

M A D E L E I N E

R A A D



for

**VICE PRESIDENT
ADMINISTRATION**



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Welcome!



Dear Members of the Assembly,

Before I begin, I would like to take a moment to introduce myself. My name is Madeleine Raad, my pronouns are she/her and I have just finished up my Bachelor of Arts in Honours Geography and Environmental Studies with a Minor in Sustainability and a Certificate in Business.

Throughout my time at McMaster, I have had the privilege of holding many different roles within the Faculty of Social Sciences, the McMaster Student's Union and McMaster University as a whole. These experiences have shaped me into who I am today. I have grown immensely as an individual and as a leader, into someone who actively seeks to support others by helping them achieve their goals.

As your next Vice President Administration, I wish to stand by student advocacy to amplify the voices of our students, student groups, and student leaders. I plan to better understand and support MSU staff and volunteers, members of the SRA and student clubs in order to foster a safe(r) space that is inclusive, diverse and empowers all students.

I believe it is important that as student leaders it is our responsibility to critically identify and bridge the gaps within the MSU. With any association, organization and institution there is always room to improve and grow. In the midst of a global pandemic, it is so important that we take this time to work together and become adaptable to what is going on in our world. This is our opportunity to change and adapt. One of my favourite mottos to live by is: **"Leave everything a little bit better than the way you found it"**. As your next Vice President Administration I hope that we, together, will do just that.

Thank you so much for providing me with the opportunity to present to you my ideas, passion and dedication to enhancing our student's union. If you have any questions or concerns in regards to my platform please feel free to reach out.

Sincerely,

M A D E L E I N E R A A D
for VP ADMINISTRATION

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Qualifications

MSU SERVICES

Welcome Week

- Faculty Societies Coordinator 2020-Present
*Standing Member on Welcome Week Planning & Implementation Committee (WWPIC) and Welcome Week Strategic Themes Advisory & Planning Committee (WWSTAPC)

Charity Ball/Campus Events

- Fundraising & Promotions Coordinator 2018-2019
- Set & Dec Coordinator 2017-2018

CLUBS & SOCIETIES

McMaster Social Sciences Society

- President 2019-2020
- Welcome Week Planner 2018
* Attended NODA Orientation, Transition & Retention Conference
- Wellness Liaison 2018-2019
- Social Sciences Welcome Week Representative 2016-2017

McMaster Relay For Life

- Financial Officer 2019-2020
- Recruitment Officer 2018-2019

Student Life & Engagement



Exploring Alternatives to Campus Safety

As the next VP Admin, I want to ensure that the safety of all students at McMaster is our number one priority. Over the past few years, there have been concerns of Special Constables and their practices being conducted on campus grounds. Many students are hesitant to call and utilize the EFRT service due to Special Constables being dispatched. I would like to explore ways in which we can ensure EFRT volunteer safety, while shifting away from the use of Special Constables. Large events on campus such as Welcome Week and Light Up The Night are usually patrolled and policed by Special Constables, resulting in Black-identified students feeling unsafe. By working and consulting with the EFRT Advisory Board, MSU Campus Events and the Welcome Week Advisory Committee, I hope to shift our resources away from the use of Special Constables, focussing on providing more on-campus crisis support and utilizing other security services. The main goal of having security services on campus is to offer protection to all McMaster students; this must be our main goal throughout the exploration and implementation of alternatives to campus safety.

Supporting Services Navigating a Virtual World

The COVID-19 pandemic has forced many individuals to completely restructure and reimagine their services in the context of being completely online. My unique experience as the MSU Faculty Coordinator has equipped me with the tools, resources and support necessary to assist our PTMs in restructuring and reimagining their services through the lens of a virtual world. I would like to offer training sessions in regards to what accessibility and survivor-centred digital best practices look like while we conduct ourselves entirely online. Challenges that PTMs are facing is figuring out what their services are going to look like in September and adapting peer-support services into an online setting to ensure proper confidentiality and privacy practices. I want to ensure that MSU Services and members within the MSU feel supported when dealing with the heavy responsibility of completely reshaping our services and our roles. This is going to be a crucial component of the 2020/2021 year, to ensure that students are aware of the opportunities available to them in terms of receiving support and utilizing the services that are available to them.

Student Life & Engagement



MSU Engagement with the Student Body

There have been many misconceptions of the MSU in regards to transparency and the lack of active communication with the student body. As the VP Admin, I want to work on developing a plan that will allow members of the MSU to actively engage with McMaster students. In the role of VP Admin, I would like to be very face forward by directly interacting with as many students as possible. A potential solution to this issue, is identifying the importance of accurately conveying what takes place within the MSU to the student body. With the help of the Communications Team, I would like to develop accessible infographics that briefly summarize information in regards to:

1. The agenda items going into SRA/other MSU meetings, and
2. The associated outcomes.

Students have had issues with trusting the MSU and it is our responsibility to ensure that the student body is aware of what is going on.

