agenda. We should also invest in our internal hospitality to make the MSU more appealing, and provides incentives for student engagement. There are two parts to this, hospitality and functionality.</p>
Benefits	<p>Not only will this be a good opportunity to get feedback from students and run initiatives they actually want to see, but it also allows students an opportunity to feel like they have a say in the way their money is spent (because they do!).We can create the programs that people care about.</p>
Difficulties	<p>It is not possible to listen to everyone, and do everything. We are also an organization run by students, so to assume that we do not reflect the priorities of students is counterintuitive. There are an infinite number of small things we can do to make the union more open. Prioritizing the most efficacious items will be necessary for this success.</p>
Long-term	<p>This should be central to our engagement strategy with marauders. We should solicit, and invite students to present us with the issues hey are concerned about. Although this is certainly a viable plan in the few years to come, this is most poignant with our education department. How much is student driven, vs ed team driven. Ed team has more detail and expertise.</p>

How

Hospitality

Work with the SRA and office clerks to host MSU open houses, and office and services tours.

Working with the clerk and VP Administration to make the front of the office student friendly, we may consider office renovations, and leaving the front doors wide open to create a more inviting atmosphere.

Functionality

MSYou / SLEF expansion to ensure no good student idea gets left behind during the presidential campaign. After each presidential election, platforms will be given back to students to vote on. This can happen through creating a new platform that will allow students to vote on ideas. It can also happen through extending SLEF for a longer period.

Underground Media Creator Database - build a database at the Underground of student photographers, videographers, and web designers. This makes digital media services easily accessible and provides media specialists with an avenue to gain freelance work and build their portfolios.

MSU Job Portal Expansion

We want to expand the MSU job portal to student groups campus-wide so they can post their job/volunteer openings all in one place, instead of being lost within a sea of social media. This will extend to faculty societies so students can submit applications to become

Welcome Week reps. If your club is looking for a choreographer or a set designer you will be able to post this on the MSU jobs portal.

Service Usage Review

By evaluating what services students use, and how students respond to our services, we will be better able to explore opportunities for improvements and budget allocations.

Partners	VP Finance. VP Administration, Office Clerk, SRA - Brian Zheng
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Objective	Accessible Campus – Incomplete
Description	I will advocate to the University to revisiting their infrastructure plan to make campus easier to navigate for students with disabilities and mobility concerns, and restrictions form space pace on gender and or sexuality.
Benefits	Making campus accessible is key to ensuring students have the best campus experience.
Difficulties	Most of this will largely be a university priority. Our goal, which is an incredibly difficult one, is to convince the university, facility services, and associated stakeholders to ensure this is a worthwhile venture for the university...especially given other funding priorities. I need to gather more information on what has already been done to this effect, and what the university already has in plan towards this.
Long-term	Students will have a more accessible campus, and the university will only have to make a one-time investment in the space, and relatively little costs for maintenance. We just have to make a good enough case that this is important for students.
How	We would work with SAS and Maccess to ensure students who have disabilities are aware of http://www.cartographr.ca/ to ensure uptake from this service. Funding for an accessible campus will be prioritized on the university budget submission.
Partners	Facility Services, Maccess, Engineering and Science Faculty, SAS.

Objective	Reducing Campus Waste - Completed Tech Drive
Description	<p>We will be expanding the green food box to La Piazza, Bridges, and TwelvEighty</p> <p>We will also be providing information regarding proper ways to rid yourself of your coffee cups.</p> <p>We will be providing students with information, and avenues to rid themselves of their electronic devices.</p>
Benefits	This continues the MSUs commitment to a sustainable McMaster and safer world.
Difficulties	Ensuring this will be possible is a logical challenge. Hospitality Services will be the lead on this project. Even though we often have opposing interests, this is a space we will have to collaboratively work on. We will have to ensure students are not taking their re-usable boxes home, and other logistical challenges are met.
Long-term	It is my hope that any upgrades we can accomplish this year will serve as a pilot for what this project can be in years to come. A successful first year project will create a self-sustaining model.

How	I have contacted the Director of Hospitality Services to accomplish this initiative. This task will also be delegated to the sustainability committee of the MSU to ensure its continuity. We will be working with OPIRGs committees to provide coordinated efforts on accessibility related initiatives.
Partners	Hospitality Services, Sustainability Committee, OPIRG, UTS

Objective	Optimizing Student Technology – Completed
Description	<p>Almost every student on campus owns a laptop and cell phone. We want ensure students have the skills to use their tech to its full potential while protecting their security online.</p> <p>The goal is for the university to provide students with uninterrupted access to hi-quality broadband access on campus. Critical to this, is to ensure that students are centred in UTS service delivery plan. . We are working with University Tech Services (UTS) on a campus-wide WiFi audit to identify spaces on campus that need to be better serviced. We will work with the Hamilton Intelligence community task force to ensure digital equity and inclusion for students, while also involving students with the UTS admin Board to ensure that students have a voice on internet equity.</p>
Benefits	This will drastically improve the quality of student’s education, and in general, student life. We are looking for the university to make necessary investments in the PULSE, the go centre, and on BSB field, and Thode library, and Mills Library. These are some spots that have come to our radar as priority areas for students.

Difficulties	There are many moving parts when it comes to a project like this. This mostly is an advocacy point, and ultimately UTS will make the necessary investments.
Long-term	UTS currently has a several years phase in plan for upgrading service delivery of broad band for the university.

<p>How</p>	<ol style="list-style-type: none"> 1) The MSU will partner with UTS to create a and circulate a wi-fi survey. 2) The MSU will advocate for a seat on the UTS board of directors 3) The University Affairs Committee will be working with partners in UTS to conduct surveys on the tech needs of students. Based on this feedback, we will be making recommendations to UTS and their partners regarding the tech needs of students. 4) We will be partnering with the student and university stakeholders to host a tech support week a semester. This will incorporate workshops to educate students on campus tech support services, how to backup their documents, how to protect themselves from cyber crimes, and how to get the most out of their tech. 5) We will also be working with Phase One and the new Makerspace to help students fix their electronics instead of throwing them away. By setting up a system on campus for students to repurpose old/used electronics and sell them at affordable prices we can provide more opportunities for students and save students' money
<p>Partners</p>	<p>University Affairs, Student Success Centre Vice President Education, Phase One, University Technology Services Campus Store, Lyons New Media Centre</p>

Objective	Improving the Off-Campus Experience – Neighborhood Assistance Program - Partially Completed.
Description	Living off campus needs to be a better experience for students. The main objective here is to create an experience that can equally compare to students who live on campus. This support system must be informed by the experiences of off campus students. This program will have students who live in student neighbourhoods to be able to provide support for the students who live in their neighbourhoods. We want to create services localized to student neighbourhoods.
Benefits	This is self explanatory. There is significant understaffing and limited resources dedicated to supporting off campus students. Students who live off campus, can be supported, and set up for academic success here at McMaster. Living off campus should not be a disadvantage.
Difficulties	Progress on this is largely dependent on the support of the off-campus experience office and the housing and conference services office. A large part of it is also dependent on collaborating with SOCS and our ability to be flexible and innovative with SCSN.
Long-term	Central to this plan is to create an off-campus CA / community connector program. This will be like the CAs in residence. They will have phones, and can be accessed by students who live nearby. This can also be an emailed service. A similar program exists in Western University. This will need collaboration from OCRC, SOCS, SCSN, and potentially, the city of Hamilton.

How	<ol style="list-style-type: none"> 1) This will happen through the creation of a neighborhood assistance advisory committee. They will be tasked with conducting research of issues concerning off campus students, and recommend an appropriate form of action on developing this service. 2) Working with SOCS to create a commuter connector program for off-campus students who missed Welcome Week, and a year-round support network for commuter students 3) Creating a Landlord Rating System / Wiki-landlord rating system to ensure students' homes are safe and welcoming. 4) We are working with the HSR and the University to renovate and build more bus shelters on campus. 5) We will work with Facility Services to repair the stairs on lot M, and invest in proper lighting in areas on campus where students park.
Partners	SCSN, OCRC, SOCS, VP education, HSR,

Objective	Ensuring Good Governance – Ongoing
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<p>Description</p>	<p>One of the biggest challenges the MSU faces is the yearly overhaul in leadership. I will be working with our internal governance team to review internal processes of the ensure the internal operations of the organization are efficacious.</p> <p>We will also be creating several advisory groups to ensure multiple communities on campus are duly represented on campus, and to the MSU.</p> <p>We also want to show MSU staff and volunteers that we value them so we want to actively invest in their transferable skills by giving them a space for professional development.</p>
<p>Benefits</p>	<p>SRA members are better positioned to accomplish their platforms when they can collaborate with other SRA members who share similar ideas. The SRA will be more open, and are better positioned to engage with their constituencies.</p> <p>Elections are more competitive, and offer support to a wider, and more diverse range of students.</p>
<p>Difficulties</p>	<p>We don't anticipate too many struggles with this. This project will be spearheaded by Kamini Persuad, Makenzy Walcott, and Saima and Sebat Berkri. They will be tasked with creation a constitution, terms of reference, and a year plan.</p> <p>To ensure the project groups are successful, we will need SRA members to take leadership. The success of the projects is solely dependent on them. Our challenge will be getting SRA members to take leadership positions, and seek to push their agenda forward.</p>
<p>Long-term</p>	<p>The long-term goal is to ensure SRA elections are more competitive and well resourced. The people project will be ratified as an MSU club and should be a self-sustaining project.</p>

How

- 1) We will be working with campaign managers to create a team (McMaster People Project) to support candidates who would like to run for an elected position. This will range from faculty societies to BOG and Senate positions.
- 2) The internal governance officer will be working to create project groups for SRA members.
- 3) Each project group will meet and create a year plan, a list of priorities and a list of actions.
- 4) I will work with the clubs administrator to create a clubs council for tier 1 clubs (Clubs Presidents Council, Captains Council – for Varsity Teams, Cultural and Religious Clubs Roundtable, Expanding Presidents Council to include Senate and BOG reps, expanding clubs.
- 5) We want to give SRA members more support in their outreach efforts and will give them a team to help implement their platforms in the form of standardized caucus committees.
- 6) We will consider the VP elections to see if the timing and training of SRA members can be revised to optimize assembly procedures.
- 7) We will be working with the speaker to review Roberts rules to ensure floor assembly procedures and debates are conducted effectively.
- 8) Working to create an international students advisory

board and advocating for fair fees for international students.

- 9) We will be working closely with the past members of the MSU Board of Directors, University staff to upgrade the skills of MSU volunteers so they can get the most out of their time with the MSU.

Partners	Kamini Persuad, Makenzy Walcott, and Saima, Emma Ferguson, Brian Zheng , Speaker – Helen Zheng
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Objective	Strengthening Student Communities – Completed
Description	The success of Clubs, faculty societies, and student communities are essential for improving the quality of life on our campus. We will implement several programs to help support clubs on campus so they can increase their reach and run effectively, and continue to innovate and grow. Students communities will benefit from establishing connections with the student affairs department. Student groups have the audience, student affairs have expertise. There should be intentional idea-sharing and co-creation of resources between these departments.
Benefits	This fosters information sharing across clubs that will emphasize sharing of resources and ideas, co-hosting events, and co-campaigns between clubs and services.
Long-term	Ideally, we can get the conversations started this year with both the University and the local government. I also want to see some small projects funded through Participatory Budgeting and similar avenues.

How

- 1) Introducing an event loan system for clubs. The Clubs Executive Council will grant loans to clubs who sell tickets for their events. This reduces the out-of-pocket costs for student clubs. We will give the Club Executive Council the powers to determine club funding, this frees up the Clubs Administrator's summer to better support club training.
- 2) We will make funds available for clubs and student groups to run programs over the summer and be a part of Welcome Week programs. This will help clubs engage with more students and provide opportunities for more diverse welcome week programming.
- 3) Service and Club clusters will pool together MSU services and clubs with similar interests and mandates.
- 4) I will be considering merging the MSU and CLUBS award at the student recognition night. This sends a clear message to our diverse student groups that we see them, appreciate them, value them, and will invest in the work they do.
- 5) We will open conversations with Greek life (sororities and fraternities) to see how they can best be supported. We can usher in a new era of communication between the MSU, Greek life and the University.
- 6) Working to create a Clubs roundtable where clubs with similar interests can provide updates, and perspective to each other.

- 7) Community and campus partners will come together to train students and student organizations who choose to participate in volunteer projects across the city. The MSU will be able to track the amount of funds raised and hours spent by various student organizations, which allows us to see the change that students make in the city. This will happen through a coordinated community action toolkit.

Partners	Clubs Executive Council, Clubs Administrator, VP Administration, SWELL Student Life Coordinator, Office of community engagement.
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Objective	Health and Wellness – Caring Communities
Description	This project is built around the social determinants of health. When people belong to a community, they are connected to a system of support, and resources they can access. Health is as much as a social determinant as it is an individuals endeavour. The project draws from the way McMaster communities support each other. It will entail partnering MSU clubs and student societies with the wellness center. This will entail working with a select group of clubs, say 40 to begin with, to create a community health year plan and a club's specific health and wellness strategy.
Benefits	We want student communities to be more intentional with the way they take care of the members of their community. We also want them to be aware of the resources available throughout campus partners. As a result, we would have better resourced, and resilient student communities.
Difficulties	The scope of the project is relatively vast. We do not know if student communities will be interested in participating in this project. We also do not know if the student wellness centre has the capacity to do the work.
Long-term	This can be a long-term program that is able to grow, and re-invent itself. If the project is successful, considerations should be given to how it is resourced in the long run.

