

**STEPHANIE KAY**

*for*

**VICE PRESIDENT  
ADMINISTRATION**

**2020-2021  
PLATFORM**



## *Dear Members of the Assembly,*

I'd like to start off by introducing myself. My name is Stephanie and I just recently finished my degree in the Bachelor of Health Sciences program with a specialization in Child Health. Before delving into things further, I want to thank you for allowing me the opportunity to share my ideas with you and how I would like to help bring about change within the MSU.

Throughout the last four years, I have been a part of the MSU and the university in various capacities. As cheesy as this sounds, my experiences at McMaster have helped shape me into who I am today. Being involved in student life has allowed for my learning to extend beyond the classroom and some of my most formative experiences were through student-led groups I've been a part of. I am definitely not the same person I was at the beginning of my time here and I have many peers and friends to thank for their mentorship and unwavering support. My interest in this position stems from a strong desire to give back to a community that has given me so much. However, despite my positive experiences, I think it is crucial to acknowledge that the MSU is far from perfect and has a lot of work to do to improve upon its past and the harm it's caused.

As Vice President Administration, I want to help make the MSU more inclusive by listening to others, particularly marginalized folks on campus, and incorporating their feedback. Now more than ever the MSU must lead by example and adapt in order to best support the needs of its students today while also looking towards the future. I am determined to actively help shape a more inclusive and accountable MSU and prepared to put in the work to accomplish this. Through my role, my goal is to support MSU staff and volunteers, SRA members and clubs as they navigate these unprecedented times as well as advocate for their needs. I want to help them develop the required skills to succeed and continue to build upon the work of my predecessors.

I want to end by addressing what sets me apart from the other candidates. My MSU involvement began by joining the Women & Gender Equity Network. From there, I developed a passion for peer support services and their unique communities. At its core, the Vice President Administration role is a support role and I firmly believe my background makes me uniquely qualified for this position. I make it my personal mission to get to know people on an individual level and to build long-term relationships. Through my role I plan on empowering each person I supervise and support to thrive while working toward their own goals, so that they can continue doing what they love and know best with all the resources and tools they need for continued success. Thank you for taking the time to read my platform and please feel free to reach out to me if you have any questions, concerns or feedback.

All the best,



**Stéphanie Kay**

# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>1</b>
<b>QUALIFICATIONS</b>	<b>3</b>
<i>MSU Involvement</i>	
<i>Clubs &amp; Societies</i>	
<i>McMaster University</i>	
<i>Other Related Experiences</i>	
<b>MOVING FORWARD</b>	<b>5</b>
<i>Ensuring a smooth transition period</i>	
<b>SCHEDULING &amp; LOGISTICS</b>	<b>5</b>
<i>Being reachable &amp; available to folks</i>	
<b>TRANSPARENCY &amp; ACCOUNTABILITY</b>	<b>6-7</b>
<i>Keeping the MSU accountable</i>	
<b>COMMUNICATIONS &amp; PROMOTIONS</b>	<b>8-9</b>
<b>HIRING, TRANSITION &amp; TRAINING</b>	<b>10-12</b>
<b>ADVOCACY, ACCESSIBILITY &amp; LONG-TERM PLANS</b>	<b>13-14</b>
<b>CONTINGENCY PLANNING</b>	<b>15-16</b>
<b>WELCOME WEEK</b>	<b>17-18</b>
<b>THANK YOU</b>	<b>19</b>

## **MSU INVOLVEMENT**

### ***Women & Gender Equity Network***

Promotions & Social Media Executive 2018-2020  
 Safe(r) Space Volunteer 2017-2020

### ***Spark***

Promotions & Publications Executive 2019-2020  
 Team Leader 2018-2020

### ***Clubs Department***

Assistant Clubs Administrator 2018-2020

### ***Horizons Conference***

Sessions Coordinator 2019  
 Leadership Developer Logistics 2019

### ***Committees***

Peer Support & Promotions Committee Member 2018-2019

### ***CLAY Conference***

Leadership Developer Events 2019

## **CLUBS & SOCIETIES**

### ***Bachelor of Health Sciences Society***

Health Sciences Musical Admin & Finance Executive 2017-2020  
 Academic Coordinator for BHSc Outreach 2017-2019  
 Upper Year Buddy 2017-2020