Conducting Social Media Campaigns to Showcase MSU Services

Social media campaigns, especially short promotional videos, have been known to provide effective outreach and communication within the McMaster community. I plan to work with the Communications Team and the PTMs to develop social media campaigns that will help to showcase each MSU service to the student body and highlight the communities in which these services seek to support.

Identify Internal Issues within the MSU that has Resulted in Low Student Engagement

As a student who struggled to resonate with the MSU, I believe there are many underlying issues that contribute to the lack of student engagement. In addition, these underlying issues have also resulted in a lack of student interest to apply for PTM roles. I plan to take this year to critically analyze our processes in a holistic manner to see if our teams truly represent the student body. I would like to create engaging content when PTM hiring opens up to discuss the ways in which the MSU is actively working to create equitable hiring practices and ensure that we are accurately representing our students. This project would be in collaboration with the Communications Team; an example of what this could look like is developing hiring videos that introduce the PTM roles while including the topics of equitable hiring and providing all students with leadership opportunities to further grow.



Support, Training & Transition

Part-Time Managers

Continue Established One-on-One's with PTMs & Continue Cluster Meetings

One-on-one meetings between PTMs and the VP Admin have been received very well this year and is something that the 2020/2021 PTMs have found to be extremely helpful. I would like to continue having these required meetings to foster a cohesive working environment where PTMs feel comfortable and confident to ask questions, request help and discuss resources to set them up for success. In addition to this, I would also like to continue PTM cluster meetings. Now more than ever working together as a team is so important, even if we all have our own individual roles. Clusters allow for the development of working relationships amongst the PTMs and help facilitate collaboration between services.

Collaboration Amongst MSU Services

In the midst of the COVID-19 pandemic, teamwork and collaboration is needed in order to support one another. It is important that, although services are independent, we are working together to navigate the challenges that are faced with conducting our services in a virtual world. I would like to continue to introduce services to one another by establishing a casual PTM "Meet n Greet". This will provide PTMs with the opportunity to meet one another and learn about the various services that are being offered. I hope that by providing this opportunity for PTMs to learn more about one another's services, we can begin discussions around what collaboration looks like within a virtual world amongst our teams.

Encourage Early Hiring of PTMs, Executive Teams and Volunteers

Hiring a team is a tedious process and requires lots of time in order to account for proper promotion of applications and accommodations for interviews. I would like to work with Victoria Scott to ensure PTMs are able to be hired with adequate time available to facilitate proper transitions. In addition to this, PTMs will be encouraged to hire their Executive Teams and Volunteers much earlier. The early hiring of Executives and Volunteers will allow for adequate time for planning and training to ensure the MSU Services are up and running by September.

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Support, Training & Transition

Part-Time Managers

Implement Mandatory Transition Meetings

Through many consultations with the PTMs, I have found that some experience very rocky transition periods. As the VP Admin, I would like to implement mandatory transition meetings between the incoming and outgoing PTMs. A transition report will be completed by the outgoing PTM and a meeting will be scheduled to walk the PTM through their transition and ensure they have the knowledge and resources available to make improvements and continue on from previous years.

Sponsorship Support for Services

The SCI has presented many financial challenges to student services. Although it is being appealed, it is important that services are equipped with the means to seek sponsorship if they wish to do so. Through my past experiences, I have been able to gain transferrable knowledge on sponsorships and donations, and I believe this will serve as an asset when supporting PTMs. As the VP Admin, I will continue the creation of the new Sponsorship Policy that will provide guidelines to Services when it comes to receiving sponsorships. It is important to create parameters that outline who Services can receive sponsorships from, what are appropriate deliverables that can be offered in exchange and who would be approving these sponsorships. Along with this policy, there will also be additional Sponsorship training offered to PTMs through collaboration with the MSU VP Finance and the Communications Team.

Improving PTM Accountability

As paid positions of the MSU, it is important to hold PTMs accountable to their roles, while also remembering they are still students. As the VP Admin, I would like to create a space for PTMs where we can discuss reasonable and fair deadlines and share best practices for staying on-track to ensure that deadlines are able to be met. Through consultations with the VP Admin, it is evident that there have been discrepancies in the EB reports submitted by PTMs. In an effort to reduce these discrepancies, I would like to offer support to the PTMs through training and resources by providing templates and examples of what is expected within these reports. It is necessary to highlight the importance of these reports and the supervisory role that the EB has. I hope to improve the overall perception of EB through having open conversations with PTMs and encouraging them to utilizing their relationship with the VP Admin to bring up any thoughts or concerns that they wish to be addressed within these meetings.