<p>How</p>	<p>We will have to create a framework for the initiative, and allocate necessary funds to support it.</p> <p>The next steps will be to identify the student groups and clubs that fit the framework. We will connect the clubs to the SWELL – wellness educator program.</p> <p>We will also have to create outcomes, and after the outcomes, create a system of assessment to determine if this exercise was valuable and should be continued.</p>
<p>Partners</p>	<p>SHEC, SWELL, VP Administration, Alison Drew-Hassling</p>

<p>Objective</p>	<p>Creation of the Post-Secondary Access Strategy – Completed</p>
<p>Description</p>	<p>This is a double pronged project.</p> <ol style="list-style-type: none"> 1) Access to post secondary for non-traditional and underrepresented students on campus. 2) We will also be making new investments in childcare for McMaster students.

Benefits	<p>Student-parents face the incredible challenge of balancing raising a child, with all other stresses of being a student. We want to make our campus a family friendly space where affordable and accessible child care options will help student parents chances of success in university.</p>
Difficulties	<p>Childcare; This is dependent on our relationship with the GSA, and MAPS and pending on reaching an agreement with them.</p> <p>Access : This is a collaborative effort between myself and the various stakeholders, and as always when there are several hands working together, conflict can arise, and competing priorities emerge.</p>
Long-term	<p>Our city of Hamilton, and the post-secondary sector does not currently have an access strategy to post-secondary for its citizens. It is essential we partner with other institutions to enhance the quality of life of our community, and work as a co-creator of knowledge.</p> <p>Develop a sustainable system of governance for the childcare centre.</p>

How

Childcare

The MSU will work with our campus partners on a joint child care program. We will revisit the MSU childcare costs and hours of operation to ensure that it is accessible, and can accommodate for students with late night classes and exams.

We will be looking into creating a child minding program in tandem with the Campus Store.

We want to work with the University to provide grants to students who are unable to qualify for provincial and municipal childcare assistance. We will work with campus partners to host a “bring your child to school” day to celebrate student-parents. To make campus more family friendly, we will install change tables in washrooms across campus.

We will also explore partnerships with the McMaster Children and Youth University to support student-parents.

Post-Secondary Access Strategy

Our city of Hamilton, and the post-secondary sector does not currently have an access strategy to post-secondary for its citizens. It is essential we partner with other institutions to enhance the quality of life of our community, and work as a co-creator of knowledge.

In the short term, we will be working to extend CLAY into a full year service. The goal for clay will be to work with community partners,

and student stakeholders to create a yearlong outcome based program that looks to support students in priority neighborhoods in our city.

A collective-impact program will be created to be able to support students from across the city and the GTA.

Partners	Higher Education Quality Council of Ontario, CLAY, Office of Community Engagement, MSU Childcare Centre
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Objective	Affordable Text Books – Ongoing
Description	Textbooks and courseware is a large hidden cost for many students. This is why we want to work with the Provost and Deans to create a diverse campus-wide affordable textbook strategy.
Benefits	Cheaper textbook for students. This will give students ample time to budget their money for the upcoming year and allows students who are visually impaired to make necessary arrangements for their course materials. This also improves the Campus Store's ability to source affordable textbooks for students and reduces the wait lines for textbooks in the fall.
Difficulties	This is probably my single most challenging goal this year. It demands a multipronged approach to advocacy. It will also mean coordinating faculty society presidents, under a relatively tight timeline. There is no guarantee that the faculty societies will share the same priority as anyone else.
Long-term	Our faculty societies must take greater leadership on the issue of affordable courseware advocacy to meet the diverse problems that their constituents face. Through the President's Council and the Academic Affairs Council, the MSU will work to provide the faculty societies with training, advocacy and administrative support to ensure our agendas are aligned and students are able to find affordable textbooks.

How

Course materials should be adopted and communicated in the spring-summer. We will be in communication with the Provost, and appropriate Deans to voice this student concern, and have them commit to early adoption.

We are also going to work to increase the number of textbooks available in library reserves so students can access textbooks without purchasing them. We will be working with the librarians to partner with faculty societies to create faculty specific textbook libraries. This has to be a collaboration between me, the VP (Education), and the librarians.

Professors ought to leverage the volume of their classes to negotiate fair costs for course materials. We will be working with the Campus Store, and faculty deans, and faculty societies to put pressure, and to recommend courses that can leverage such volume.

Classes with multiple cores should be coordinated to ensure all classes will use the same courseware and in the long term, McMaster University and the province of Ontario should model successes in British Columbia and invest in Open Source textbooks.

The MSU will work through Academic Affairs Council, and Presidents Council to coordinate a university wide textbook swap. We will also be working with the textbook buy and swap page to communicate more options for students who would like to buy textbooks online.

We will be working through the courseware committee, and advocating to the university to provide professors with the necessary resources to adopt the open source textbook as part of their course materials.

Partners	Faculty Societies, Provost, Assistant VP Research, Assistant VP Faculty, faculty deans, student faculty societies, the Campus Store, the McPherson Institute
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Objective	Good Food Delivery- Completed Begins in Summer
Description	We will expand the Mac Farmstand and Mac Bread Bin to deliver locally sourced, healthy, affordable food along with student-friendly recipes to students' door-steps through our Good Food delivery program.
Benefits	This way students can have access to healthy affordable food while saving time on buying groceries.
Difficulties	Logistical challenges would be the most severe here.
Long-term	I see this new program being a staple on campus if we can develop a sustainable model for it.
How	We will ensure that the Good Food delivery program is accessible by integrating it into the new Neighborhood Assistant Program, clubs, and faculty societies.
Partners	Mac Farmstand, McMaster Bread Bin, Food for thought, Faculty Societies, CSA- Community food shares, agricultural boxes, Community Food centre Hamilton.

GOALS to strive for

List 5 things that you would like to have prepared for the beginning of September

1. Planned Off campus move-in day
2. Planned University Wide Textbook Exchange with Presidents Council
3. Planned Tech Week
4. Established Clubs participation in Welcome week
5. Clubs summer funding allocation
6. Commuter Connectors – Off campus Students

List 5 things you would like to have completed during the fall term (1st)

1. Green Food Boxes Expansion
2. Good Food boxes delivery
3. Creating Caring Communities partnerships
4. Strengthening internal governance
5. Working with MAPS and GSA to improve childcare

List 5 things you would like to have completed during the winter term (2nd)

1. Second semester textbook exchange
2. Affordable textbook strategy created, and implemented
3. Creating the neighborhood assistant program
4. MSU Job Portal Expansion
5. SLEF expansion

1.4.9.2 Month-by-Month summary;

May – Platforms are important, but they are not at all important. As president, the things you want to achieve are small and relatively insignificant when compared to larger institutional priorities. You will find that many things on your platform are already done, have been considered in the past, or have been slated for a future time. Or the university has not prioritized the things you are prioritizing. My method was not to try and set the agenda, but to try and understand what the university is up to, and look for ways to influence the decision-making process. You can try and set the agenda, that is another way of going about things, but I don't know that is useful. The MSU is an important stakeholder because we are respected as student leaders, and show to be essential in providing critical student perspectives on university priorities.

You will also be attending a lot of events. Maybe 3-4 in the first month. One of the events you will attend is the Valedictorian dinner. You would most likely be seated close to the President of the university at this event. And you would be asked to give a toast. Often, people will write your speech for you. The university hires a speech writer to research you, and find your voice. So don't be too scared or worried. You would have to connect with staff in the advancement office to tell them you are not keen on alcohol.

You will also have to figure out the executive board training and transitioning. Last year we wanted to switch up the training and added case studies. These went very well and should be continued. John and I have been talking about how to make EB more functional. We have both agreed that departments should begin to report to EB. You and the rest of the team would have to determine if you want to go ahead with this. We also should revisit the function of EB to ensure services are finding value in it. EB is not meant to be a support venue. It is an accountability measure. And is essential for strategic planning of the organization.

When you receive the year plans for the services, take time with them. Work with EB, the VP admin and the services AVP to ensure that you all are satisfied with the activities proposed by the PTMs. Do you think they should be hosting particular events. Example, this year a significant issue with WGEN, and MACCESS is the same group of people are using the services. What are their strategies around reaching out to different student groups. Working with other communities, and collaborating across sectors. You make that commitment at the EB level, and you monitor their adherence to this commitment throughout the year.

May is also a great time to take low stakes meetings with student groups, clubs, and societies that want access to you. You will also have your first meeting with **Patrick Deane**. I suggest you use the first meetings to talk about mutual interests, and build that rapport. You will also meet with Karen from Alumni. Her role is to make students have great experiences, and develop moments that want them to come back to be better alumni.

Sometime in May you would also go to the OUSA transition conference. This is where you meet your contemporaries from the province. This is such an important coalition to have. For emotional support, for best practice sharing, and for information sharing. This year, having that OUSA community was essential during homecoming. We all had issues, and we could discuss mutual concerns. People hardly

asked questions when we got the OUSA transition. Ryan and I were really the only people who cared to engage. The MSU has appointment reputation in OUSA, and it is important we remain that way. It would be useful for you to have a sense of what OUSA's priorities this year are. I did not have a good understanding of provincial issues. In your case, you will be in the middle of a provincial election. All the platforms will be done, but there will be a bunch of issues outstanding. The point is, don't take OUSA for granted. I have said that this year, it may be useful not to be president, but eventually we should. Given what the issues are this year, I think next year, would be a good time to consider presidency.

In May, you should take the time to meet all the full-time staff and understand what their jobs are, and if at all you will interact with them. To be honest, you won't. The only staff you interact with are Wooder, John Emma and Victoria, and maybe Maddison. But it's a nice and warm gesture. Show people you care about them and their wellbeing. A 30 min meeting with them will be great. You should also get an invite from the university government relations department, and they would want to talk about your priorities, and get a sense of what is important to you.

You would have your first meeting with SVK, and like Patrick, they just want to get a sense of what your priorities are, and who you would be. Maybe Aidan Johnson will reach out for a meal with you. You should take it. The thing about him is he will say much in private, and it is essential you hold him to account for his words and his priorities. He may also contest for a liberal seat when Ted retires his seat. The alumni awards will be in May as well, you should be invited, and paraded as the MSU president. No speeches or anything. Just a lot of chicken and mashed potatoes, and maybe gravy sauce.

You should also receive an invite to go to the childcare center and have some more potatoes and chicken, but even better...because you would be eating with 5 year olds. I paid interest to the childcare center this year, but it is difficult to do much with that space because it is extremely regulated.

May is usually transition month for everyone in the university really. There will be a lot of conferences, networking events, and best practice sharing seminars. Some local, some international, take advantage of as many of them as possible. Encourage the rest of the board to go, and also the full-time staff if they are so inclined. I also started planning the vision conference with Emma.

The first month for the president is relatively easy. For me I decided not to take any meetings, or speak to any political stakeholders in that month. I did not understand my job. I wanted to understand, and plan before I went out in the world.

June

June is a month to focus on mapping out your year, your priorities, and clearly articulating your vision. By this time, you should have a good understanding of who the stakeholders are, what they care about, and how to influence them. You don't have to know 100%, but you should be better versed on campus climate, and campus politics.

In June we connected for the first time with the provost. It was just an introductory meeting. The president of the GSA Tim for the first time. We worked hard to build the relationship with the GSA this year, and I think you should continue it. The GSA is interesting, because they are important but not as

sophisticated as the MSU. They don't have much money, and chronically underfund university services, where Full time students fund most of it. You would find them to be useful, especially Shawn their VP external. You would also be invited to present to the university advancement team. Talk about the things you value, and the things that are important to students in general. Mary is the individual who is in charge of that large team.

Feel free to donate avteck to support walk a mile in her shoes. Pauline has been supportive of them, and been on the board of directors for a long time. The charity ball childcare classic is going to be happening at this time as well, so you would have to play some golf. Golf is fun!

Training and training preparations happen in June. Brainstorming ideas for the Vision conference also happens in June. I strongly recommend that the board does not play a leading role in training the SRA. This is part of a larger systematic issue. We are just getting trained, and now, we do not have a thorough understanding of what the role actually is. As a result, we provide sub-par training for the SRA, and issues repeat themselves. It is a time though, to identify what SRA priorities are, and look for opportunities for collaboration and sharing of ideas. You should consider brining in external parties to train the board, and you should also leverage the knowledge and the historical context of the full time staff in training. I will also ask that you strongly consider looking at external resources to help with training.

July

When you are settled with the easy meetings in June, July is a great time to start reaching out to external partners. In July, I reached out to the Mohawk president, the redeemer president, the GSA president and the MAPS president.

Planning for welcome week ramps up, and decisions are already made. If there are any university related items you would like to see this welcome week, then this is a good place to start embedding them. I spent July also touring farms with the bread bin team. Me, Hanna and Taylor where looking for partners to expand the good food box program, so we reached out. This was a great way to build trust between me and the services, and build a strong rapport that will go on the help the rest of the year.