### ***Smiling Over Sickness***

Fundraising Executive 2018-2019  
 Smiles Squad Member 2017-2018

### ***McMaster University Choir***

2016-2020

### ***McMaster Athletes Care***

Communications Executive & Volunteer 2018-2020

# **MCMMASTER UNIVERSITY**

## ***Faculty of Health Sciences***

Welcome Week Coordinator	2018-2019
Welcome Week Representative	2017-2020
Spring Preview Day Volunteer & Speaker	2017-2020

## ***Athletics Department***

Synchronized Swimming Team Member	2016-2020
<i>*Awarded McMaster Marauders MVP Award in 2018</i>	
Synchronized Swimming Vice President	2017-2019

## ***Department of Pediatrics***

Research Assistant for Dr. Samaan	2017-2020
-----------------------------------	-----------

# **OTHER RELATED EXPERIENCES**

## ***International Women's & Children's Health Conference***

Finance Director	2018-2019
------------------	-----------

## ***Mississauga Summer Choral***

Chair of the Executive Board	2018-present
Chorister	2016-present

## ***Physical Activity Centre for Excellence***

MacWheelers & MacSeniors Volunteer	2018-2019
------------------------------------	-----------

# MOVING FORWARD

## ENSURING A SMOOTH TRANSITION PERIOD

It's important to recognize the uniqueness of transitioning into a role that has already begun. I want to effectively make use of the time between being elected until officially starting in mid-August to ensure the transition goes as smoothly and seamlessly as possible. During this time, I will look to see how I can *tangibly align Anika's platform points and work with my own* and help shift them into the work I plan on doing. I have already started this process through crafting my platform points in a way that acknowledges work currently being done, while building steps to create further growth.

I also plan on further familiarizing myself with the role by attending meetings and communicating with the Board of Directors regularly. In addition, I will be setting up one-on-one meetings with all relevant parties before September to introduce myself and establish what their goals are for the year.

## SCHEDULING & LOGISTICS

### BEING REACHABLE & AVAILABLE TO FOLKS

- **Continue Scheduled One-on-Ones with PTMs** - It's important to check in regularly with PTMs to ensure their needs are being met and they feel supported in their roles. These meetings would also be a chance for them to give feedback, ask for support and pose questions they have.
- **Continue Scheduled One-on-Ones with AVPs** - Similar to PTMs, AVPs should feel supported in their roles. It would also be beneficial for AVPs to connect with one another on a monthly basis so that they know what their counterparts are up to and can continue to build their skills. In addition, AVPs often have to work in similar facets, so it would be helpful to form connections between AVPs through socials or meetings to update each other on their work.
- **Host Regular Office Hours Online** - While meeting in person may not be possible at the moment, I believe it's important to still make myself available to staff, volunteers, SRA members or students who would like to 'virtually' drop-in and ask questions.
- **Make use of PTM Clusters** - Have PTMs meet regularly in smaller groups ('clusters') to discuss week-to-week happenings and to share knowledge. Hold quarterly meetings with everyone to ensure folks feel connected and can benefit from others' areas of expertise. For example, identity-based service PTMs would benefit from a support system from meetings, hang-outs, and check-ins from other identity-based service PTMs, since their services will run similarly.

## ***KEEPING THE MSU ACCOUNTABLE***

### ***UPDATE THE WORKPLACE ANTI-VIOLENCE, HARASSMENT, AND SEXUAL ASSAULT PREVENTION POLICY***

This review and update has been a work in progress for almost two years. Anika has been working on this alongside the Administrative Team Research Assistant and Human Resources Generalist, and I will build upon her work once she has transitioned out of her role. This policy needs to be progressive, survivor-centric and trauma-informed; thus, I want to ensure that the trauma therapists at the SWC, EIO, and all the identity-based peer support services (who would like to be) are part of the conversation. Specifically, I would like to consult Diversity Services for their input as well as the other identity-based services. The updating of this policy must include the input and feedback of BIPOC community members. In addition, I would like to provide a concrete framework for this policy that can be continually built upon and improved easily, so that this policy can be reviewed yearly and remain relevant as things change.