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Support, Training & Transition

Part-Time Managers

Marketing and Communications Training

With various changes to the Communications Strategy, it is important that PTMs are kept in the loop and understand what is expected and not expected of them. Through offering a Marketing and Communications training, PTMs will be equipped with the knowledge, resources and support needed to ensure they are aware of best practices on social media. This training will also outline who within the MSU they are able to lean on for support within the communications realm of their service. I would like to collaborate with the Communications Team to deliver this training.

Continue to Search for Diversity Services Space

As I have been made aware through consultations, Diversity Services does not have access to their own space to offer their formal peer support. Diversity Services are explicitly dedicated to supporting BIPOC students at McMaster, therefore having a space for their service must be a priority. Creating a safe(r) space for BIPOC students means providing a physical space on campus where these services and this community can be accessed.

Volunteers

Standardized Training for All MSU Volunteers

I would like to create a standardized AOP and By-Stander training for all volunteers within the MSU. This will mitigate the need for students that are a part of multiple services having to sit through the same training more than once. By creating this MSU-wide training, we will be able to set firm deadlines in regards to team hiring. This training can be structured similarly to how Welcome Week Rep training is conducted by bringing everyone together from different services at the same time.

Offer More Application-Based Training

Throughout my time at McMaster, I have sat through and even hosted many different training sessions. I found that the most engaging and effective training is through application-based learning. As the VP Admin, I plan to work with Khadijeh Rakie from EIO to update our training and create more engaging learning materials. The use of case studies and scenario based questions will allow for more discussions to be had during the training and facilitate conversations around cancel-culture, consent and receiving disclosures.

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Support, Training & Transition

Volunteers

Executive Team Training

I would like to work with the AVP Services to provide resources to offer Executive Team training for each specific service. The responsibility of training Executive Team members falls under the PTM, however it is important that they have the resources and support required to do so effectively and feel empowered to deliver their service-specific training.

Volunteer Appreciation

As an individual who has been a part of many different volunteer roles, it is so important that volunteers feel appreciated and receive appropriate recognition for the work they do. Oftentimes if recognition is not received, volunteers may choose to no longer be involved within the service or even the MSU. As the VP Admin, I would like to work with the VP Finance to coordinate a volunteer appreciation gift. Depending on what the winter semester looks like, in terms of the pandemic, we could provide Thank-You gifts, gift cards or even host a volunteer meal if we are able to conduct in-person programs.

SRA

Improve Relations Between the SRA and the MSU

As the VP Admin, I would like to work towards creating stronger working relationships between the SRA and the MSU through continued cohesion and transparency. I plan to actively listen to the voices of our SRA members and ensure that any concerns are appropriately addressed. I wish to create a working relationship where the BOD and the SRA are able to work alongside one another and collaborate to combat issues on campus.

Improve Support to SRA Members

I believe it is so important that SRA members have an individual available to provide them with support at any time. In the past, there has been confusion on who SRA members should reach out to, therefore it is crucial to highlight the various roles within the MSU that are designed to support the SRA. This can be done through training, guidebooks and ensuring that the individual who solely supports the SRA members is trained on receiving any kind of disclosures to ensure confidentiality. In addition to this, I would like to explore the possibility of creating a separate position that is designated to solely supporting SRA members.

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Support, Training & Transition

SRA

More In-Depth Training for SRA Caucus Leaders and Members

In addition to the general SRA training, offering an in-depth training for SRA Caucus Leaders will help establish certain scenarios a Caucus Leader may be faced with to help equip them with the knowledge on how to navigate these situations. I think it is important to also expand our training this year for both SRA Caucus Leaders and Members in order to discuss ways in which we can navigate our roles throughout the COVID-19 pandemic.

Access to Documents

Through consultations, it became clear that SRA members' access to report templates and schedules is not always accessible. I would like to ensure that any documents that are needed by SRA members are found within the shared drive that can be accessed through their SRA-specific email.

AVPs

Continue to Schedule Regular AVP Meetings

I would like to continue to provide regular meetings with the AVPs to foster more connection between their roles. I hope that through scheduling these meetings, AVPs have the opportunity to chat with one another, to feel more comfortable reaching out if they wish to collaborate or offer support to one another. Skill building within these meetings will be helpful to provide support in the age of COVID-19 when it comes to managing your role as an AVP in a virtual world, managing committees in a virtual world and ensuring confidentiality.

