



2018-2019 Executive Board Meeting

Topic: Executive Board Meeting 18-17

Date & Time: Thursday, November 15, 2018
11:30 a.m.

Place: MSU Boardroom, MUSC 201

Items:	Time		
	1)	Adopt Agenda	
	2)	Adopt Minutes EB 18-15, EB 18-16	
	3)	EFRT Report	Samantha Aung
	4)	Macademics Report	Angel Huang
	5)	MACycle Report	David Zaslavsky
	6)	Maroons Report	Epifano
	7)	Strike November Hiring Committees	Epifano
	8)	SCSN – Community Connectors Job Description	Epifano
	9)	Part-Time Issues Committee	Epifano
	10)	Committee of the Whole - Services	Epifano
	20 11)	Committee of the Whole – Organizational Updates (SAB)	Epifano
	12)	Closed Session	Robinson

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

Motions

7.a) Moved by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the Spark Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Spark Coordinator

7.b) Moved by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the SWHAT Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing SWHAT Coordinator

7.c) Moved by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the Diversity Services Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, 1 member from the Office of Equity and Inclusion, and the outgoing Diversity Services Coordinator

- 7.d) **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the SHEC Coordinator, consisting of the Vice-President (Administration), two (2) Executive Board member, and a representative from SWC
- 7.e) **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the Pride Community Centre Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, a representative from EIO, and the outgoing Pride Community Centre Coordinator
- 7.f) **Moved** by Epifano, **seconded** by _____ that Executive Board strike a hiring committee for the WGEN Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing WGEN Coordinator
8. **Moved** by Epifano, **seconded** by _____ that the Executive Board approve the changes to the SCSN – Community Connectors job description, as circulated and attached.
9. **Moved** by Epifano, **seconded** by _____ that the Executive Board approve the creation and structure of Option #___ of the Part-Time Issues Committee pilot, effective immediately until November 1, 2019 concluding with a review of the Committee.
10. **Moved** by Epifano, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (WGEN, Diversity Services, FCC, PCC)
11. **Moved** by Epifano, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss the topic on the agenda, as circulated.

Executive Board Meeting 18-17
Thursday, November 15, 2018 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:34am

Present Epifano, Florean, Gandzi, Hackett, Robinson, Roshan, Warwani
Late
Absent Bertolo, Farah
Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Maddison Hampel (Operations Coordinator), Angel Huang (Macademics Coordinator)

1. Adopt Agenda

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

Amendment

- Epifano – Strike the Macycle Report
- Epifano – move Macademics Report to be first

Moved by Robinson, **seconded** by Warwani to adopt the agenda, as amended.

Passes Unanimously

2. Adopt Minutes

Moved by Roshan, **seconded** by Florean to adopt the minutes from Executive Board meetings 18-15 – November 1, 2018, and 18-16 – November 8, 2018, as circulated.

Passes Unanimously

3. Macademics Report – Angel Huang presented

- Huang summarized the report.

Questions

- Roshan asked Huang to elaborate more about the partnership with MacPherson. Huang responded that the role was to liaise the service with the team.
- Hackett asked if Huang was tracking hours for the student partners program. Huang responded that the hours of collaboration hasn't been counted before in the role but they will be adding on hours within the ptm role.
- Wooder asked if Huang took into account, budget-wise, the move to CIBC Hall. Huang responded that given the discount it wasn't much, but that they were concerned about the AVtek rental. Wooder responded that Huang shouldn't worry about the cost as it would be an internal charge.
- Huang stated that this year they wanted to seek out sponsorship from the Community and they are testing the waters to see what might be available to them. Wooder stated that they should get in touch with Vlad from Underground.
- Warwani stated that the service has been consistently doing a great job. They suggested the idea of having an SRA member post a vlog every couple of weeks as that might increase engagement.

4. EFRT Report – report attached

- Epifano went over the report.

Questions

- Epifano informed the Board that the standards for CPR training have changed so they will be changing their classes to have it align.
- Hampel asked if they could be let known when the emergency protocol has been implemented.
- Florean asked for an update on the radio system. Robinson responded that they haven't made the move yet as it would have to go to the SRA.

5. Maroons Report – Epifano presented

- Epifano summarized the report.

Questions

- Warwani asked if it would be useful if SCSN or Municipal Affairs could create a checklist on what questions to ask for the Housing livestream. They stated that it would be useful because sometimes students will go viewing place and not know what to ask landlords.
- Florean asked how the SCSN working in collaboration going. Epifano responded that she hasn't heard so she reached out to Rohan for feedback.