### ***INCORPORATING PTM FEEDBACK ON THE BOD***

It will create an anonymous form with the option to provide further contact information to schedule follow-ups or meetings with Part-Time Managers who have concerns about the Board of Directors and myself. This will give them an opportunity to provide input on how I've been supporting the PTMs in their roles and will allow me to learn more about how I can better support each PTM individually. This is important as each service and their PTM have different needs. I will also look to offer the option to have other individuals present during these meetings besides myself and my fellow members of the Board of Directors as needed, recognizing I may not necessarily always be the most suitable individual for them to be relaying information to and to ensure there is opportunity for a third-party to be present.

### ***INCORPORATING STUDENT FEEDBACK ON THE MSU***

Recognizing that PTMs, SRA, service volunteers and students may also have feedback or specific concerns pertaining to the MSU as a whole beyond the scope of my work, I will also look to provide a means for reporting and following up on any discussions had that would be best handled by managing up. Accounting for input I may not be able to address directly myself is extremely crucial, as it is valuable to gain information about the organization's efforts first-hand from a student's perspective and I will ensure I provide them with the necessary next steps and tools to work toward resolving their concerns.

### ***CARRYING OUT A COMMUNITY NEEDS ASSESSMENT***

Outgoing VP Administration Anika has already begun having preliminary conversations with folks about having a community needs assessment in January 2021. I would like to continue working with the Admin Team Research Assistant to review and identify gaps in the overall supports the MSU provides. This was last done around 5 years ago and it makes sense to complete an updated review.

# TRANSPARENCY & ACCOUNTABILITY CONT.

## ***UPDATE THE WORKPLACE ANTI-VIOLENCE, HARASSMENT, AND SEXUAL ASSAULT PREVENTION POLICY***

This review and update has been a work in progress for almost two years. Anika has been working on this alongside the Administrative Team Research Assistant and Human Resources Generalist, and I will build upon her work once she has transitioned out of her role. This policy needs to be progressive, survivor-centric and trauma-informed; thus, I want to ensure that the trauma therapists at the SWC, EIO, and all the identity-based peer support services (who would like to be) are part of the conversation. Specifically, I would like to consult Diversity Services for their input as well as the other identity-based services. The updating of this policy must include the input and feedback of BIPOC community members. In addition, I would like to provide a concrete framework for this policy that can be continually built upon and improved easily, so that this policy can be reviewed yearly and remain relevant as things change.

## ***INCORPORATING PTM FEEDBACK ON THE BOD***

It will create an anonymous form with the option to provide further contact information to schedule follow-ups or meetings with Part-Time Managers who have concerns about the Board of Directors and myself. This will give them an opportunity to provide input on how I've been supporting the PTMs in their roles and will allow me to learn more about how I can better support each PTM individually. This is important as each service and their PTM have different needs. I will also look to offer the option to have other individuals present during these meetings besides myself and my fellow members of the Board of Directors as needed, recognizing I may not necessarily always be the most suitable individual for them to be relaying information to and to ensure there is opportunity for a third-party to be present.

## ***INCORPORATING PTM FEEDBACK ON THE MSU***

Recognizing that PTMs may also have feedback or specific concerns pertaining to the MSU as a whole beyond the scope of my work, I will also look to provide a means for reporting and following up on any discussions had that would be best handled by managing up. Accounting for input I may not be able to address directly myself is extremely crucial, as it is valuable to gain information about the organization's efforts first-hand from a PTM's perspective and I will ensure I provide them with the necessary next steps and tools to work toward resolving their concerns.

## ***CARRYING OUT A COMMUNITY NEEDS ASSESSMENT***

Anika has already begun having preliminary conversations with folks about having a community needs assessment in January 2021. I would like to continue working with the Admin Team Research Assistant to review and identify gaps in the overall supports the MSU provides. This was last done around 5 years ago and it makes sense to complete an updated review.