Transparency, Equity & Accountability



Create a "Conflict Of Interest/Non-Bias Representative" Policy

There have been many instances where we see students apart of more than one service and/or committee. I would like to explore the possibility of creating a policy that firmly outlines what should be done in the event that there is a conflict of interest when conducting any kind of service review. This policy will also provide guidelines on how to implement a third-party, non-bias representative should a student have a conflict of interest and/or a personal bias towards a specific service.

Continue and Complete the Community Needs Assessment

I would like to continue the work that is currently being done to review the supports and services provided by the MSU to ensure that all students' needs, from different communities within McMaster, are being met. I would like to specifically continue to focus on Indigenous students, Black students, Non-Black students of Colour, students within the 2SLGBTQ+ community, financial accessibility, religious spaces available on campus and student safety on campus especially within our marginalized communities.

Continue the Update of the Workplace Anti-Violence, Harassment and Sexual Assault Prevention Policy and Update the Operating Policy: Anti-Discrimination and Sexual Harassment

I would like to continue the ongoing project of updating the Workplace Anti-Violence Policy and ensure this policy is completed and reviewed by the appropriate stakeholders; specifically, I would like this policy to be reviewed by the Equity & Inclusion Office. The last review of the Operating Policy was conducted in 2015 and the updated review will likely be an ongoing, longterm project. I would like to ensure that appropriate names and titles of various campus partners are updated and highlight various changes within the MSU that relate to our equitable hiring practices to help with removing barriers to any students, staff and future applicants.

Transparency, Equity & Accountability



Build Strong Working Relations with EIO and SWC

As the VP Admin, it is important to recognize all of the campus partners that work alongside one another to improve student life. I would like to ensure that there is an established working relationship between the MSU, the Equity & Inclusion Office and the Student Wellness Centre. Through my experiences as the Faculty Coordinator, I have developed strong working relationships with these campus partners and would like to further continue and build on these relationships and consultations within other areas of the MSU.

Equitable Hiring

I plan on working with Maddison Hampel and the AVP Services to establish ethical hiring practices and create a structured process when hiring PTMs, Executive Teams and Volunteers. Through consultations, I have learned that the hiring process is up to the discretion of the PTM and leaves room for many personal biases. I would like to create a structured outline for which individuals should assist with the hiring of Executive Teams, best practices as an interviewer and ways in which we can ensure that there is accurate representation of the student body within our teams and services. It would be helpful to use the support of the AVPs to assist in the hiring process, alongside the incoming and outgoing PTMs.



Welcome Week

Implementing Structural Change Within Welcome Week Through Centralization

The Welcome Week Advisory Committee conducted a review of McMaster's Welcome Week through the consultation of NODA. As the next VP Admin, I wish to take the recommendations of NODA and revamp some of the organizational structures within Welcome Week. There are many different campus partners that all work and collaborate together to make Welcome Week happen, but it is a very decentralized system. I plan to ensure that there is more cohesiveness within Welcome Week and create standardized hiring processes in regards to Faculty Planners and Faculty Representatives. One of my goals is to bring Faculty Planners in as representatives within either the MSU or SSC to conduct Welcome Week on behalf of and in consultation with their respective faculties. The overarching goal would be that Planners would be able to receive compensation either from the MSU or the SSC budget and create more paid student leadership opportunities. In addition, by centralizing our Welcome Week processes this will allow for increased availability of McMaster resources for Faculty Planners to utilize; specifically Faculty Planners that represent smaller student populations and who do not have access to excessive financial resources.

Restructure the Charitable Giving Policy

The Charitable Giving Policy was created as a fundraising replacement for Shinerama, in order to shift away from the traditional pressures of Welcome Week Reps and First-Year students feeling obligated to donate. This year is the pilot year for this policy and as the Faculty Coordinator I have seen many gaps that continue to perpetuate the decentralization of Welcome Week. For example, this year it is likely that most faculties will be supporting different charities which can get confusing and become much more work than is needed for Faculty Planners and their teams. As the VP Admin, I would like to look into eliminating the option for faculties and residences to be able to select a different charity that is separate from the McMaster-specific charity. We would continue to move away from "mandatory" or "minimum" donations, however if a faculty or residence chooses to fundraise with their team they would be expected to do so with McMaster. In addition, I would also like to review the role that Maroons play within the Charity Giving Policy and explore different ways in which this role can evolve; an option for this could be collaborating with the MSU Charity Ball and creating a year long MSU Charity that would change each year.