6. Strike November Hiring Committees

Moved by Epifano, **seconded** by Warwani that the Executive Board move motions 6.a to 6.f omnibus.

Passes Unanimously

Moved by Epifano, **seconded** by Roshan that Executive Board strike a hiring committee for the Spark Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Spark Coordinator.

Passes Unanimously

Moved by Epifano, **seconded** by Roshan that Executive Board strike a hiring committee for the SWHAT Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing SWHAT Coordinator

Passes Unanimously

Moved by Epifano, **seconded** by Roshan that Executive Board strike a hiring committee for the Diversity Services Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, 1 member from the Office of Equity and Inclusion, and the outgoing Diversity Services Coordinator

Passes Unanimously

Moved by Epifano, **seconded** by Roshan that Executive Board strike a hiring committee for the SHEC Coordinator, consisting of the Vice-President (Administration), two (2) Executive Board member, and a representative from SWC

Passes Unanimously

Moved by Epifano, **seconded** by Roshan that Executive Board strike a hiring committee for the Pride Community Centre Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, a representative from EIO, and the outgoing Pride Community Centre Coordinator

Passes Unanimously

Moved by Epifano, **seconded** by Roshan that Executive Board strike a hiring committee for the WGEN Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing WGEN Coordinator

Passes Unanimously

The following Executive Board members are on the following Hiring Committees:

- Spark – Roshan, Hackett – alternate
- SWHAT – Florean, Robinson – alternate
- Diversity – Gandzi, Florean – alternate
- SHEC – Warwani, Roshan, Florean – alternate
- PCC – Hackett, Bertolo – alternate
- WGEN – Hackett, Warwani - alternate

7. SCSN Community Connector Job Description

- Epifano went over the memo with the Board.
- The Board discussed the job description and felt that it wasn't up to par to try and get more volunteers. The Board asked Epifano to pass on the changes they would like to see to be brought forward at the next meeting.

8. Part-Time Issues Committee

- Hampel went over the memo with the Board, along with the options.
- The Board discussed which options they liked better and chose to go with option two as it seemed to be a more functional set-up.

Moved by Epifano, **seconded** by Robinson that the Executive Board approve the creation and structure of Option #2 of the Part-Time Issues Committee pilot, effective immediately until April 30, 2020, concluding with a review of the Committee.

Passes Unanimously

9. Committee of the Whole – Services

Moved by Epifano, **seconded** by Robinson that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (WGEN, Diversity Services, FCC, PCC)

Passes Unanimously

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

Passes Unanimously

Rise and Report

- Epifano reported that they had brought up continue having Committee of the Whole for services as a placeholder on the agenda. The Board discussed this. It was suggested by one member that it be used for the services that presented that same week. Epifano reported that the Board decided to keep it as a placeholder on the agenda.

Amendment to Agenda

Moved by Epifano, **seconded** by Robinson that Committee of the Whole – Organizational Updates (SAB) be postponed until next meeting.

Passes Unanimously

10. Closed Session

Moved by Epifano, **seconded** by Warwani that Executive Board move into Closed Session and invite Maddison Hampel.

Passes Unanimously

11. Return to Open Session**Information and Questions**

- Wooder reported that Audited statements are now out. WGEN's Trans(forming) MAC is happening next week.
- Robinson reported that they will be releasing a fun video about financial transparency soon.
- Roshan reported that Health Sciences will be putting on petition and pizza next week. Roshan stated that they are still looking into new times for HSL and will hopefully be hosting focus groups in December.
- Epifano announced that PTM positions will close on Sunday, and to please promote this to constituents. They added that there will be a PTM meeting tonight.
- Hampel reported that yesterday Clubs had their first CEC meeting. They stated that there will be a 'Mitten Tree Mingle' to celebrate the lighting of the mitten tree, cookies and hot chocolate will be provided. Hampel announced that Epifano and they will be hosting a table on December 12 in MUSC to talk about PTM hiring.
- Robinson announced that they will be doing a delegation form the floor to the SRA next Sunday. Robinson stated that the construction crew was on schedule for the Pulse to be done by September 2019 and for the SAB to be done in Fall of 2020.

12. Adjournment and Time of Next Meeting**Time of Next Meeting:**

**Thursday, November 15, 2018
11:30am
MSU Boardroom, MUSC 201**

Moved by Epifano, **seconded** by Warwani that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 1:32pm

/vs



REPORT

From the office of the...