We made some critical decision in July. We had the decision to finally move away from frost week and we started to build the program for next year. I was able to connect with the McMaster womanists, proffers I knew where allies of mine. I also met with Anne Portier for the library.

By the end of July we went to Alberta to connect with CASA and the federal lobbying partners. I did find this to be useful for me and Ryan and Urzula to have some time for planning and prioritizing federal issues. To get to understand what the issues are, and to network on a national level. It was also expensive, and funds can be used in other avenues.

July was also a rough month emotionally. Do not be surprised if you feel a sense of doubt. Survivors guilt, and or hopelessness. I mean this with all sincerity and all respect. School will be empty, the VP Admin and VP finance will be all working, the vp ed will soon uber busy, and you could just be in your

office. I remember falling extremely sick, and feeling lonely. I didn't have family or friends here. You do, so I hope things will be better for you.

This is also about the time you would be working on your year plan. My recommendation for you, is to go back and study past year plans from previous presidents. 10 years is useful. Understand the trends, what the ideas have been, see what people have been talking about, and where and how your idea ranks up with theirs. While I reviewed other year plans, I realized that there were not salient academic issues present in my platform. I created space in my year plan to address academic issues if they did arise.

July is also a great time to connect with university deans, and faculty heads. It is a time to understand what the political landscape of the university is. Who you want to talk to, and for what.

What I wish I knew in July, there are 2 tables that are important. One is called PVP (presidents and vice presidents, the other is a table with the provosts and the deans, the next is another table with the associate deans and the AVP Faculty). They meet once a month and all deal with different issues. I wish I could tell you more about them, but you should connect with the provost, and the AVP faculty to talk more about what these tables do, and you can effectively engage them.

As always, the strategy in those settings if out choose to engage, should be tactical, research and evidence driven, and solution oriented. Don't go to them with a problem, go forward with a solution.

I also wished I had engaged more with BOG(Board of governors - they deal with university policy , UPC – University planning committee. They deal with university planning, building allocations and recommendations, and capital investment. UGC deal with undergrad academic issues, like course evaluation and deferred exams and Senate deal with academic policy. The president of the university is the chair of senate and BOG. You should take July to learn how the governing bodies watch, and how you can engage them.

It was about this time I got a letter that a student had died. They were part of the Qsscc. Michael Wooder would help you go through the motions, show you how to handle the situation. In a school of 23,000 people, not everyone will make it through. This really reminded me that our services are important. I wondered what we could have done differently, and if this community let the student down. The work that our services do is so important, and how you communicate your expectation to EB to support students is critical.

July is also a good time to get moving on some of your big ideas. If there is a direction you have to go with our services, or something you would like to create, or evolve, or revisit. July is a critical month to do so. Most of the past reports had said you want to get your projects done in the summer. I think this is important to consider, but don't be worried. It took me a long time to understand my ideas, and to flesh them out. I could not at all get them done in the summer, but spent time to have the ideas developed. You would want to have updates for students once you come back from school. I get it, but remember this is a long game. You have a year. So pace yourself.

August

This is largely a month focused on welcome week, and you should be all on board to support the VP Admin with anything they need. You may also want to take this time to grab lunch or dinner with the staff that are available. We had lunch with the SOPs the newly hired staff. This is great for building rapport.

Towards the end of August, students will slowly start to emerge into campus. This changes the dynamics on campus. Your office will become more busy. And you will constantly be interrupted. Its important you take time to cool down, and take a break before school starts.

August is an ideal time to figure out board dynamics. I don't know that there is advice that can be given, because every board is so different. There are some items to keep in mind. Everyone has students best interests in mind. You should default on trust, and wait to be proven otherwise. Take the time to understand, and critically evaluate your already held beliefs, understand your leadership style, account for your strengths and your limitations, and create an action plan for communication.

For example. Preethi and I had a rough time to begin, through the summer. I was not keen on developing personal relationships with members of the board because of our histories, i was only interested in working. Where other people wanted to hang out, and go places together, my preference was always to stay inside, and do something quiet and low-key. I am a very large abstract thinker, with a big personality. I also spend a lot of time in my mind, and sometimes, assume that other people understand what it is that i am talking about. So ideas are trapped in my mind for a very long time before i get them out, or on paper. And even as at that, it upsets me when others don't understand what I am doing. You would have to find out the balance with your team. Take conflicts as a necessary and natural form of working.

There are all strengths of mine that i was not aware of. It dawned on me early that i was not able to "lead the board" i also think it is not advice. You would understand soon that the president is not the leader of the MSU, nor the leader of the BOD. You are the spokesperson, and these are very different things. If you have a board that is okay with being led, that is different. The VPs are not responsible to the president, they are responsible to the SRA. And they are your peers, and we are all students, so if you have not discovered the means of communication, things can get tense. Tension is part of the process. Don't worry when it happens. Just stay committed and keep going through it.

It would be useful for you all to take personality tests. And if possible, something like the love language tests. These will help you clearly spell out and help you understand the strengths and weaknesses of your board, Emma and the GM. <http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/home.htm?bhcp=1>

<http://www.5lovelanguages.com/>

I might be wrong, and I hope I am, it seems to me that You, Scott, and Kristina are all familiar with each other and already have a strong relationship. And Stephanie is a bit of the odd one out. This is okay. It might be further tensed because Stephanie will spend the most amount of time out of the office. She might not feel as connected with the rest of the board. Which is also fine, you must monitor this dynamic to make sure it does not get in the way of you all doing work. You should build in at least one time a week where the entire board meets to discuss issues and priorities.

I would also recommend you have one meeting a month with the AVPs and the board for coordination, communication, planning and prioritizing. It keeps everyone connected, and on the same page. This is where you have the tough decisions, you can get dirty, and feisty with each other. The decision that is made, should be the decision that should be carried forth and implemented.

August is a great month to also a great time to connect with deans, department heads, and other university folks to understand what their objectives are for the year, and explore opportunities for collaboration.

You would also have to discuss with the board what the welcome week strategy would be. Where you would like to be, and how you would like to be involved. As a board, we decided that we wanted to attend the opening ceremonies for all the buildings and also for the off campus students.

We completely blocked off welcome week from our schedule so we were barely in the office. Make sure you take some time to paint your re suits. This could be a pain if you don't get it done on time. August is also a great time to connect with elected officials. Especially with provincial and federal representatives. Not a lobby meeting, just a meet and greet. And give them a sense of what's happening in the PSE sector, and specially what are the emerging trends on our campus specifically. This year we did not do a good job at working with Dave Christorpheson at all ! Which is not great. We also only had one meeting with Andrea Horwath ! The opportunity is both of these individuals may not be in office next year. So you should form good relationships with them or their replacements.

September

As welcome week ends, we look forward to frost week. But first, you must deal with all the post welcome week drama and politics. This year we obviously dealt with the aftermath of the post-malone concert. When dealing with such situations, its always useful to have one or 2 SRA members you can confide in, and gain their unbiased perspectives !! The advice that you may be given by the MSU staff, although well intentioned, may not reflect the true aspirations of the MSU. You have to take what they are saying, and weight it with what you know the SRA cares about.

In September, you should also ensure that all the MSU committees are up and running, This includes pres council, international students advisory committee, status of women committee, NAC, interfaith council and all the rest. You should also connect with the global Hamilton connect in September to discuss shared priorities and advocacy for the year. These folks will be an ally for the international

student issues. <http://globalhamiltonconnect.ca/> Consider building one of your asks with them, and creating a shared advocacy and research strategy with them.

University committees and projects would also be starting up at this time. You may get many requests to be part of events, be part of planning, and implementation. You would have to decide frankly, which of these committees you want to sit on, where your time is best spent, and what you want to achieve by going to these committees. This is also true for city committees. The city would be out of their summer break, and you may get requests to sit on university committees.

October

Myself and Tuba used this period to figure out the third and 4th year transition week and how we wanted to plan it, and who we wanted to work with.

This is also a good time to connect with the AWWCA and AWCA. If you haven't not connected with the director of McPherson, the director of MUSC, and the director of hospitality services. September is just a lot of work, a lot of meetings, and a lot of running around. Keep your schedule on you, and communicate with Emma and your team.

Think about what you want to achieve, and where you need to go to achieve them. This is a crucial time to connect with faculty societies and faculty societies in our policy creation and implementation strategy.

I had told you this in person, but you should be very intentional in the ways you collect student feedback, and you channel their stories into policy creation. This is where you should involve the SRA in the process.

- 1) Identify what policy the MSU will be working on creating, what services are being reviewed, and what OUSA policy we will be writing, and lobbying on.
- 2) These shall become your key points to consult students on. Consultations should be specific, and intentional.
- 3) Consider visiting clubs, and specifically faculty societies to find out if they would allow you to come into their meetings for a consultation. Have a focused conversation on the policy items, i.e. speak to engineers what their experience has been with transfer credits, or accessing university resources e.t.c
- 4) Then visit their general assembly, give them an update, but also use the general assembly to communicate what you have been hearing from their faculty society, and from the students in that faculty.
- 5) When going to the faculty society council meetings, make sure you are going with the SRA, and you should work with them to take constructive notes of all that has been said.
- 6) Use this consultation to connect students to our committees, and specifically to advertise policy conference.

You can work with Emma and Wooder to help you develop your messaging, and your schedule, you should start this in September, and carry this all the way to before policy conference and do it again in second semester.

Its great to use September to attend student events, and AGMs. I went to the MSA AGM, and the P2C AGM, and Gospel choirs AGM and also the TSA AGM. Pick some events you would like to go to, plan for it, and take time off in November to connect with students.

Early September is also a great time to plan the MSU open house, if you decide to keep this. Feel free to connect with Emma, and Wooder to plan for this early, and build a strong program.

The open house consisted of a series of events, drop ins, office and service tours, and a town hall. Most of the events where not successful, and it came down to poor planning from my end. You will find the schedule for the week attached. This about what you want to keep, what you don't want to keep, and if you want to keep anything at all.

The end of September is really all regular business, meetings, and committee work. It is just as busy as you would let it be. You may get a request to speak with the director of Pangea, or attend events as they com up. You would also be away to attend the OUSA fall GA.

November

The first weeks of November where dedicated to Federal advocacy. Myself Ryan and Stephanie spent a week in Ottawa consulting, and lobbying to federal stakeholders. Before you leave the office for a week, it is important you spend time the weeks prior ensuring all your business on campus is well underway, and do not need you to be here running them.

November is a heavy business month, and it is critical you plan, ahead. Do not overbook yourself, and continue to correspond with your board and relevant university stakeholders. I assume you may be getting extremely tired at this point. Just try your best, stay healthy and hydrated, and keep those lines of communication open. You may want take some time off, and build in some personal time and family time. November was also the time I got a letter that a student had died. These will come up sporadically, you can never prepare for it.

December

December is a slow month, lot of students are gone home, many are writing exams. Take your time here to be by yourself. To time to study what you are interested in, and take some time off. You deserve it. Decompress.

Before you leave, you should also take some time to reconsider your platform. Take stock of what you have done so far. Revisit your ideas, revisit your platform, see if there is anything you would like to add

to your platform, anything you would like to take on, and if there is anything you would like to remove, or are not feasible.

For me, I found in January that it is worthwhile to add academic issues on my platform. I had also realized I would not be able to fulfill the promise to expand the green boxes to la piazza, so i just struck that out of my year plan. Late December / early January is a great time to re-strategize, and rethink your goals and strategize.

From October to November, it would be worthwhile to start reaching out to students you think would be great as president. Reach out, tap them on the shoulder, and encourage them. This should be pretty straight forward for you, but you should just let people know you are available for them. October to January is a good time to start putting out this language. In December we also delegated to the city to inform them about.

January

January is elections. To you, this does not mean much, but it will come by extremely quickly. And you would feel extremely old. January is a great time to really think, and be introspective about your accomplishment and what you want to leave behind for students.

I was more involved than many presidents in the past, providing candidates with research, pointing them in the right direction, and helping them explore their ideas. My rule was only to answer questions that people ask me.

You would determine how engaged you would like to be. You should also consider this time to go through the SLEF portal. I made a decision this year to send out the SELF voter/ portal during the MSU presidential elections. I think this was the right thing to do and should continue, but you would need some more support from Emma, and the VP Finance to make this as successful as it should be.

February

The end of January and the beginning of February where heavily dedicated towards municipal advocacy. We met with city councilors and the city manager and his team. I think we waited to late to meet with Chris Murray and his team, and we should meet with them much earlier in the year, for a meet and greet, and then follow up later in the year with a formal meeting.

We also started working with john the general manager and the succession policy. This was critical at this time, to understand what the plan was if the general manager was ever going to resign, or not be in a position to fulfill his duties.

We had made progress on this, and asked him to draft some language for future considerations. You should follow up with him to ensure that we continue this project continues, and we have a plan for full time staff retirement and succession for our general managers.

It was about this time I got a letter that a student had died. This time I knew her. She was my Friend. I had to give her parents a call and sent them a letter of condolence. It was a tragic loss. I sent February working on several academic issues, including recommendations room UGC, exploring the PASF and CASS report.

March and April.

These are integral months, and these months will showcase how much respect you have built in the year. There will be people who will not get back to you because they feel like you are about graduating. Others may intentionally wait you out, or stop returning your messages.