## ***SRA MEETING SUMMARIES***

Similar to what SRA Health Sciences did last year, I will ensure that the MSU provides graphics with image descriptions within a week of each SRA meeting breaking down the minutes/livestream which will be posted on Facebook and Instagram. This will ensure that the minutes are more easily accessible (as SRA documents can be confusing and hard to find on the website) and streamlined through the MSU (opposed to only one caucus making the minutes) so that all SRA caucuses can share these posts. To do this, I would work with the MSU Speaker to ensure that these summaries are available for everyone.

## ***CREATING AN IDENTITY-BASED COMPLAINT PROCESS***

Right now, if service volunteers or executives have a concern about their PTM, their concerns go to the VP Admin. However, this process is not always comfortable for the complainant; for example, if the person has a complaint about racism and the VP Admin is white. I want to create a form in which service volunteers can fill out and request someone with a certain identity is present as a mediator throughout this process. This person would likely be a peer, whether that is another PTM, community member or a BoD member. This would be done in consultation with identity-based services and EIO in order to maintain safety and confidentiality of the complainant. In addition, I would also keep the complainant informed when going into further meetings so that they are aware of who will be present at meetings, as well as what will be discussed so that they know what they are going into. This is something that needs to be researched and fleshed out further and there are many ways in which this can be done, but it is an important step to take for the MSU to be more inclusive.

## ***CARRYING OUT A COMMUNITY NEEDS ASSESSMENT***

Anika has already begun having preliminary conversations with folks about having a community needs assessment in January 2021. I would like to continue working with the Admin Team Research Assistant to review and identify gaps in the overall supports the MSU provides for campus communities. This was last done around 5 years ago and it makes sense to complete an updated review.

## ***TRANSPARENCY SURROUNDING SERVICES***

Over the past few years, the MSU has fired BIPOC students and/or made changes to services without informing its volunteers or service users. We need to do better at being transparent with our disciplinary actions and provide information to others when changes impact and could potentially harm our community. Working directly with each service and its volunteers, I will look to facilitate discussions surrounding how I can best support their plans for the year moving forward and focus on providing closure pertaining to previous situations and circumstances.

# COMMUNICATIONS & PROMOTIONS CONT.

## ***SERVICE SPOTLIGHTS***

Promotions are crucial this year as the majority of services will be online. Because of this, first years will not be able to preview services during Welcome Week, and community members will not be able to physically access events or spaces. Using my promotions background, I will work with the communications department and MSU service promo executives to highlight each service on a rotating basis. This has been done in the past, but it hasn't been consistent throughout the entire year. Planning these logistics far in advance will also ensure our organization can provide a platform catered to different services at specific times throughout the year when it is most beneficial to amplify their efforts, such as during a specific monthly campaign period.

## ***CREATE COHESIVE CAMPAIGNS FOR SERVICES***

I want to support promotion executives and PTMs in creating collaborative cohesive campaigns by improving MSU Underground communication and adapt promotion packages to suit our shift towards online programming. In addition, I will adapt the promotion training that service execs and PTMs usually receive to account for an online term.

## ***INCREASE OPEN COMMUNICATION BETWEEN FULL-TIME STAFF AND PTMS/VOLUNTEERS***

Often, students may feel intimidated to approach full-time staff. I would like to discuss ways in which we can streamline conversations and how we can help facilitate this process (whether it be through bi-weekly emails, Microsoft Teams groups, etc.).

## ***IMPROVE COMMUNICATION BETWEEN THE SRA AND SERVICES***

Because the SRA often impacts MSU services, it is important that both service managers and SRA are updated on each other's work. PTMs already update the Executive Board on a monthly basis; in their reports, it would be beneficial to have a rough week-by-week plan for the month so that the SRA can have a better understanding of what the services are up to and what their action items are. The SRA could send their meeting updates to service managers through email and elaborate on the meeting summaries that would be created due to my platform.