Macademics Coordinator

TO: Members of the Executive Board
 FROM: Angel Huang
 SUBJECT: Macademics Report 5
 DATE: November 13th, 2018

YEARPLAN UPDATE

In my year plan for October and November, I *originally* outlined the following objectives:

October:	November:
<ul style="list-style-type: none"> - Spark event (academic success) - Blog and infographic 2 published - Teaching Awards nomination period & filming for TAC video 	<ul style="list-style-type: none"> - Prof and TA evaluations from Teaching Awards nominations - Wikithon - TA Talks

The bolded represented items that we have accomplished or are currently amidst completing. The un-bolded items represent things that will not be taking place at this time and have been rescheduled or reprioritized as the year as progressed. To date, Macademics has made the following *changes*:

- **Postponed Teaching Awards Ceremony video filming to Feb. 2019**
- **Planned Wikithon event for Jan. 2019 (instead of hosting 2 Course Wiki events, only 1)**
- **MacPherson Institute Student Partners Project (application pending approval)**
- **Disconnected from TA Talks as it does not closely match Macademics' operating policies**

Overall, despite some changes, my service has been on track with our year plan and overarching goals. We have been open and receptive to new ideas and initiatives, so our year calendar has been relatively flexible. Macademics is working effectively on more impactful projects not only with this year in mind but future years to come. Below is a table of what we've accomplished this past month and what's coming up in the next:

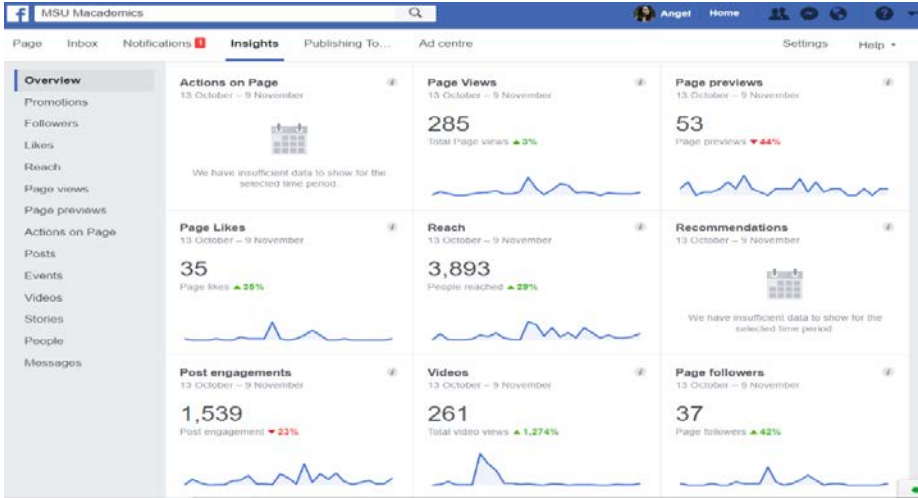
October - November (Past)	November - December (Future)
<ol style="list-style-type: none"> 1. Spark Event: "Back to the Grind" 2. Blog and Infographic 2 	<ol style="list-style-type: none"> 1. Course Eval promo 2. Blog and Infographic 3

<ul style="list-style-type: none"> 3. Teaching Award Nominations 4. Facebook contest 5. MacPherson Institute project proposal 	<ul style="list-style-type: none"> 3. In-course surveys for Teaching Awards 4. Volunteer and Exec appreciation events 5. Resource Hub 2.0 launch
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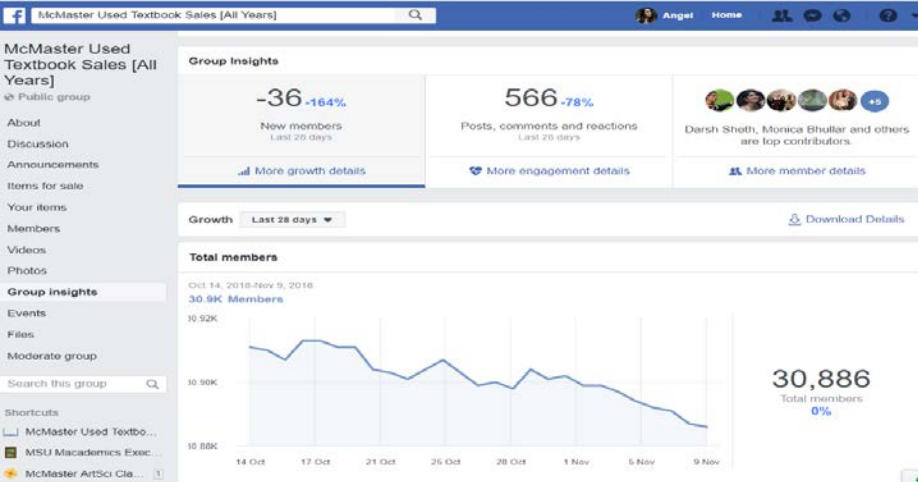
SERVICE USAGE