At this point, it is also essential you touch base with the committees you are a part of and work on a succession planning for all of them. Ask the individuals in pres council to start creating their transition reports. If you have a meeting with a group, try your best to have the individuals successors in your meetings. You may also at this point want to start considering what's next for you. Do you want to get a job in the university, do you want to get a job in politics. Think about what you want to do next, and position yourself for the best success.

You have a responsibility to set up your successor for success. Provide them with as much information, facetime and resources. I hope I have been able to do the same for you. You are in charge now of continuing the legacy.

1.4.9.5 Human Resources information;

Succession Policy- <http://www.workforce.com/2005/02/23/a-sample-succession-planning-policy/>

This was one of the more tricky item to deal with. Look at my drive and explore the succession policy file. There should be information on there. This was one of the more tricky items for me to deal with because I had no idea where to start or where to go. But I tried to figure it out like everything else. We moved slowly, and with little direction, but we got a bit done.

The reality in our organization is that we have several staff that are close enough to the end of retirement. If 3 of them decide to retire coincidentally at the same time, this will be bad for the organization. We will of course loose incredible staff, but we will also loose historical context, and will spend sufficient time of the board, and the GM hiring and onboarding new full time staff. The learning

curve might be steep for an external hire. The other reality is that when staff have been working for a very long time, the job is molded in their image. Shortcuts in financials, how they budgeted, the relationships and the deals they have, become personal relations, so when a new person comes, there might be very little to go off.

Good succession planning saves time, energy, and resources. It also saves money. It is unwise and irresponsible, and probably illegal to fire a staff close to their retirement or because of age discrimination. There are tools, that with the consent of the staff, and with proper planning, we can facilitate volunteer early retirement, and proper planning. It makes sense if a staff retires a year later, or earlier, as a result of a well laid out plan.

You will have to be working with John on the succession policy. There are somethings, we have agreed the all MSU departments should report to EB. This could be once in a term, but there must be some way of accountability, and record keeping that goes beyond the GM. This is also consistent with our EB Bylaw. We were also going to meet with the university HR department to receive advice on best practice sharing. John given the current MSU policy, was meant to draft a policy framework, to be reviewed by me, and then the BOD, but we ran out of time.

The GM may advise you start this project later in the year. I think this project should be completed before September. As summer is an appropriate time to focus on organizational improvements. It will be worthwhile following up on this with the general manager, review the files on my computer, review online resources, and work with the GM and the operations coordinator, as advised by the GM on this.

Sample Succession Policy

Policy statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of [*insert agency name here*] to be prepared for an eventual permanent change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until new permanent leadership is identified. The Board of Directors shall be responsible for implementing this policy and its related procedures.

It is also the policy of the Board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization's mission, vision, values, goals, and objectives; and who has the necessary skills for the organization. To ensure that the organization's day-to-day operations are not interrupted while the Board of Directors assess the leadership needs and recruit a permanent Executive Director, the Board will appoint interim executive leadership. The Interim Executive Director shall ensure that the

Why would I use this tool?

See Step 2.

This template can be modified to meet the needs of your agency for a Succession Policy.

organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, reports due, contracts, licenses, certifications, memberships, obligations to funders of *[insert agency name here]*, and others. The Interim Executive Director and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the search committee according to the guidelines established for the search and recruitment process.

Procedures for succession:

For a temporary change in executive leadership (i.e., illness or leave of absence) refer to the organization's emergency succession plan. In the event the Executive Director of *[insert agency name here]* is no longer able to serve in this position (i.e., leaves the position permanently), the Executive Committee of the Board of Directors shall do the following to appoint an Interim Executive Director.

Within fifteen (15) business days appoint a Transition Committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least one member of the Executive Committee and two other members of the Board of Directors. It shall be the responsibility of this committee to implement the following preliminary transition plan:

- Communicate with key stakeholders regarding actions taken by the Board in naming an interim successor, appointing a Transition Committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as lenders and investors of *[insert agency name here]*, government agencies, etc.
- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- Review the organization's business plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a time frame and plan for the recruitment and selection process.
- Refer to the Executive Director Hiring Policy and Procedures in the personnel handbook for additional procedures.
- The Board should use similar procedures in case of an executive transition that simultaneously involves the Executive Director and other key management. In such an instance, the Board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organizations.

Summer Hours and Wage Grid

The Board of Directors, after consultation with the Full-Time Employment Committee, approved amendments to the Full-Time Employment Policy. Make sure you read the Policy. Know what is in it.

In addition to the updated policy, the Board approved amendments to the Full-Time Staff Wage Scale. Along with applicable seniority increases, we have approved a .75% increase to the Full Time Wage Grid and an increase to the MSU RRSP Matching Plan to 4.5%, both retroactive to January 1st , 2018. Lastly, the RRSP program will increase to 5% January 1st, 2019.

The Board has approved the option for amended hours commencing the week of April 30th and ending Friday, August 24th. To clarify, if holidays are taken on the Friday they constitute a full day of holiday. Please see below the options available and forward your choice to John early next week. Once submitted, please adhere to the schedule for the summer.

These were the significant wage changes that was implemented this year. If the government of next year, does not want to go ahead with increasing the minimum wage, then you might want to revisit changes to the RRSP program, and leave it at 4.5%.

SCHEDULE OPTION 1:

	<u>Start Time</u>	<u>Lunch</u>	<u>End Time</u>	<u>Total Hours</u>
Monday	8:00 AM	1 hour	4:30 PM	7.5
Tuesday	8:00 AM	1 hour	4:30 PM	7.5
Wednesday	8:00 AM	1 hour	4:30 PM	7.5
Thursday	8:00 AM	1 hour	4:30 PM	7.5
Friday	8:00 AM	no lunch	1:00 PM	5

SCHEDULE OPTION 2:

	<u>Start Time</u>	<u>Lunch</u>	<u>End Time</u>	<u>Total Hours</u>
Monday	8:30 AM	½ hour	4:30 PM	7.5
Tuesday	8:30 AM	½ hour	4:30 PM	7.5
Wednesday	8:30 AM	½ hour	4:30 PM	7.5
Thursday	8:30 AM	½ hour	4:30 PM	7.5
Friday	8:30 AM	no lunch	1:30 PM	5

SCHEDULE OPTION 3:

	<u>Start Time</u>	<u>Lunch</u>	<u>End Time</u>	<u>Total Hours</u>
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Monday	9:00 AM	½ hour	5:00 PM	7.5
Tuesday	9:00 AM	½ hour	5:00 PM	7.5
Wednesday	9:00 AM	½ hour	5:00 PM	7.5
Thursday	9:00 AM	½ hour	5:00 PM	7.5
Friday	9:00 AM	no lunch	2:00 PM	5

Commencing August 27th, the hours will revert back to the regular office hours of 9-5. If there are any amendments from this schedule, please ensure it is approved by your supervisor.

1.4.9.3 Important dates, deadlines, and bylaw or operating policy requirements;

Ikram's Notes at the Transition Retreat.

Outlining Budget Submissions → VP Ed will have

- City
 - Budget due Feb
- University
 - Budget due Jan
- Federal
 - Budget due Jan

Committees: lobbying opportunities

- **SSAC (Student Services Advisory Committee)**
 - **4 committees within the SSAC**
 - Email Eva the names/emails
 - John and SVK will help with orientation
 - In the summer if you can...
 - Starts in September
 - Find one student for each committee to be on it for two years (transition)
 - **1)Ath/Rec(3)**
 - **McMasters Varsity Leadership Committee**
 - **2)Students Success Centre(3)**
 - **3)Wellness Centre(3)**
 - ****need to find people to sit on it****
 - **4)Welcome Week Advisory (WAC)**

- This committee deals with the following ancillary fees: 430\$ ~
 - Ath/Rec
 - Student success center
 - Wellness center
 - **President's Advisory Council for Community Relations (PACR)**
 - Bylaw Enforcement
 - Municipal Budget submission
 - Coordinate the SCSN Coordinator
 - Right before PACR invite Trish (Campus Events)
 - Right before homecoming
 - **Ainsley Wood/Westwood Community Association**
 - Two representatives from these two communities

President's Advisory Council for Building an Inclusive Community (PACBIC)

- Subcommittees
 - Gender Based Violence
 - Race / Racialization
 - Ableism/Saneism/Health
 - Accessibility

Note: make sure that the year plans have PACBIC → Make sure there is communication around these subcommittees

I.e accountability measures: ask them to report / add to their year plan.

- Maccess
 - Wgen
 - Diversity services
 - Pride
- Make sure you meet the EIO/Case Management
- Board of Governors / Senate → Make sure Emma puts you on the list for mailing.

University Committees - <https://www.mcmaster.ca/univsec/members.cfm#>

Board of Governors (BoG)

[Ask about the subcommittees]

- Once a month
- i.e the board that passed the smoking ban policy

- What do they TALK about?
 - University Budget
 - University Policy
 - University Tuition

Senate

- Academic issues
 - i.e course management policy
- Creating new programs

Note: Ask the University Affairs AVP to look at the Agenda

Undergraduate Council (UGC)

- Associate Deans sit on it

University Planning Committee (UPC)

- Layout / Infrastructure on campus

Deferred Maintenance

MUSC Board of Management (chair)

- *Victoria circulates the agenda*
- *Lori books the room*
- *A level of governance and accountability to the space*

Admin Con

- *Have the board prep before admin con*
- *No agenda*

ITSAC

- *Get that person to report*
- *Encourage presidents council to send reps*

University Budget Committee

- *Determines the University Budget*

Internal Committees

SRA

- *Committee of the Whole*
 - *Put this information on the agenda*
- *Use the SRA as a focus group*

- *CMFU inc*
- *MSU Inc*
 - *The corporation*
 - *Expedenitures*
 - *I.e 100,000 for the Grind*
 - *Abstain from msu inc*

Executive Board

- *You can rotate the chair*
- *Operationalize EB*
- *Part time issues committee (start it in september)*
 - *I.e the internal governance person is the chair*
 - *One class of every staff i.e the IC/1 CSR*
- *Departments Report (you should do it)*
 - *campus events*
 - *Avtek*

Fulltime Staff

- *Fulltimestaff meeting*
 - *First 15 minutes meeting without the board*
- *Fulltime staff issues committee*
 - *John is the chair*

Subcommittees that Chukky Started

- *International Students Committee*
 - *Make it an operational policy*
 - *Give it to Internal Governance*
 - *Jiayi*
 - *Get data from Ana from ISS to set this up*
 - *Robert Wood / Ana are on this committee*
 - *Invite the Global Engaged Coordinator (SSC)*
 - *iF the interculture person is hired*
- *Interfaith Council*
 - *Has an operating policy*
 - *Reporting to the SRA*
- *Womens Issues*
 - *Emma has the mailing list of all*
- *Communicate University resources*

Neighborhood Assistance Committee

- *Operating policy*

- *Off campus issues*

Clubs Executive Council

- *Clubs admin chairs it*
- *Ask for a meeting for the chair*

OUSA

- *Being engaged*

Provost

- *mid term evals*
- *Affordable textbooks*

Reaches:

Karen, Gov Relations,

- 1) *Meeting Faculty Deanes / Associate Deanes*
- 2) *David Ferar sits on meetings with academics, see if you can talk about your priorities*

1.4.9.6 Project descriptions, evaluations, and status reports;

Life after Mac

From January 9 - 12 we created a program for students to take part in any of the variety of events geared to the student who will soon graduate from McMaster University. It was dedicated to transitioning out of undergraduate studies and into something new. I think the initiative was a great success. I have spoken to Scott about this a bit more, and you can follow up with him, but i had to significantly curtail my vision and compromise for alumni services. The Hasan Minaj event was fantastic, in the sense that we had a full house, and students had a great time.

I have also spoken to Sean VK about it, it will be worthwhile asking for a follow up, and also speaking to Gina bout this. For the LAM program, we need to have programs that can adequately prepare students for the workforce. I imagine panels, drop in conversations, online engagements around this topic.

I wanted to have an event for racialized students who are graduating, and a focused conversation about navigating interviews, and resume creation as a racialized person. I also wanted to have events for women about negation your paycheck, and the gender wage gap. I also imagine events in general about negotiation, but more so, what are the trends in the labor force. You know when you go to see a career councilor, they are fantastic, they give you help, but they don't help you see the big picture. What is happening in the job market, what should students know when to apply, what types of jobs are more available, what types of jobs are less available. Something line entering the workforce 1A03. Another way you can do this, is by partnering with student groups. If for example the women's committee wants

to put together an event, or Macafricans wants to put on an event, that would be another strategy. If you want to go in this direction, you would have to decide.

You can also partner with faculty societies to have some specific faculty events. Bring back faculty night, and clubs fest. These were important events, and oversight from the planning committee.

Vision Conference

On June 17, the McMaster Students Union will host the Vision 17 conference. Open to undergraduate student leaders from all areas of campus, Vision 17 will be a day of workshops, networking events, speakers and reflection exercises. The Vision conference is an Idea Exchange and networking event, and not necessarily a “training” It is a peer to peer idea and best practice event. See SUDS- Student Union development conference for ideas on how to improve vision 2018.