## ***UPDATE SOCIAL MEDIA PROMOTIONAL STRATEGY***

I would collaborate with the communications department and research into how the way COVID-19 impacts promotions and shift our resources so that they reflect this. I would also like to increase our focus on how the MSU uses Instagram, as many incoming first years do not use Facebook. Instead of encouraging our audience to use Facebook to obtain information, we should change our social media approach to better meet their needs.

## ***CARRYING THROUGH ANIKA'S WORK***

Anika has already revamped the training for AVPs and PTMs, as well as changed the hiring timelines for service volunteers. I would ensure that these changes are carried out during my term so that her work isn't pushed aside. In addition, during my transition, I would consult with her to see if any of her changes can be further fleshed out (e.g. earlier PTM hiring).

## ***IMPLEMENT NEW MSU-WIDE VOLUNTEER TRAINING***

Anika has created and done a lot of the groundwork for training on accessibility, anti-oppressive practices, and responding to sexual violence. In my role, I would implement the work she's done and evaluate ways this training can be effective through an online platform, and explore other topics that are universally relevant to MSU services, such as peer support. In addition, alongside MSU-wide AOP and bystander intervention training, I will ensure services can still provide their own catered trainings, as all services are unique and should be allowed to provide additional training based on the PTM's vision.

## ***CONTINUE WORK ON CREATING NEW EQUITABLE HIRING BEST PRACTICES & GUIDELINES***

Anika and the BoD have addressed and begun work on creating new equitable hiring best practices and guidelines to help address some of the barriers there are in accessing our leadership positions. I want to ensure that EIO is consulted but so are BIPOC student groups. As the MSU serves students, it is important that students have a voice in what would help alleviate barriers for hiring. This could be done through surveys, community groups, etc. Hiring boards need to be more well-defined (especially for identity-based services) and selected in a way to reduce nepotism. In addition, for application and interview questions, it is important to consult EIO and identity-based services so that we can also prioritize anti-oppressive practices during the hiring process. At the end of my term, the BoD will create an outline for hiring so that these equitable practices continue.

## ***IMPROVE TRANSITIONS***

Transitions are frequent in the MSU and there is high turnover. This renders transitioning into a new role really difficult for PTMs (even when there isn't a global pandemic). I want to help ease this by:

- Establishing clear guidelines as to what a transition report should contain (make sure it's content focussed, not format focussed)
- Scheduling mandatory transition meetings between each outgoing and incoming PTM to ensure this takes place before the term is over (a meet n' greet of sorts)
- Incorporate transition reports into paid and executive job descriptions

# HIRING, TRANSITION & TRAINING CONT.

## ***REDUCE BIAS IN HIRING***

I will create standardized marking schemes for interviews that leave room for flexibility so it can still meet the needs of each service. In addition, I will ensure blinding written applications is consistent across services – many services already do this, but it is inconsistent and an unofficial expectation.

## ***EXPAND SRA TRAINING & BUILD RAPPORT***

I plan to work with the SRA speaker to assess what training and transition has been provided and if there are any gaps currently. Based on their input, I would like to help create and provide more in-depth SRA Caucus leader training and to help expand SRA member training. This will be adaptable based on the specific needs of the SRA this year and will provide a base for future years to build off of. Additionally, COVID19 has made the SRAs job even more challenging than usual and I plan on making myself available to both the Speaker and the entire SRA for support by offering bi-weekly drop-in office hours just for the SRA to attend. This would be facilitated through Microsoft Teams and would allow me to get to know SRA members on a more personal level.

## ***PROVIDE SUPPORT TO THE SILHOUETTE & CFMU STAFF***

Although they are under the VP Finance portfolio, I think it is important that they have equal access to the support they may need. Although the Silhouette is autonomous and has journalistic integrity, they should be able to use the MSU when it comes to things such as human resources, support, and hiring. This is something that needs to be further discussed with the Editor-in-Chief to make this happen.