Facebook:

Our Facebook page is doing relatively well, and engagement trends are consistent with those of last year’s. Since we are more active on Facebook this year compared to last year (2x more posts per week on average), our engagement is more variable and usually ranges between 500-800 people reached. Recently, our Facebook contest post reached 2851 people, whereas our weekly #MacademicsMonday posts reach an average of 325-350 people.

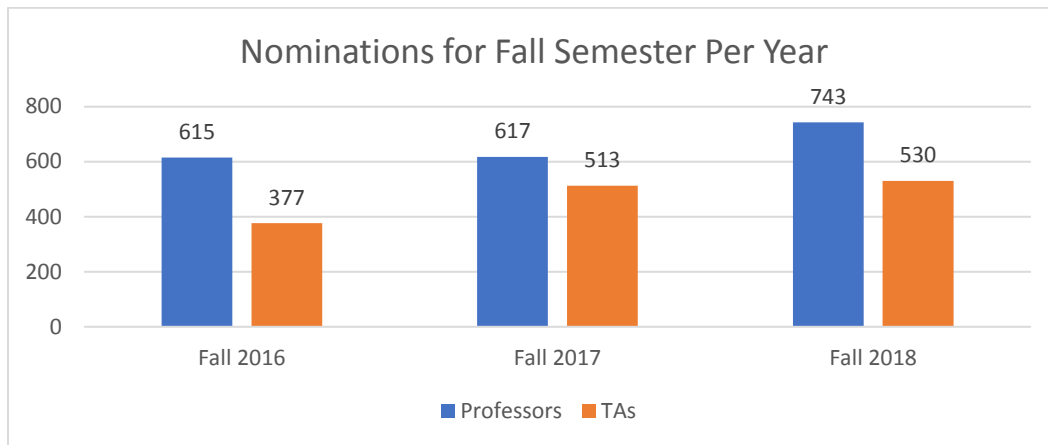


As well, the group “McMaster Used Textbook Sales [All Years]” has seen considerable decline in growth in the past month, likely due to the fact that textbooks are not in high demand at this point in the semester. I have been regularly monitoring the group nonetheless, approving and declining member requests and removing reported and inappropriate content.



Teaching Award Nominations (Fall 2018 Semester)

The Fall Teaching Award Nomination season went fabulously! We significantly surpassed previous years' nomination totals for fall semester nominations. In 2016, **992** nominations were received; in 2017, **1130** nominations were received; and this year, **1273** nominations were received. This shows a reasonably consistent trend such that ~130 more nominations are received each year, tabulated below.



PAST EVENTS, PROJECTS & ACTIVITIES

Macademics' recent activity can be summarized here:

Macademics and Spark's Academic Event

We teamed up with Spark to host "Back to the Grind," a laid-back, drop-in study session event for all first year students. Turn-out was great, though not all attendees were in first year, and the event was quite successful overall. Especially compared to last year's collaborative event, attendance to this year's event was great!

MacPherson Institute Student Partners Project Proposal

A proposal has been submitted outlining a potential collaborative project for the Student Partners program which will focus on producing a MacPherson/Macademics Guidebook for undergraduate students. MacPherson Institute currently offers Guidebooks on their website for a host of different audiences including new faculty, TAs, graduate students, etc. but do not have one targeted for undergrads.

Blog/Infographic 2 Released

Blog 2 and its accompanying infographic about midterm 'survival tips' were published!

TAC Nominations for Fall 2018

Nominations season for Fall 2018 was very successful: we fielded many questions, spoke to many students at the table in MUSC as well as through

email and Facebook, and received a record-breaking number of nominations. We will be proceeding with in-course evaluations shortly.

Facebook Contest

Our Facebook contest (make an academics-related meme) post reached almost 3000 people, but we only received 6 submissions. Three of these submitted meme graphics will be posted this week to be voted on to reveal a winner by the end of the week.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Blog Post/Infographic 3 and Course Eval promo

Our third monthly blog will be released to coincide with course evaluation promotion. This month's blog will discuss the merits and tangible results of course evaluations at McMaster and will be supported by a promo poster outlining four basic "stages" of a student's evaluation (i.e. from their submission to the data aggregation to professors' practice in the classroom). Promo for course evals will run parallel to the course evaluation period from Nov. 22 - Dec. 6.