Opening remarks were be delivered by MSU President, Ckukky Ibe, while the keynote address presented by Sean Van Koughnett, Dean of Students and AVP Student Affairs of McMaster University. Further, Anushay Irfan Khan of the Student Success Centre lead a shared visioning event to conclude the day. Along with guided discussions and talks, Vision 17 includes spotlight breakout sessions, and post-graduation reflections, led by student leaders from across campus. These leaders will represent a cross section of Clubs, societies, programs and services, offering a truly holistic impression of student leadership at McMaster University.

The purpose of Vision17 is to focus on collective impact programs, strategic visioning, and collaboration between student government, student life staff, faculty society representatives, Clubs, and community leaders. Vision17 provides numerous opportunities for student leaders to share best practices, and brainstorm opportunities for the upcoming year.

The Caring Communities Network

<https://www.msumcmaster.ca/governance/board-of-directors/president/the-caring-communities-network>

The MSU and wellness educators from the Student Wellness Lounge (SWELL) identified the need for a local resource person embedded within student communities to support the effective use of the University’s programs to support student wellbeing.

The Caring Communities Network responds to this need by encouraging communities to register a Wellbeing Liaison, who will represent wellness within their club, group, or organization.

What is the Caring Communities Network?

The Caring Communities Network is a program that exists to build capacity of students to support and enhance student wellbeing. The program will:

- Provide orientation to promote effective use of student health and wellness services, resources, and promising practices by student leaders in student groups;
- Build connections for sharing best practices across student communities;
- Provide better support for student leaders who are already assuming some or many of these responsibilities in their respective units;
- Facilitate conversations about the proactive practices student communities can employ to enhance the wellbeing of students in their communities

What is a Wellbeing Liaison?

Each group that joins the Caring Communities Network will designate a group member as a Wellbeing Liaison. Liaisons are responsible for helping to connect students in their communities to initiatives related to student health and wellness.

This role also serves as a local resource, providing support for all members in a community who may have questions or need assistance accessing services and resources, thereby facilitating capacity building within student communities. Student communities may decide to create a new role within their executive structure or decide to adapt an already existing role, i.e. Club Chaplain, VP Social, etc

How can my community benefit from this network?

This program will recognize and enhance the work being done to promote wellness in your community. This program provides the opportunity to:

- Receive free health and wellness based training
- Collaborate with other groups
- Share resources and ideas
- Promote your health and wellness initiatives to individuals and groups who share your goals or may benefit from your programming

How can my community become a part of this network?

To become a part of the Caring Communities Network, determine who will act as your Wellbeing Liaison and fill out [this form](#). Please register promptly, as the current program capacity is limited to forty groups.

CCN Report

Introduction

Being the Caring Communities Network Project Coordinator has been an honour and a daunting task. My evaluation and attempt at establishing this project has been difficult because of the timeline; the Clubs department was undergoing changes and ratification processes, the Student Wellness Centre/SWELL was also conducting larger projects with limited personnel, and it coincided with my other commitments relating to graduation. That being said, I was able to conduct a survey with various campus communities, have multiple conversations/meetings, and evaluate this project's work thus far. I have enjoyed this opportunity immensely, and look forward to seeing what occurs in the Caring Communities Network in the future.

Overview & Timeline of Work

After being hired in January, I set out on scheduling meetings with relevant campus affiliate offices to this project, including the office of Student Support and Case Management (SSCM), Student Wellness Centre (SWC), Student Wellness Education Lower Lounge (SWELL), and the Clubs Department. I met with each of these stakeholders, as well as the previous Training Resources and Research Assistant of the MSU in order to receive their insight into the landscape of wellness at McMaster. Following this, I posted multiple times in a Facebook group for MSU Clubs Presidents, in attempts to gauge their interest in the project and in being involved for next year.

Plans were established to include Caring Communities Network in Clubs Training for the 2018/2019 year with the Outgoing Clubs Administrator. This would be a short presentation to get folks interested, where they could then sign up for the rest of the year to be included in initiatives like a newsletter or other communication that would allow them to be part of training and events regarding wellness at McMaster. Likewise, the idea was pitched to include "sign up" for CCN in the Clubs ratification process, so those conversations are ongoing. The outgoing Clubs administrator was incredibly interested in the continuation of this work, and immensely helpful and accommodating. A relationship should definitely be maintained with the Clubs Administrator

Meetings with McMaster stakeholders (outside of the MSU) were similarly very positive. These connections will be elaborated on in the "Connections with Campus Partners" section. They were sometimes difficult to establish because of the timeframe of the work, but overall they were positive experiences.

After meeting with Taryn Aarsen from the SWELL, I published a survey to gather feedback and information from clubs and communities on campus on their experiences with wellness programming at McMaster in their organization.

Survey Results

We did not receive substantial results, but the responses we did receive were well spread across the diversity of the communities on campus (different types of clubs, cultural groups, faculty societies, and Greek life communities were represented). I believe that this allows us to understand a good range of student life, though I would not consider us able to truly extrapolate this data to the entire student population.

The full results of the survey and other resources will be shared in separate documents, but below are three examples of relevant findings from the survey:

Through these responses alone, we are able to see that there is a significant desire to provide wellness programming and support *for* students *by* students in their communities, as well as a recognition that wellness is being provided by these communities even when it is not their main intended function.

Some of the more detailed survey responses allow us to understand how different groups would like to provide wellness programming and support to their members; specifically, there was a recognition by “non-wellness” groups (McMaster Musical Theatre & Absolute Pitch) that having at least one member be trained in wellness awareness and community resources would be beneficial to the community as a whole. Three of the respondents explicitly recognized wanting to be part of the Caring Communities Network next year, and were interested in attending relevant training resources and workshops; from my awareness, one or two group respondents were part of CCN to some degree this year (2017/2018). Overall, there was recognition, willingness, and appetite for campus communities to be more connected to mental health and wellness resources.

Connections with Campus Partners

SWELL

This connection is obviously crucial to the continued success of the Caring Communities Network. Taryn Aarsen has been an incredible resource with this project and to me, and meeting with her allowed me the insight that I needed into the reception and difficulties of CCN this past year. I was given access to SWELL’s resources on the Caring Communities Network pilot initiatives from this past year. The insight that I received from Taryn and these resources enabled me to see the orientation and opportunities that SWELL made possible for those involved in CCN this past year, as well as what people want to see. These were supported again by the survey that I conducted. Specifically, SWELL’s ability to provide education around health and wellness makes their involvement of paramount importance to next year’s continuation.

This past year was difficult for SWELL due to their lack of staff and increased number of projects. That being said, they were still able to host orientation for CCN members, and they (and the Student Wellness Centre) became a SafeTalk educating space as well. With the addition of another Wellness Educator and other staff that could support this project, they are able and eager to empower our communities to become more aware of and active in an environment that supports the mental health and wellness of its members.

SWC

The Student Wellness Centre was very supportive of CCN and the SWELL's involvement with the project. They were very supportive of the educational piece of the project around what resources are available to students and community members for support of mental health concerns. They were not supportive of most thoughts and initiatives of "peer support" within the MSU, and our meeting allowed them to understand what the connections are between the MSU, students, and our community resources. They will continue to be supportive, and are excited about the opportunities that students can take regarding education around mental wellness, and supporting the Peer Supporters within the MSU.

SSCM

The Student Support and Case Management Office, specifically Allison Drew-Hassling (but supported by all members of the Office) were incredibly supportive of the initiative of the Caring Communities Network. They appreciated the continued connection between the MSU and SSCM, which was conducted largely through the TRRA this past year. Meeting with them confirmed that they would be supportive of a Resource Library held on the MSU website regarding mental health resources, as well as supporting Peer Supporters within MSU services and the CCN as well. They were also interested in the formalization of a response protocol for MSU Service volunteers and other peer supporters, to ensure that a McMaster-centric approach to support in times of crisis or otherwise are known by those who need that procedure outlined. They will continue to support the necessary measures that need to be taken within the MSU and in partnership with campus stakeholders like themselves to ensure the safety, support, and mental wellness of all community members at McMaster.

Other Partners

Many conversations outside of these main stakeholders were held, and support was felt most explicitly by COPE McMaster – A Student Mental Health Initiative, who have been instrumental in providing SafeTalk training to students on campus in the past few years. They expressed appreciation for CCN and hope for the future where our communities will support its members most fully. Likewise, campus partners that are not officially recognized, like sororities and fraternities, were interested in being part of the CCN in the future, and were happy to discuss their current activities that support the mental wellbeing of their members. If any further elaboration is needed, please feel free to reach out. I would be happy to answer any questions.

Recommendations for Next Phase of Project / Action Plan

The work of the past few months has provided great opportunity and insight into the needs of campus communities. It has allowed me to recognize the necessity of supporting our campus in providing mental health and wellness resources and programming to our students. My recommendations fall in plans for the Project Coordinator role, as well as for programming more generally.

Project Coordinator Role (Recommendations and Transition Information)

Based on my experience in this role as well as in reviewing what students, communities on campus, and campus partners are looking for, I would recommend that this role be maintained in a part time basis, from August 1 – April 30, each year. That being said, with the newness of the project, I would like for my

successor to be hired for this summer, if possible. This would allow for creation of materials, orientation, and schedule, in collaboration with the new Board of Directors, supervisor/Executive Board, and SWELL. I likewise believe that this role should be a connection between the MSU and SWELL, thus recognizing that reporting structures need to be more fully determined. This role could be housed in SHEC, with the CCNPC being an external-facing executive member of the service, who still reports to the President and SWELL, but this would ensure updates are provided to EB. I have some reservations about CCN being housed in an MSU service, as this network is meant to be essentially external to the MSU, but I believe that a connection with SHEC would allow for greater awareness of resources, accountability, and support for the CCNPC.

I believe that this role could potentially be recognized at 8-12 hours per week, with the understanding that there will be times where the hours could be more substantial, or lesser, depending on the time of year and phase of project.

Upon hiring, I would encourage the CCNPC to go through an orientation with the MSU Network administrator as well as their direct supervisor(s). This would ensure familiarity with the MSU computer system, website, and reporting procedures, as well as set the CCNPC on the path of creating a robust information page about CCN (based off of the page currently on Chukky's President page). Following this introductory session, I would encourage the CCNPC to have introductory meetings with the Wellness Educators in SWELL, Allison Drew-Hassling in the Student Support and Case Management Office, Rosanne Kent with Student Wellness Centre, and the MSU Clubs Administrator. This should orient the CCNPC to the work entailed.

I would encourage the CCNPC to create a schedule for the following school year, in collaboration with Clubs Administrator and SWELL Work/Study and Educator employees. This schedule should include events, workshops, and deadlines (including for applications for wellness funding).

Finalizing a system of application for wellness funding (as was created by the outgoing BOD) is a priority for the CCNPC. This should be the first task, in collaboration with the VP (Finance), based off of the system for Sponsorship and Donations. I would not want the available funds to be too significant, but enough to alleviate financial stress on our communities. This would be determined in accordance with the size of the budget total in comparison to anticipated CCN members, all through the VP (Finance). The pitch presentation for MSU Clubs Training (<30 minutes) should be then created, and the orientation following for those who sign up after that pitch (in collaboration with SWELL).

Over the course of the year, I would encourage the CCNPC to create a resource page on the MSU website on the CCN page, which could include campus and community links, information, and resources. This could also be where the funding application is housed. In addition, the CCNPC would control the Wellness Funding "grants" in accordance with VP (Finance), and supervisor(s)/EB. The CCNPC would also help to coordinate informational sessions/workshops, and presentations to CCN members by the SWELL and other community partners. Finally, depending on the other demands, the CCNPC should end off the year with a review of how the CCN has functioned, with another survey of participating communities, and further recommendations moving forward.

A projected timeline for this work can be found below.

Programming Recommendations

This role should be connected with the TRRA to understand the standard of peer support and mental health awareness within the MSU in order to adequately communicate these standards within the Network/with CCN liaisons.

The Caring Communities Network, in collaboration with the SWELL, could be a way for students and community members to access training and education surrounding mental health and wellness, like SafeTalk training (which is available for the 2018/2019 year through the SWC/SWELL), as well as other relevant programming and information provided through MSU services and McMaster departments (i.e. the Equity & Inclusion Office’s HEART series, or Maccess’s disability discussion sessions).

Projected/Recommended Timeline

Time Period	Tasks
Summer 2018	<ul style="list-style-type: none"> · Meet with campus stakeholders · Establish schedule with SWELL for programming throughout the year · Create some promotional information and material, to provide online and at Clubs training · Determine funding structure with VP (Finance) · Publish information on CCN (and relevant wellness resources) on its own page on the MSU website (should be an ongoing project)
Early Fall Term 2018	<ul style="list-style-type: none"> · Present a pitch to clubs and non-club communities for CCN (present at Clubs training & with individual communities/host information nights) · Registration period for CCN · Orientation for CCN
Late Fall Term 2018	<ul style="list-style-type: none"> · 3 events / informational workshops hosted for interested CCN members by end of term

Early Winter Term 2019	<ul style="list-style-type: none"> · Evaluate budget (ongoing) and promote CCN (also ongoing)
Late Winter Term 2019	<ul style="list-style-type: none"> · 3 events/informational workshops hosted for interested CCN members by end of term (recommend that majority of these be held early in the term) · Be involved in Club ratification process (potentially just to indicate interest in being part of CCN) · Review of CCN / Transition report – survey of participating members, and creation of a report much like this

CCN In Welcome Week

Maybe CCN has a place in welcome week. I floated the idea out with the last board, but with all the changes at WWAC, and the pressures it put on the VP Admin, and the introduction of the community engagement pillar to welcome week. So consider this an item for your consideration. We talked about this as a board, but wanted to create a basis and a foundation before expanding. We could not expand a project that did not exist yet.