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Welcome Week

Advocate for Accessible Parking during Welcome Week

Throughout my past experiences, not only as a Welcome Week Rep but as a Faculty Planner as well, I found myself spending copious amounts of money on parking to bring supplies to and from campus. I would like to continue to advocate for accessible parking on campus for Welcome Week Reps and for First-Year students. More than half of McMaster's student population commutes to and from the university, therefore it is necessary that there are accessible means to park on campus without an additional cost.

Commitment to Evolving Rep and Planner Training

Training for those involved in Welcome Week is often long in duration and lacks engagement. As the VP Admin, using my unique experiences within Welcome Week, I will actively work with individuals from the SSC, EIO and the SWC to continue to evolve our Welcome Week training program. Welcome Week Reps and Planners are expected to know how to appropriately navigate situations of either First-Year or other Rep disclosures of sexual violence and deescalation methods. Therefore, it is imperative that these trainings reflect the situations that Reps and Planners will face. I plan to create a strategy on how we can continue to evolve these training sessions to be more engaging through the use of application-based learning in order to facilitate more discussion through the use of case studies that will help prepare these individuals for their roles as peer support leaders.

Provide MSU Services Opportunities to Apply for WWSTAPC Funding

Funds are available through the Welcome Week Strategic Themes and Planning Committee, that allows for planning groups to submit proposals for events that incorporate the strategic themes of Welcome Week. As the VP Admin, and as a standing member on WWSTAPC, I would like to explore the opportunity to further involve MSU services and provide them access to apply for these funds. Collaboration between Services, Residence, Off-Campus and Faculty Planners would be highly encouraged. The presence of more MSU Services during Welcome Week will also motivate PTMs to hire their teams much earlier.

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Welcome Week

Prioritize Contingency Planning

As COVID-19 has made it abundantly clear, contingency planning needs to be a priority. Through my experiences, reimagining and restructuring Welcome Week 2020, I hope to create accessible documents for future VP Admins, PTMs and SRA Members to be able to use should we ever face a similar situation again.

Explore Redefining the Role of Welcome Week Reps

By creating a more centralized Welcome Week system, it is necessary to evaluate the roles of Welcome Week Representatives and how they have changed and evolved over the years. Traditionally, the role of a Welcome Week Rep ends when Welcome Week is over; however it is important to explore the potential for a name change such as "Orientation Representatives" as the role of a Rep continues to evolve into yearlong commitments.

Conduct a Review of all Welcome Week Finances

The MSU is considered to be financially transparent during Welcome Week; Faculty Planners are required to create extensive and detailed budgets indicating where every single amount of funding has been allocated and spent. The same cannot be said for the SSC and Residence Life. I would like to conduct a full financial review of Welcome Week to better understand how much money is being spent throughout this week by different campus partners. This review will be conducted in collaboration with the Welcome Week Advisory Committee and the MSU VP Finance. I plan on using the information collected from this review to restructure and reallocate funding. The reallocation of some funding can potentially be used to provide Faculty Planners with compensation.

THANK YOU!

Thank you to everyone who helped me in the consultation of this platform.

Adeola Egbeyemi, SRA Arts & Science 2020/2021
Adrian Stathoukos, SRA Social Sciences 2020/2021
Amylia Mesic, SRA Social Sciences 2020/2021, 2019/2020
Anika Spasov, MSU VP Administration 2020
Baila Lovejoy, Spark PTM 2020/2021
Calvin Prowse, Maccess PTM 2020/2021
Catherine Hu, Macademics PTM 2020/2021
Christian Barborini, Pride Community Centre PTM 2020/2021
Diya Jhuti, Maroons Events & Charity Coordinator 2020/2021
Elisabetta Paiano, Communications Officer 2020/2021
Esther Arase, Charity Ball Coordinator 2020/2021
Giancarlo Da-Ré, MSU President 2020/2021
Jess Anderson, MSU VP Finance 2020/2021
Maddison Hampel, Human Resources Generalist & Clubs Support
Martino Saliccioli, AVP Services 2020/2021, 2019/2020
Negar Asli, Horizons PTM 2020/2021
Rhea Jangra, MSU Speaker 2020/2021, SRA Health Sciences 2019/2020
Sara Tamjidi, Diversity Services PTM 2020/2021
Shelby Seymour, SRA Social Sciences 2020/2021
Sydney Cumming, Student Health Education Centre 2020/2021
Victoria Scott, Administrative Services Coordinator
Yimeng Wang, Women Gender & Equity Network PTM 2020/2021
Zara Badiani, Maroons Events & Charity Coordinator 2020/2021

And thank you to everyone else who has supported me during this process.