Resource Hub 2.0

The Research and Resources Subcommittee is currently finalizing consultations with faculty societies to make additions and revisions to the Resource Hub. We are aiming to have these changes submitted to Haley by the month's end to send in the printing order in time for the hardcopies to be ready when we return in January.

Volunteer/Exec Appreciation

We will be celebrating the semester and recognizing our volunteers by hosting a potluck-style dinner with pizza and sushi ordered by Macademics. As for exec team appreciation, we will be having a board game café social next Friday to reward ourselves for our hard work and take an afternoon off together!

VOLUNTEERS

Our volunteer team received their Macademics t-shirts just in time for Teaching Award nominations tabling! They were very on top of things throughout the week of tabling and everyone did a fantastic job at communicating, clarifying, and being punctual and prepared. We will be celebrating everything that has happened this semester with a team dinner on Nov. 30th.

SUCSESSES

This past month, I feel successful about these things:

1. Volunteer team is amazing; super engaged, especially compared to last year.
2. Teaching Award Nominations were very successful. We set a record high for number of nominations!

3. My team and I have been adaptive and have solved/mitigated problems particularly effectively this past month. Our meetings are smoother and more concentrated too!

CURRENT CHALLENGES

1. Budgeting for promotions has been a bit challenging: though I maintain solid and consistent communication with my promo exec, the wonderful Sakshi, we rarely receive an indication of cost for our ‘special’ orders from Underground. For example, we ordered t-shirts for our volunteer team and never got the final price even after they had arrived. Sakshi and I have both emailed inquiring about our spending but have not received any updates.

2. Our monthly blog posts, which are now published on Buzzfeed community, receive notably less views than the related infographics on Facebook. The idea of including the accompany infographics for each blog this year was to disseminate the content more conveniently, but now we’re facing the issue of under-usage of the actual blog articles which are well-researched and deserve to shine.

3. I’ve spoken to several other PTMs about this challenge and also plan on discussing it in my upcoming cluster meeting (with AVP Services): I feel as though I regularly work significantly over my hours. I am currently in the 6-8 hours/week pay bracket, and I noticed that the Macademics Coordinator used to be a position with 12 hours/week. I have begun tracking my hours to see what trends might appear and am only documenting this now as a precursory note for transparency in case it persists.

BUDGET

Overall, we are on-track with our budget plan, having accounted for large costs in the upcoming semester, including Teaching Award Ceremony, reprinting Resource Hub hardcopies with new changes, and the Course Wikithon event. Expenses made recently predominantly include promo material and volunteer appreciation events coming up.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6603-0312		
TCHA -		
ACADEMIC		
RESOURCES	Standing order to Underground	
	TOTAL SPENT IN LINE	500-
	REMAINING IN LINE	1200-
6494-0312		
VOLUNTEER		
RECOGNITION		
	Volunteer team dinner	100-
	TOTAL SPENT IN LINE	207.15-

6494-0312		
VOLUNTEER		
RECOGNITION	Exec team social (board game café)	67.80-
	TOTAL SPENT IN LINE	207.15-
	REMAINING IN LINE	\$292.85

6501-0312		
TCHA - ADV. &		
PROMO.		
	Blog infographic 2	55-
	TOTAL SPENT IN LINE	540-
	REMAINING IN LINE	\$1160

<i>TOTALS</i>	
TOTAL BUDGETED DISCRETIONARY SPENDING	-7550
TOTAL ACTUAL DISCRETIONARY SPENDING	-2693.15
REMAINING DISCRETIONARY SPENDING	-4856.85

OTHER

Everything is generally going great! My team and I will be confirming our plans for next semester at the end of the month to set future event dates and plan campaigns in advance.



REPORT

From the office of the...

EFRT Program Director

TO: Members of the Executive Board
FROM: Samantha Aung
SUBJECT: Emergency First Response Team Report 6
DATE: November 15th, 2018