For a while we have been looking to put our fingers on the right welcome week program for mental health. From feed your Hipo to ways to wellness, and they all have something good about them. I think though, that the caring communities model, provides a robust framework to be integrated into welcome week. It is simple enough, local, and very much all encompassing. It covers mental health, could cover mental illness, and looks to work with communities to develop localized, and community specific responses to health challenges.

A caring communities initiative in welcome week, would acknowledge that its not always the individual, but we are placed in environments and institutions that affect the decisions we make. For example, the reason i was healthier in high school was because i and a groups of friends who i played soccer with every weekend. I might still like to play soccer now, but no longer have the same group of friends, no longer live in the same neighbourhood, and have the same response to that environment.

The communities we come from provide incentives and stimulus that encourages us to be healthy. Its not always on the individuals. Most individuals know that they have to eat well, to get rest, and exercise. But we still do not do that, so simply telling us to do that, doesn't actually make a difference in the choices we make. So the challenge could be, how do we create a culture on our campus, that allows for roommates to go working out together, that allows for a clubs to sign up in an intramural team, that allows for classmates to take good study breaks. I think its more about the communities of care, than it is about telling people as individuals what to do.

As a result, I propose we change the ways to wellness campaign into the caring communities. Or at least we adapt it. And it doesn't have to be the name verbatim "caring community." But as long as the underlying concept is sound. Through this project, we can also feature the caring communities network. We can also create a year long wellness strategy that is also connected to welcome week. Its built around the concept, that friends help friends, find help, to the gym, keep each other accountable, encourage healthy behaviours, but also communities support their members to do the same. This could be a unique community that experiences a mental illness, or a community that is more interested in overall mental health. This could be a community that wants to make sure everyone is registered for intramurals, this could be a faith based community, a religious community, as long as they are a caring community.

Athletes Support

I spent a lot of time this year advocating for student athletes. The major issues that had come up was the need for clarity on the MSAF policy. One student told me, that her professors did not grant MSAF a day after her game. She could only use it during her game. I.e if she had a game on Sunday, and wanted to defer a test on the Monday, it would not be granted. But to this student, a day of recovery is just as important as the game day.

The other important thing is the cost of safety. This was jarring, for many student, it is extremely expensive to play, and even more expensive to stay safe. They take time to travel long distances, without having an "official driver" one student told us they got into a non-fatal accident a short while ago.

The last item as transparency in their funding allocations. Where is money coming from, and where is it going, and why is it going there. There was concern that there was so much waste in the system, that individuals who were getting the short end of funding needed that. The football team for example gets fed after their games, and no such funding is available for the women's rugby. Also smaller and newer teams despite their best efforts, do not have the same alumni base that a rugby team would have, which also negatively impacts them.

For the rec teams they have similar concerns. They are chronically underfunded, basic things like good costumes, are not available to them. They cannot reach the next level of excellence if they want to.

Tuba and I advocated for increased funding for our rec teams. We focused on this one issue as we were nearing the close of our term. We secured additional funding for rec clubs, about \$5000 more funding,

and made a commitment to on going consultations and stronger relationships with our good friends in ath and rec.

McMaster People Project - MPP

The McMaster People Project is an a-political team of student leaders committed to cultivating diversity and excellence in student leadership across campus and in the Hamilton community.

Vision; to cultivate effective student leadership and representation. To continue this project, we just need to hire an executive team. I thought about making this a service, and getting rid of the MSU wants You committee. But i was not to sure if that wsa the right direction.

Mission; to fill every seat, with the very best.

Objective; Our primary objective is to support students in effectively contesting for elected positions, and filling departmental seats. These include all MSU at large and internal elections, university governing committees, departmental committees, and relevant positions in the city of Hamilton.

Objectives.

1) Information

Providing students with pro-active, accurate and non-biased information about campaign opportunities on campus.

2) Recruitment

The MPP project will be a chief recruiter of talent on campus. We will form strategic relationships with relevant student groups to ensure a diverse pool of candidates.

3) Resources

Supporting recruits through engaging, dynamic and relevant training resources. Ensuring that candidates are aware of critical issues on campus, and in the city. Providing training on effective campaign tactics strategies.

Team Structure

1) People Project Co-Chairs – Will represent the MPP to relevant university stakeholders. Will call meetings and ensure the MPP is acting within its mandate, ensures it remains a-political, and representatives are non-partisan.

- 2) Secretary – Will be the record keeper of the MPP. Will ensure all members all executives are not violating MPP community expectations and practices.
- 3) Training and Resources Personnel – Will coordinate with Hamilton Centre for Civic inclusion to facilitate diversity on board training for all recruits. Will seek out effective training resources for recruiters and ensure completion of training modules. Will provide opportunities for experiential leadership opportunities like public speaking, writing, critical thinking, community building and and campaigning.
- 4) Recruitment Team – Will make strategic partnerships, facilitate workshops with communities. Will ensure diverse candidate pools for all relevant elections.
- 5) Issues Team – Tasked with keeping the most up to date record of university decisions, from university governing committees, MSU governing committees, and city of Hamilton governing committees.
- 6) Talent Management - Will ensure that the internal conflicts are resolved in an effective manner and the integrity of the projects, and its team, and recruiters are never compromised. Will work with the team to create terms of understanding, and acceptable behaviors.
- 7) Events Team- Will work to create events to promote, and increase the brand awareness of the people project. Will host a conference every year to support students navigating student elections.
- 8) Campaigns Team – Will consist of communications advisors, camping logistics advisor, volunteer management advisors, and relevant teams to advice students on practical campaign strategies. They will be able to provide training and resources on all relevant elections the MPP will be supporting.

SLEF

The Student Life Enhancement Fund provides seed capital and financial support for student-run and University -based service providers to expand their programming, infrastructure and/or operations. The fund is intended for initiatives that demonstrate a commitment to improving and enhancing student life. The Student Life Enhancement Fund is administered by the Student Services Committee (SSC).The membership of the SSC consists of representatives from the MSU and the University and is accountable to full-time undergraduate students for the governance of the Compulsory Ancillary Fee Protocol and the use of student fees levied by the institution.

Funds are made available through the collection of undergraduate student services fees targeted for this purpose. A portion of the student services fees collected is earmarked for new and innovative programs on an annual basis and used to promote and support the student experience. By inviting the University community to submit an idea, we are promoting projects that are creative, innovative and enhance the undergraduate student experience. The Student Services Committee is responsible for the approval of such initiatives. As part of our commitment to accountability, the results and outcomes are reviewed by the Committee to ensure funds are properly allocated for the targeted purpose and objectives have been achieved. A review of how funds are spent is conducted by the committee.

Connect with Eva Bodrick on the proposed timeline, and the criteria for approval of SLEF.

Student Services Committee
Student Life Enhancement Fund
Submission Process

Application Outline

- Name of project/program
- Needs Analysis
- Stakeholder Group
- Purpose/Objectives of the Initiative
- Benefits /Impact of not doing (risk related issues, health and safety, legislative requirements)
- Implementation strategy
- Budget Breakdown – summary of one-time and ongoing costs
- Targeted outcomes and method of evaluation
- Implementation Timelines

Criteria Considerations

- The enhancement of the student experience that is both students centred and focused. These can include (but not limited to) a new program, special event or student activity. The student experience is enhanced by personal growth, professional development and well-being.
- Student driven projects will be given priority over other projects.
- Projects that are aligned in support of diversity, inclusiveness, community engagement, and the learning process are recommended
- Represents something NEW, innovative and creative for students and are not considered part of core services.
- Supports the creation of new partnerships/ collaborations between students, the McMaster Student Union, Student Affairs and the internal and external community working together in the common interest of students.
- Projects that align with Forward with Integrity in terms of internationalization, the student experience, and community engagement.

Tips for Successful Submissions:

- Ideas that are thoughtfully developed in addressing student needs/wants and clearly outlines expected student outcomes
- Maximizes the investment of funds by finding partners/stakeholders to provide supporting funds and/or their expertise and participation.

- Provides for longer term benefits
- There Is a plan for ensuring sustainability if successful
- Helps build capacity and provide enhanced services
- Supports diversity and inclusiveness
- Considers environmental impact (sustainability)
- Encourages community engagement

Funding

- Units are required to prepare a status report on special projects approved in the previous years. This report should include a reporting of the budget amount, spending to date, current status (still in progress, completed, etc.) and performance outcomes of the program initiative.
- Funds allocated are to be used for intended purposes only.

Student Tech Support

I hope it was clear to those who worked with me this year that I am an advocate for technology-enhanced learning. From expanding the coverage wireless, open education resources, integrating podcast education to our classrooms, and technologically enabled learning in our classrooms. The role of technology in our classrooms and to our learning experiences cannot be overstated.

We want to believe that introducing new technologies to our classrooms will enhance education, and maybe they will. But my experience thus far has been deeply frustrating. When your computer fails you it, as students we are paralyzed, if only temporarily and not able to function in our classrooms, and there are little to no support around. This is not acceptable.

One of the more frustrating parts of being a mac student is the lack of robust, or really any technology resources on our campus. If I am looking for tech support for my apple laptop, until a few months ago, the closest apple store was in Burlington. The closest PC hardware center I know of is in Ancaster. For a student who feels like Westdale is far enough of a walk, and James St North is the furthest we can go on a good day, Burlington is basically another country.

There have been several times in my university career that my computers have basically crashed, and of course, they decide to shut down right before an important midterm or exam season. What happens to a student then? In addition to this, there are deep frustrations with how technology is used and integrated into our classrooms. For the sake of being tech-savy, some professors are purchasing online course management systems that seek to duplicate the basic functionality of Facebook. Why should a student spend \$95 dollars on online resources, when social media has the same functionality to share resources with your colleagues, connect online, and have engaging ways to communicate. And Facebook is free. I have had incredibly positive experiences with class groups, and discussion threads through social media, moderated by TAs and sometimes, my professor.

One of the most frustrating aspects of using technology is still LR Wilson. Eventually, we will have to figure that space out. The promise with LR Wilson was to have enhanced and interactive learning environments through the live learning classrooms. Although my experiences in the live learning classrooms have been positive, it could easily have been a traditional lecture hall, and I would still have had a positive experience with the same instructors. Having 10 screens on the wall, should not simply be used to project videos and powerpoints. If that is the only way those classes can be used, then we will not reap the educational investments from those spaces. It is worthwhile to strategically curate lectures and lecturers who have innovative techniques for integrating technology into their classrooms and facilitating opportunities for best practice sharing.

Despite all the issues that I have raised, one thing remains apparent to me, most of these issues are really not with technology. They are usually with people. It seems to me that UTS' greatest challenge will not be to get the technology working, but get the people working. It is not enough to introduce a new and advanced wireless network to campus, if people are not switching to the network, and using it despite its clear superiority, then not much has been accomplished.

It is not enough that all students have access to a computer if we do not have access to the skills and services that will allow us to optimize them. To teach basic tools like backing up, computer hygiene, and also how to disconnect to preserve our mental and emotional wellbeing, and online and internet addictions.

There is a complex set of needs that have to be met, both in physical infrastructure, but also in service provision, and ongoing support for technologically assisted student excellence. In 2017/ 2018, the good folks at UTS for the first time partnered up with the MSU for a week of programming dedicated to technological literacy for students. It combined a myriad of programs, from workshops about internet safety and security to intellectual property and student rights, and how to use online tools like the lime survey. The week ended up with a student center tech services display, and a station dedicated to helping students back up their computers. This is a blue print of what student need, and examples of services to invest in.

As a follow up to that, the creation of the IT Student advisory committee has been extremely important, and we hope that there be continued prioritization and engagement on this committee. Students at various levels, from the MSU to Phase One, Geek Squad and other student groups are keen on engaging with UTS to partner for success in technological excellence. I do hope that UTS continues to be a partner, and engender in us the tools to protect ourselves from the ever looming blue screen of death if ever the computer does truly eat our homework.

Although it is easy to focus on what still needs to be done, it is also essential to acknowledge how far we have come, and the communities that have helped to shape our current successes. The Mosaic project has been incredibly beneficial for students. The creation of the student center, straightforward access to our financials, the what-if scenarios on our pages, and easy tracking of our course history,

straightforward access to reports and documents. These all have been massive successes. In addition to this, the library resources continue to be incredibly sophisticated and meet the demands that students have.

This should be met with continuous support, and investments into student tech support. Gayleene is currently working on the UTS strategic planning phase. There must be sufficient student representation and engagement on this committee. You should also consider investing time into ensuring the success of the students IT advisory committee.

On a very personal note, I am eternally grateful to Marzena Kielar, Nick Marquis, Richard Godmsark, and Amanda Baldwin for their ongoing support, and partnership with the MSU this year. Even when times were hard, they stuck with it and saw things through. Their commitments are models in positive and constructive stakeholder relationships, and student's life is better on campus because of them.

TechLit: Technology Literacy

Ever lose all of your files the week before a midterm? Have trouble navigating MOSAIC? Spend an hour manually formatting your citations only to find your word processor could do it for you?

Medium_msu_techlit_socialmedia_-insta-20171101-v1

MSU TechLit is designed to offer students useful workshops, electronics recycling drop-offs, opportunities to troubleshoot problems with experts, as well as giveaways, contests, and discounts.

Monday November 13

Information Booths & Dech Dump | 10:30-1:30 in MUSC Atrium

Visit information booths to learn more about tech support resources on campus. Drop off your old devices/electronics for recycling.

Tuesday November 14

Digital Literacy Workshops | LR Wilson, Community Room

Copyright on Campus: 1:30-2:30PM

Information Security & Email Fraud: 2:30-3:30PM, 3:30-4:30PM

Building Accessible MS Word Documents and PDFs, Accessibility for Ontarians with Disabilities (AODA) and Making Student Digital Content Accessible: 4:30-5:30PM

Wednesday November 15

SWELL Unplugged | 3:30-5PM in the SWELL Lounge, MUSC B118

Take time for you to unplug and recharge with art and acoustic music. Find your creative outlet, whether it be crafting, acoustic music (listening or playing) and conversation (over a cup of tea). During 'SWELL Unplugged' we will be encouraging time away from phones, laptops and other electronics by offering a space with craft supplies and acoustic music. We will have playlists created or we encourage people to bring their own guitar (or other instrument) and a couple of friends!

Thursday November 16

Introduction to Git

This workshop will give you a solid introduction to Git. Git is software originally designed to help manage vast, decentralized software projects with hundreds of authors, but it works just as well with many things that aren't software, like data and text. Imagine having a complete archive of your work at every stage in its development! This workshop assumes no prior experience with Git, but please do bring a laptop. Instructor: John Fink

[Click here to register.](#)

Friday November 17

TechHub | MUSC Atrium, 10:30-4:30

Bring your tech questions to experts and back up your digital files. We will be giving out free USBs, selling discounted external harddrives, and giving away two 1TB external harddrives and a Logitech MX master wireless mouse.



Black History Month

Myself, Jordan from EIO and the president of Mac Africans came together to co-create a robust black history month program. We started the inaugural Maroon in Black Formal.

It was originally my idea, and i worked with the BHM team to build a robust program. This is one of the committees that i struck this year, but to be honest, i kept it low-key. I did not want to be perceived as a one issue president. Although this would probably have not been the case. I decided to pick my issues specifically, attended as many community events and programs,

<https://dailynews.mcmaster.ca/article/inaugural-maroon-in-black-formal-celebrates-black-members-of-the-mcmaster-community/>

MSU OPEN HOUSE

MSU Open House 2017

The McMaster Students Union (MSU) is the largest group on campus, representing every undergraduate student at McMaster. From October 30-November 2, the McMaster Students Union will host a series of open house events, offering students several opportunities to become engaged with ongoing projects, share their thoughts on student issues, and learn more about the upcoming Student Activity Building, student money, and more than thirty MSU businesses and services.

Monday October 30

 **Student Activity Building
Floorplan Feedback**

DBAC: 10AM-12:30 PM

 **Student Activity Building
Floorplan Feedback**

JHE: 1:30-3:30PM

Drop by a floorplan feedback session to critique building plans and ask questions in direct one-on-one conversations with the building architects. [The Student Activity Building](#) is a brand new building is being planned by students for students, as a result of a recent referendum.

Tuesday October 31



Pop-up Showcase

MUSC Atrium: 10:30AM-3:30PM

Visit our pop-up showcase to learn about services, finances, and ongoing projects. View large-scale infographics depicting the breakdown of student fees and MSU operations. Share your opinions and experiences, discuss student needs with the [Board of Directors](#), and have your questions answered.



MSU Tours

Meet MUSC 201:
11:30, 12:30, 2:30, 3:30

Tour the MSU office and service spaces to learn about the expansive programming, accessible peer support systems, valuable services, and engaging communities that exist within your student union.

Wednesday November 1



Pop-up Showcase

L.R. Wilson: 10:30AM-3:30PM

Visit our pop-up showcase to learn about services, finances, and ongoing projects. View large-scale infographics depicting the breakdown of student fees and MSU operations. Share your opinions and experiences, discuss student needs with the [Board of Directors](#), and have your questions answered.



Health Services Review Focus Group

MUSC 311: 1:30-3:30PM

Students who have accessed the Student Wellness Centre are encouraged to provide feedback on their experiences. Additionally, a [survey](#) on health services is currently open.



MSU Tours

Meet MUSC 201: 2:30, 3:30PM

Tour the MSU office and service spaces to learn about the expansive programming, accessible peer support systems, valuable services, and engaging communities that exist within your student union.



Town Hall

Bridges: 8-10PM

Hang out with the Board of Directors and Associate Vice Presidents to learn about ongoing projects, ask questions, and give feedback. Enjoy free refreshments in a casual, social atmosphere.

Thursday November 2



Pop-up Showcase

JHE Lobby: 10:30AM-3:30PM

Visit our pop-up showcase to learn about services, finances, and ongoing projects. View large-scale infographics depicting the breakdown of student fees and MSU operations. Share your opinions and experiences, discuss student needs with the [Board of Directors](#), and have your questions answered.



MSU Tours

Meet MUSC 201: 2:30, 3:30PM

Tour the MSU office and service spaces to learn about the expansive programming, accessible peer support systems, valuable services, and engaging communities that exist within your student union.



Drop-In Discussions: Academics & Wellness

MUSC 201: 12-3PM

Share your experiences and opinions on the topics of academic success, health & wellness, and experiential education. Free food will be provided. Your thoughts will influence policy papers used to lobby on behalf of the student voice. The McMaster Students Union works to represent the interests of students on the Federal, Provincial, Municipal, and University levels. Those interested in engaging further with these topics in a more formal manner (with more free food) may wish to attend [MSU Policy Conference](#).



Health Services Review Focus Group

MUSC 311: 3:30-5:30PM

Students who have accessed the Student Wellness Centre are encouraged to provide feedback on their experiences. Additionally, a [survey](#) on health services is currently open.

Socrates Project – Concept Notes

<https://dailynews.mcmaster.ca/article/socrates-leader-joins-mcmaster/>

The Socrates Projects as I understand it is committed to using the liberal arts to cultivate a civically literate campus. There are many elements to it, from public talks and engagements, lecture series, e.t.c. See the link above for more details. I think this is a necessary project, especially in the climate of distrust, and moral absolutism we find our selves. I do believe this is a blip in our history, and as student graduate, and as our societies become more sophisticated and critical in analysis, there will be an eventual return to the center. Whatever the new center may be.

There was a \$2M dollar gift that was given by red Wilson to campus over 2 years. Rina Fraticelli is the coordinator for the project. Many people are swamping her, advising her on what opportunities they would like to see, and how the project can evolve. She is in high demand. These kind of projects usually become extremely faculty driven, and may be used to advance the academic interests of the university, and it should. The worry is, there are opportunities for programming with students, and these should be fully taken advantage of. These programs could look like a lot of things, and I will take a moment to share some ideas that I think will work.

Firstly, as Rina is not from mac, and I don't know if there are any staffing compliments to support in Program implementation, I worry the student programs may suffer. The first advice as always, is meet people where they are, start on their level and build with them. There are several communities on McMaster that are already involved in similar goals to Socrates. An obvious group is the Debate club. They meet ever so often to discuss critical issues, but they also train their members and equip them with the skills to properly engage with a series of issues. MUN – Model United Nations is another student

group, I believe they have already received funding from Socrates. But this is a group that has shown massive success in the past years. The World Congress every year tackles critical issues and brings in a crowd that is largely from the degroote student association. McMaster Muslim for Peace and Justice looks to engage with some of the most politically challenging topics to expand, and frequently brings in guest speakers to campus. Overcoming The Gap is another relatively new student group, this was the group that brought in Jordan Peterson. OPIRG is worth engaging with, and also MSU diversity services. The are obvious groups to engage with, but with further drill, you will find much more. It is also worthwhile connecting with Edwards Hall, the global perspectives building to explore such ideas. Incite magazine is another group that is worthwhile engaging with. A strategic partnership would be useful if Socrates where to partner with their community of writers to share some perspectives and ideas, and maybe have one magazine a semester co-created with Socrates.

Where I think there is much opportunity is to connect with student groups who are not already engaged in this type of work. In my time as a student, I created AfroCentric Ideals. It was basically what is described as a Socratic moment in the daily news article. Through the initiative, we where able to spotlight the arts, and use articles, paintings, music, and other artistic mediums as texts to examine our lives, and the world around us. It took an interdisciplinary approach, and paired students in teams. We used traditional style presentations, performances, and displays, to explore themes about identity, politics, and global and social issues. We partnered with empowerment squared, a local charity that supports refugees in Hamilton. Through this, we introduced high school student to our campus, and connected them to peer mentors. I think there is an opportunity to build on this format, and also replicate it in different clubs across campus.

Working with student clubs, cultural and religious clubs, to cultivate small scale, (40-150) people conversations, about specific issues that that community cares about. These are the types of people who will usually not participate in mainstream programs. We have to meet them where they are, and build on their assets, leverage their interests, and create multiple opportunities for engagement. If the project wants to reach as many people as possible, this is a great avenue to do so. Connect with many student groups, and give them the tools to create multi-level impact programs, all with the Socrates brand.

In addition to working with clubs, you would also have to build up faculty societies, and their ability to take on some of these topics. I imagine a debate series, where all faculty societies sign up, to win a grand prize at the end of the series. Where faculties societies working in partnership with other, they are able to form teams to explore specially curated topics. I also imagine them collaborating with student from different faculties, to create teams. For example, if we were to get all the faculty societies signed up, we form 2 teams to debate a question. A placeholder question can be, "is whater we" we have the negative and the affirmative side. They the people who have signed up to be part of this series have to form teams. Each team should have a representative from science, engineering, humanities, soc sci, and in indegioinous rep, and they are all meant to take on the aforementioned topic. This approach, tying it to the faculty society is useful because, faculty societies are a built in audience, they have an active community in need of programming. So by starting there, we can create great material. We need

to pick topics that are mainstream enough to be funny, to be engaging, but also have a level of academic merit to them. Is water wet, seems like a silly question, but it can be analyzed on a molecular level, from an indigenous perspective, and liberal artists can add their perspectives to it. If we go with something like what are the solution to the middle eastern crises, we will miss opportunities to actively embed skills into students, because of the political nature of the topic.

Another idea I have been toying with is leveraging the curricular activities. I don't think I have really seen this before, but I wonder why we cannot combine tutorials together ? Tutorials are an integral part of student learning experiences. Most tutorials are extremely boring, and as students we go because we don't want to loose marks. If we know there is a third year engineering class that is studying say, the ethics of life, and there is a third year health sciences course that is also studying the ethics of life, it is worth while coordinating with both tutorials to share some classes together, and maybe enter into debate, or dialogue around certain issues. If we also want to drill down a bit more, coordinating with their professors, to build elements into the course outlines, i.e this could be coordinating topics to be taught, and creating in class incentives to participate in such activities. As a student, my tutorial experience could have been more fulfilling.

And as our class sizes become too large, maybe engaging with tutorials is another way to bridge the gap and activate rich learning experiences for our students. I also want to note, that students will not take time out school to attend a salon, or a play, especially during peak stress times. You have to meet them where they are at, and work with built in audiences, like a tutorial. The Socrates project called for interdisciplinary work. I think there should be honest reflection given to this. In place of creating extra work for students to do, and only gaining the few students who are able, and willing to take it on, introducing the material into classrooms will provide the guaranteed engagement, and will reach the student in the middle, who would have never come out in the first place. The partnership between the common reading program, and the first year humanities class is a good example of this, and it has worked to great success thus far.

Lastly, for the students who would like to be part of this project, I think there should strongly be an incentive for this to happen. A certificate at the end of the program would be useful. We do not have to create a new certificate, but the framework for the Mary Keyes leadership certificate that was discontinued by the student success center can be re-created. The Mary Keyes workshops was a 6 series workshop that any student can attend. It introduced students to key themes and concepts, and awarded them a certificate after showing proficiency in the themes. This provide a rich learning experience for students especially in its last 2 years. Student who attend a series of Socrates events, and workshops should be able to receive a level of certification. Such certification will provide an incentive, and get the students who "just want it for their resume."

Another idea I have been toying with, in the spirits of interdisciplinary learning and innovation, is to creator a course outline, that draws inspiration from several course outlines. Students can enroll in this class, and learn a bit of everything. On the first week, they can start with an Art Sci course - Practices of knowledge class, the next week, a third year economics of bad behavior course, the next week a health

ethics course, and so on. Of course the course outline will be specially curated. This does not have to be a credited course, it could be a pass/fail course, and could also be a 6-week course and not a full-year commitment. There are courses like this on campus that currently exist. An example will be the 2nd Year Experiential education course. It is a 6-week every other week course, with a pass/fail grade.

I hope this makes sense. I tried to lay out my thoughts in a meaningful way, I am available to answer questions and clarify anything if the need be.