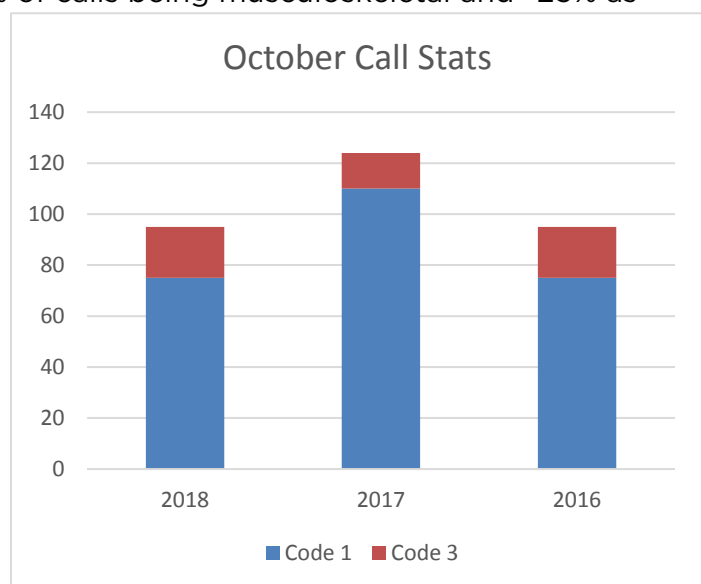
YEARPLAN UPDATE

In the past month, we were able to complete the first half of rookie EMR training, work on welcoming our new team members and are preparing for the end of the term. As our Rookies are now running full shifts, the pressure of double seniors' shifts has lifted off the team. In addition, the new keen introduction of our rookies has excited all responders.

As mentioned previously, talked are still in with security and other campus teams to get the best and most cost-efficient solution to radios. This has progressed slower than expected but our hopes is to have the new radios and responders trained in the proper use of radios by the new year.

SERVICE USAGE

As seen in the graph below call stats have not significant increased in the past month in comparison to previous years. Our code 3 ratio remains consistent displaying no overall change in the safety of campus. The month of October saw a similar call nature with ~30% of calls being musculoskeletal and ~25% as alcohol and drug related. With the legalization of marijuana, we have seen more cannabis related calls but are working with campus security, our medical director and alumni to develop a more all-encompassing drug protocol.



PAST EVENTS, PROJECTS & ACTIVITIES

To welcome our new responders to the team we held a bonfire at alpine tower. This more informal initiation to meet responders and learn about the team was a success with almost all rookies dropping by at some point. We are hoping that this made them feel to be a welcome part of the team.

Rookie EMR 1 was held on the 19th to the 21st of October. Working with current and past team members we were able to prepare our new responders for attending calls. The weekend was full of hands on practice and lectures about EFRTs protocol to help orient the new responders to the team.

In addition to EMR, as the final part of their training the rookies completed shadow shifts at the end of October. Shadow shifts happen prior to new responders beginning to respond. The rookies were the 4th responder on call and attended calls as an observer to be able to understand how an actual call works. During this time the current team also works to help rookies get their “Sea Legs” by taking them to important spots across campus such as the baseball diamond and pace as well as guiding them through important tasks, such as pack check.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Due to the cancellation of the annual Fall MIXER conference for first responders, November is a calmer month for the EFRT. The monthly PR and Training theme for this month is musculoskeletal and spinal injuries. This is one of our highest call volumes and by gearing our PR as well as our teams training towards this topic, we hope that we are able to best prepare both responder and the public on what to do for this type of injury. Our executive team is beginning to prepare for the teams annual Holiday team appreciation event. For this event the exec prepares a meal and our team does a Secret Santa gift exchange prior to exams to appreciate the work that the team does.

BUDGET

The below is based off of the September 2018 Statement

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
3271-0107	September Course Revenue	(6,609.10)
	TOTAL SPENT IN LINE	(29,159.30)
	REMAINING IN LINE	35,840.70
6804-0107	AMLS Summer Training	1,229.40
	TOTAL SPENT IN LINE	2,275.30
	REMAINING IN LINE	11,724.70
5315-0107	Welcome week and First Term Supplies	4,463.83
	TOTAL SPENT IN LINE	6,920.77
	REMAINING IN LINE	3,079.23
6803-0107	September Course Fees	1,348.00
	TOTAL SPENT IN LINE	2,831.00
	REMAINING IN LINE	15,169.00

The above reflects typical spending for the team. Spending is high in the team supplies line as we now have a functioning supplies closet with the purchase of shelving over the summer and it has revealed which supplies we are in need of as well as the expiry of some of supplies stock. The implementation of the new internal coordinator also helps to have someone be more attentive to our supply needs. In addition, in the past month with the help of the comptroller, we were able to pay our invoice for the AMLS course taken over the summer in Rochester, NY, which was difficult due to the exchange factor.