Reflections on a year of advocacy- speaking to power

Don't tell me what you believe in, show me your budget. Budget day is basically the Super Bowl of Ontario politics. Millions of dollars in funding are announced, programs are launched, and policy and priority directions are made clear to the political public. But how does a government create its budget, how do they choose their priorities. Whose issues are heard, what issues are neglected, and what is the process of making your issue a government priority. If politics is deciding who gets what, where when and how. Lobbying is the process where organized interest groups seek to persuade the decision makers to do what we want them to do. It often evokes the narrative of massive financial donors making contributions to campaigns and getting tax breaks as a result of that, or plotting some scandal. Lobbying is essential for a flourishing democracy.

Lobbyists make their priorities known to the government. Yes; this includes the corporations, and corporate interest. And yes, they do spend the most time on the news media, and public consciousness. But lobbyists also include my good friend Deanna, who is in grade 12 at Westmount secondary. She is a lobbyist on behalf of service dog users and is trying to get more access for service dogs in training in the province. This also includes Parents As First Educators (PAFE) supports the authority of parents over the education of their children through grassroots activism. This also includes Black Lives Matter Toronto who lobby in Toronto to actively dismantle all forms of anti-black racism in systems and through institutions. This also includes Habitat for Humanity who mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to break the cycle of poverty.

Lobbyists are national, international, partisan, non-partisan, issues based, and exist for private and or public interests. Either way, lobbying is essential, specially when the public goods is concerned, for organized interests to advocate on their issues. As government is large, and complicated, lobbying organizations must follow suit sometimes, to create sophisticated processes that allow them to meaningfully engage in government. I spent last year working for a city councilor; through this I was on the receiving end of many lobbyists. This year, I was one of such lobbyists as my role as MSU president is largely an advocacy role.

I am not a professional lobbyist by any chance, so the perspective I will be commenting specifically on one that is new into the field, and who was forced to learn quickly. There is much else I can talk about.

From understanding political cycles, budget processes, and parliamentary procedures, but as this is a political communications class, I have kept my reflections specifically to lobbying. I do not comment much on campaigns, protests, social media blitzes, (on the media) none of that matters if you cannot sit down across from a politician and make a case. Often effective political engagement needs a combination of approaches. This reflection will focus on speaking to power. Show me your budget. In the last couple of years as student advocates, we were able to secure \$2.1 billion dollars investments into mental health services over 3 years. The largest investment in mental health services in the province. Creation of new OSAP program. This program was designed to remove the financial barriers to higher learning and making postsecondary education more affordable and part of their plan to create jobs, grow our economy and help people in their everyday lives. Here are some reflections on what a political communicator has to know to be an effective lobbyist. Politicians are an odd breed of people. They talk a lot, but they don't know a lot. They are so used to spin, talking in bite size sentences and even if you are in a private conversation in a locked room, in the middle of a desert in the ocean, they are careful with their words, and it is easy to spend a lot of time with someone talking about nothing.

Secondly, not all elected officials are important. I remember spending 19 minutes listening to a city councilor talk about how he got his start in politics. And we barely had 10 minutes to talk about what we actually wanted to talk about. On a trip to Parliament Hill in Ottawa, something similar happened, we spent close to 30 minutes. Out of the 30 minutes we had, talking about local riding disputes, and we barely had a chance to talk about what we wanted to.

A key strategy in communication, it applies just as clearly in lobbying. Know your audience, know their relevance, and their interest, and speak to their interests. 30 minutes is usually all they give you. You may decide to spend 20 minutes in casual conversation with a backbencher. But 30 minutes with a cabinet minister, or an aide in the premier's office are golden. It always helps to research the person you are going to be meeting with before you actually make it out.

For example, I remember having a meeting with Minister Mitzi Hunter, at the time I met her, she was the minister of education. Now she is the minister of advanced education and skills development. It took 15 minutes to go through her twitter profile, and I saw her at a poetry showcase. And I too love poetry, and I knew some people who she was involved in poetry with. So of course I took full advantage of that. We spent the first 7 minutes of the 30 minutes talking about just that. She lost her script, as I had brought her far out of her talking points, and just having a casual conversation. It made asking for \$750 million dollars investment in the post-secondary sector much easier.

Know your audience, play to their tune. Second thing to remember Government officials are not subject matter experts. They may have an understanding of some issues they have a passion about, but not a deep analysis of any issues. Lobbying is part education, just explaining the issues, and why they are important. To do this, we make use of multiple strategies. Obviously you want to go in with statistics, evidence and research.

But you also want to go in with personal stories. You always lead with the story, and follow with the research and the statistics.

For example, every summer, as an international student, being away from my friends, and my family, isolation and lack of supports and programs predisposes me to seasonal depression. This year alone, I have lost 2 people to mental health related deaths. This is true in McMaster, and campus all over the province. I have had to write letter to the parents of both my friends, and strangers and both are just as heartbreaking.

And these are just the stories we know about, and are brave enough to share. The post-secondary climate currently is completely different from what it is when most elected officials graduated. Students can no longer work all summer and use that to cover their tuition and student related expenses. In addition to this, and the new and real pressures of modern post-secondary institutions, 44% of students in the province report they have at least one significant mental health concern. 16% have reported significant reports of ideations and the will and intent to act on suicidal ideations. 1 in 4 university students experience levels of food insecurity on our campus. And 67% of Canadians report to have debt close to \$22,000 when graduating. The stresses students face are real, many of us are losing our lives, and we need the government to respond in a systematic way. This is the argument I and my colleagues made to government. Mixing the personal stories with research driven analysis. And a specific ask to have spending on mental health services be 10% of government spending. As a result of that, we saw the \$2.1b investment in mental health services. Know your audience, their interests, explain the issues in a compelling way, and make the asks.

Partisanship the era or bi/multi partisanship is gone. We are living in one of the most polarized political climates. Something as simple as mental health funding can be prodigiously polarized. Instead of lecturing for this part, I want to open this up to the class. For the past 15 years, we have seen systematic and chronic underfunding in the post-secondary sector. Increasing student debt, insufficient funding to university operating budget, increases in tuition to students. As it currently stands there is a shortfall of \$750million dollars in provincial PSE dollars. How do you convince a liberal government to spend \$750million given competing priorities like wait times in hospitals, and increasing hydro rates. How would you convince a conservative, what do conservatives value ? How would you talk to a liberal about? How would you convince an NDPer ? While speaking to them, it is essential to understand the governments priorities, and target your message to them.

Use their words to describe your objectives. Understanding the mandates of the cabinet ministers, try and find their mandate letters, or their releases. Public delegations, public appearances, politics are political. You might receive popular support for an item, but because it is supported by an opposition party, you just may not get it (for example, the NDP post secondary critic Peggy Satler has introduced a private members bill, to introduce by-stander intervention training into the Ontario smart serve program) Now a private members bill in a parliamentary system of government is a bill (proposed law) introduced

into a legislature by a legislator who is not acting on behalf of the executive branch) As students, knowing how rampant sexual assaults are on our campuses, and how alcohol is the number one date rape drug, of course we support the bill, and we made sure this was known to our local MPPS. Despite significant support this bill is yet to become law. This is not commentary on the efficacy of government, or a judgment on this government, but only sharing the deeply partisan nature of legislatures. If you are not on the same side, no one is playing ball.

The same will likely be true if the NDP was in government. Political parties will often not support the budgets, and policy agendas of their counterparts. "And when they do, it is framed as stealing"

Politics are political, and politicians are lobbyists too. Cabinet ministers, mps, or mpps, often will often have specific request to the premiers office, or to the prime minister, or to another cabinet minister. If you have been able to convince them, they will be effective in raising your issues with the relevant units. This could be a budget submission, a budget allocation, a recommendation to a ministry, a question during question period, a private members bill, moving a motion, requesting information from a ministry, commissioning research, e,t,c. You want to help them be as effective, and as successful as possible you ought to provide them with all the armor they need and all the information possible. What lobbyists do, Especially public interest lobbyists is bring government solutions to wicked problems. The new OSAP program was designed by McMaster students and 7 of our colleagues in the province through our provincial lobby organization OUSA.

Politicians are often well meaning, and have good intentions. Good intentions are never enough. They are always looking for a good news story. Always go for the win-win. The easier you make engagement for them, the easier it is to move an item forward. If they need a letter to be written, write the letter for them.

If they have to send an email draft the email for them, make it exceptionally easy for them to do their job, and you would get to your destination faster. You are one of hundreds of people a politician will meet in a week. Try and be memorable, but also try and not be forgotten. Leave an inexpensive token, like a mug, or a button, take a picture, share it on their social media leave a card. The closer you are to the political staff, the closer you are to the politician. Political staff are the brains of the operations, the politician just shows up. The staff make the entire operation happen.

What is your ask ? Ask for something. After explaining the issue, tell them what you want. Do you want money in the budget, a program to be changed, a motion to be moved ? Do you need them to write a letter, or raise an issue in caucus, what is your ask ?

Summary of affairs in the Provost

This is a briefing on the conversations I have had with the provost this year.

Our conversations have largely revolved around CASS, teaching evaluations, affordable textbooks and Thode hours.

In our conversations, the provost had expressed support for a textbook procurement strategy. The ask was that he raised this with the deans to develop best practice guide for their faculty. To understand what instructors are currently doing to reduce prices for their students, and encouraging the proliferation of such practices. This should also be part of the on-boarding strategy of faculty. The conversations about Open Education Resources are critical to this, and we should be looking for every opportunity to incentive the adoption of OERs, especially in mandatory and high enrollment classes. The provost has expressed support for this, and it is worthwhile the follow up.

The provost made a commitment to champion the formative feedback in teaching evaluations. Students should have the ability to provide feedback before their second major evaluation. Opportunities for formative feedback should be prioritized by their faculty on an ongoing basis where possible. This was highlighted in the teaching evaluation report. It was also mentioned in the report the need for the provost to set the tone, and highlight the importance to faculty and deans. He shared with me, this was important to him, and he will be moving forward with this recommendation. It is up to you to consider how to communicate this.

We continue to support recommendations from the CASS report. We have communicated to Andrea that the next team is keen in looking into the rules on differed exams. This committee has been struck at UGC and the MSU leadership from next year is keen on sitting on the committee and engaging through the process.

We recognize conversations about the Major and two minor have been paused for a while. I do want to stress, that the quality of our education will be significantly improved if as students we had the ability for early declaration of a minor. I was not able to graduate with a minor last year because of the structure of the declarations. This is an issue that affects students on our campus, especially those who switch programs in between their academic careers, and students in interdisciplinary programs.

You should still keep an eye out for the final report of the access strategy. This is a positive step the university is taking, and students want to see substantial resources put into it. We continue to support this direction. I have worked with the coordinator to connect him to students and student groups who are aligned in objectives. Follow up will be critical on ensuring we have a robust access strategy.

The International Students strategy process has been robust, and we are grateful to Sean and his team for the commitment to supporting international students. The Provost also increased the funding levels to student affairs to invest in the international student resources. Feel free to connect with Sean VK to

understand the scope of the project. There was both an international students support strategy, and a university internationalization strategy.

Make sure you connect with Andrea Thyrett-Kidd. It has been incredible working with her this year. She called us in early in the year, and we had extensive conversations about CASS and PASF. She has been an asset to students through the year, and steered the conversations around the Course management policy in a positive direction. She has been great to work with, and i want to note her contributions.

International Student Strategy

The McMaster Model for Global Engagement A Strategy Document

<https://oia.mcmaster.ca/sites/default/files/documents/Global%20Engagement%20Strategy%202017.pdf>

<https://dailynews.mcmaster.ca/article/panel-focuses-on-ways-to-foster-global-engagement-at-mcmaster/>

Through the year i was in conversation with the dean of students and Robert wood about better supports for international students. We created a consultation committee with Teddy Saul and reached out to a broad range of students over the summer. They ended up consulting on a board range of issues, in addition to that, we shared with them the international student policy created by the MSU. All the recommendations from the policy where adopted and some more. A full time immigration consultant will be hired, a navigator role would be created in student affairs to help students from they day they arrive to access resources, and get the supports they need.

They have also introduced a pre-arrival program before welcome week, to get people settled, and taken care of before welcome week. We created the international student advisory group as well, to provide ongoing collaboration between clubs that receive a lot of international students and primary service providers. We also advocated for stronger relationships between ISS and GHC - global hamilton connect.

City Council

There were several issues that were raised with the city councillor. The councillor had advised he was going to look into opportunities for funding SCSN. Specifically he had mentioned he would go back and see what budget that could come out from. At the time in which we concluded he had not provided the feedback. Chris Murray, the City manager, has advised he would be willing to work with us to pursue granting opportunities for SCSN.

Secondly, with the current by-law program, Aidan had advised he will look into opportunities for students to be informed of their rights in case the fines have been passed down to students.

Third; we had spoken earlier on about the possibility of improvements and additions to the bus shelters on campus. There should be continues follow up with the councillor on financial commitments. I have advised that they should explore a cost sharing model.

Please do not consider this the end of the report. There are several reports that I have attached to this, with is still very much a part of this transition report. These are reports I have sent to the assembly, and provide adequate subject, and shows the progress and status updates on projects. They will also provide a sequential update and status report for the projects.

I hope this has been a sufficient enough summary of the year. Please feel free to connect with me if you feel I have missed something or you need clarity on any item. I do hope you are able to fulfill your vision for the year.

All the best,
Chukky Ibe
MSU President and CEO 17-18
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“This is not the time for a general to die T’Challa”