VOLUNTEERS

Currently our Training Coordinator is working with a new Mental Health First Aid Trainer to be able to create a MHFA course that fits our needs. Previously our trainer although experienced was not able to work as well with the emergency portion of what our teams does. Working with the new trainer and by creating scenarios and case studies for the course together we are hoping that this training will help better prepare our rookies for all types of Mental Health Calls

CURRENT CHALLENGES

The Red Cross Standards have changed over the summer to include the implementation of Basic Life Support (BLS) CPR training as change from the current Health Care Provider (HCP) course. For this implementation we also need to have to consider offering Oxygen Administration another adjunct course for BLS. These trainings will have to be implemented for all instructors at a fee and will also require new equipment. The implantation was originally planned to be enforced in January but currently all first aid course providers are unable to access the update from the red cross so we are hoping this delays BLS implementation. The EFRT assistant director is currently in contact with our Hamilton Red Cross Partner to ensure that we are able to and know what the standards are in time.

SUCCESSSES

Over the past year we have been strengthening our partnership with Campus Security. As they attend almost all of our calls, this strong working relationship is important to both teams. Recently members of the executive team have been able to visit the security office to provide an informal mini training to the officers as part of a requested personal development opportunity for them. Due to the success of the mini training with one of the squads, the team is working with Security's Staff Sargent to be able to create a formalized training for their team. The training coordinator and I have come up with the following modules for the security team that we think would be most helpful for them to know and be able to help us out at calls: EFRTs Role and Training (A brief introduction to what we are trained to do and how we make decisions); EFRT Supplies (What, where and why is equipment in the pack); CPR Refresher; Mental Health Calls (What is EFRTs role and training in comparison to Security, Mental Health Act Apprehensions)



REPORT

From the office of the...

Maroons Coordinator (interim)

TO: Members of the Executive Board
FROM: Kristina Epifano
SUBJECT: Maroons Report 4
DATE: November 1st 2018

UPCOMING EVENTS, PROJECTS & ACTIVITIES

How to Rent a Home Event

Live stream on facebook where students can submit questions about moving out of residence in first year and what to look for when renting a house. They have reached out to the SCSN Coordinator and AVP Municipal Affairs to collaborate.

Exam Care Packages with SHEC

The maroons will be packaging and distributing exam care packages with SHEC during the month of December. In addition, volunteers from both services will be sharing their ways to staying well during the exam season with “How you self-care” series of images and promotions. They have also ordered promo material with 5 tips to exercise self-care.

Spark Formal

The maroons will be helping to guide students to and from the Art Gallery of Hamilton. They will be taking HSR busses with first year students who are attending formal to ensure they are able to make it there and back safely

Holiday Social for Volunteers

The Leadership Team is going to be planning a social/appreciation event for their volunteers. They are looking at bowling or cookie decorating with the volunteer team prior to exams.

Exam Destressor

They are planning a study session at the grind on December 4th. They have booked the grind and ordered coffee and snacks for students to come in and study with friends or just hang out and chat with maroons.

BUDGET

All looks good on the budget side, no changes since I last reported. Again, they are over in training, this is mainly because SACHA didn't end up getting

paid for training last year so I had to process the invoice this year and take it from this year's budget.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003-0120	TOTAL SPENT IN LINE	65.76
Office Supplies	REMAINING IN LINE	94.24
6102-0120	TOTAL SPENT IN LINE	260.00
Annual Campaigns	REMAINING IN LINE	1,540
6804-0120	TOTAL SPENT IN LINE	2121.71
Training	REMAINING IN LINE	-1,121.71
6501-0120	TOTAL SPENT IN LINE	1,500
	REMAINING IN LINE	500
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		
TOTAL ACTUAL DISCRETIONARY SPENDING		
REMAINING DISCRETIONARY SPENDING		

VOLUNTEERS

The leadership team recently made a table to keep track of volunteer attendance at events. This will help keeping them accountable in the future, as we can notice patterns and hold meetings with specific team members when we notice their absences.

CURRENT CHALLENGES

Working without a permanent coordinator has been challenging and sorting out transition.

SUCSESSES

The leadership team has been great throughout this whole process and have made this transition easy on me. We had a meeting to discuss how we would move forward working together and they have been working hard to keep spirits on the team high while also having to resolve some conflict or address volunteers concerns.

Sincerely,

Kristina Epifano
 Vice-President (Administration) + the Leadership Team
 vpadmin@msu.mcmaster.ca



MEMO

From the office of

Student Community Support Network Coordinator

TO: Executive Board
FROM: Rohan Lohana, SCSN Coordinator
SUBJECT: Job Descriptions for Community Connectors
DATE: November 6, 2018

Dear Executive Board,

For the past two years, the SCSN Community Connector volunteer turnout has been significantly lower. Our team recommends making some changes to the job description to increase the volunteer turnout and also simplify some of the old duties in the job description that might have caused confusion to the applicants.

I am submitting the new changes of the job description which are attached to this email. There are slight changes made to the main responsibilities and functions, with a big change in the name of the position. Below is an explanation of the changes made.

Position Title:

- Since the inception of the SCSN, Community Connector was that name given to the peripheral volunteers. However, we feel that the name should be changed given the amendments that have been made over last year and how the role has evolved. Thus the proposed name for the role is SCSN Connectors.

General Scope of Duties:

- The original job description only highlights that volunteer are supposed to attend the SCSN events but we believe that their insight can also be used to help plan events as well.

Supervisory Function:

- The SCSN Community Connectors are expected to show leadership within the community but the job description fails to give exact details as to what it actually entails.
- We feel that the volunteers have the right to pass the foot patrol in designated area.

- The SCSN Volunteers are required take note and also report any by-law violation to the SCSN Volunteer Coordinator
- We feel that SCSN Community Connectors can do more than just reporting any property by-law violation.
 - o They can report tenant and landlord issues incurred by students
 - o Take note of any major violation or disturbances within student resident areas
 - o Educate students regarding Residential Acts, Neighborhood Bylaws, Home Safety and off-campus housing

I hope you find all these changes reasonable and acceptable

Sincerely,

Rohan Lohana
Student Community Support Network (Coordinator)
scsn@msu.mcmaster.ca



MEMO

TO: Executive Board
FROM: Maddison Hampel (Operations Coordinator)
SUBJECT: Part-Time Issues Committee
DATE: November 13, 2018

Background

The recommendation to create a Part-Time Issues Committee to provide a forum for part-time staff to address employment issues has been well received. The composition of the committee however has been up for discussion. In consultation with John McGowan and Kristina Epifano, two different proposals for the committee breakdown have been created. These recommendations were created taking into consideration Executive Board feedback from the initial Part-Time Issues Committee proposal on October 25, 2018. These recommendations consider several aspects, including those that may influence an individual's employment within our organization, such as:

- The size of the committee to ensure optimal effectiveness (the MSU has 93 paid part-time positions)
- The different types of positions within the organization (ie. Supervisory, Non-Supervisory)
- The different types of compensation (hourly shifts vs. weekly compensation based on standard hours)
- The different areas and services an individual can work in (e.g. A Customer Service based role within Union Market will face different challenges than an Associate-Vice President position)

Recommendation for Composition

****Please refer to the "Part-Time Issues Committee Membership Breakdown" document for a detailed explanation of each option**

Option #1 consists of 6 representatives and splits up the positions based on their functions. **Part-Time Managers** are one grouping (21 positions), and **Client-Facing** and **Service-Delivery** positions are the others. **Client-Facing** would refer to hourly positions that deal directly with customers. This grouping encompasses 16 positions and would have 1 representative. The last grouping, **Service-Delivery**, refers to weekly paid positions that have their hours pre-set, and support their respective service in achieving their goals and service mandate. This includes Assistant Directors and any other weekly paid part-time staff positions within the MSU. This grouping has 54 positions and would have 2 representatives.

Option #2 also consists of 6 representatives, but the groupings are based on **Supervisory** and **Non-Supervisory** positions. The Supervisory group is made up of 23 positions and would have 1 representative. Non-Supervisory encompasses 70 positions and would therefore have 3 representatives. Option #2 does not consider what conditions the positions deal with (ie. Working directly with customers or a more administrative role), or how the individual is scheduled/paid (hourly vs. weekly). Both options have the Operations Coordinator as the Chairperson, and a representative from the Board of Directors.

Final Thoughts

Separating and categorizing our positions proves challenging as we have such a wide variety of services that are all equally important. All voices are meaningful and will be considered; the representatives are expected to take inquiries and concerns from any staff member so that they can be discussed by the committee. A trial period with either option may be necessary to evaluate its effectiveness and ensure proper adjustments can be made. The goal is to support our part-time staff in a more robust manner. This may not guarantee perfection right away but instead set a standard for how part-time staff can feel engaged and appreciated. Ultimately this is a positive step forward and will allow the MSU to continue being a credible employer of students. Should there be any questions or concerns regarding the committee's purpose or scope, please do not hesitate to speak with Maddison Hampel, Kristina Epifano, or John McGowan.

Thank you,

Maddison Hampel

Operations Coordinator

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