## ***SUPPORT FOR ALL PTMS***

Sometimes PTMs may feel undervalued and less part of the MSU community if their service operations are different (e.g. Charity Ball, CFMU, the Silhouette). However, these PTMs should be valued and be invited to meetings, socials, and training if they wish to attend. Accessibility should be prioritized for all PTM gatherings in order to make sure all PTMs can participate (e.g. no alcohol at Sangria/Eggnog). In addition, I would like to provide feedback forms for PTM training, meetings, and socials so that these can improve throughout the years and the future VP Admins can have a better understanding of how to facilitate and improve training, meetings and socials.

# HIRING, TRANSITION & TRAINING CONT.

## ***HIRING AND SPONSORSHIP TRAINING FOR PTMS***

When PTMs are hired, they are tasked with hiring volunteers even if they have no experience being on a volunteer board. I want to help standardize hiring by training them on blinding applications, being mindful of personal biases, and taking a step back when there is a conflict of interest when hiring. In addition, sponsorship training is part of Anika's platform and is something that should be implemented, as PTMs may require more money than their allotted budget to hold larger events, but may not know how to contact sponsors. Alongside Anika's work, I will help implement hiring and sponsorship training so that PTMs feel equipped to contact sponsors for funding.

## ***DISCLOSURE TRAINING***

Many PTMs deal with receiving disclosures. It's important for this training to be comprehensive and to make sure PTMs feel equipped and prepared for this situation, should it arise. Their training needs to align with MSU practices and be survivor-centric. This will be developed while consulting EIO and WGEN and include case scenarios and provide opportunities for PTMs to ask questions and contribute to discussions.

## ***EXECUTIVE TEAM TRAINING & APPRECIATION***

PTMs often run executive training alone; I would like to provide a general template of what they can cover, and they can alter it to suit their service. This gives them a starting point and makes it less daunting to give executive team training. In addition, MSU service executive teams often do a lot of volunteer work for a service but exec appreciation can be easily overlooked, especially if the PTM has to plan it alone. I would like to support PTMs in making arrangements based on what they have in mind and provide reminders for PTMs at the end of each term so they have enough time to plan something and figure out the details.

*MANY OF THESE IDEAS AND PLANS ARE BASED OFF OF THE WORK OF BIPOC FOLKS WHO HAVE BEEN CALLING FOR THESE CHANGES FOR YEARS. I WANT TO RECOGNIZE THE WORK THEY HAVE DONE IN PUSHING THESE IDEAS FORWARD AND COMMIT TO MAKING THEM A REALITY AND PUTTING IN PLACE TANGIBLE WAYS THEY CAN HAPPEN. I ALSO WANT TO COMMIT TO ENSURING THAT I CONTINUE TO LISTEN TO THESE VOICES AND ADVOCATING FOR THEIR NEEDS THROUGHOUT MY TERM.*

## **ADVOCATE FOR THE REMOVAL SPECIAL CONSTABLES**

In alignment with the MSU's recent stance on De Caire and special constables, I want to advocate for the removal of campus security entirely. This is under VP Education Fawziyah Isah's portfolio and I aim to support her in any way I can as she spearheads this project. There needs to be more done than simply exploring options; we need to work with student groups who have been advocating for this removal for years and create a solid plan to urge McMaster to remove special constables. The MSU has not been kept in the loop regarding McMaster University signing the new four-year collective bargaining agreement that provides special constables with \$1.3 million in salary per year until 2023.

Alongside Fawziyah, I will research ways in which we students can have a seat at the table when it comes to student safety at McMaster and continually advocate for our students. In addition, I want to research how funds that support campus security can be re-allocated towards community support, and continue to listen to BIPOC when it comes to community safety. BIPOC have made it clear that security services of any kind will not keep our communities safe; thus, we must ensure that McMaster doesn't hire another security company in the place of special constables.

# ADVOCACY, ACCESSIBILITY & LONG-TERM PLANS CONT.

## *ADJUST EFRT OPERATIONS*

We need to re-evaluate the relationship between EFRT and Security Services. Since a constable is dispatched along with an EFRT responder, BIPOC can feel unsafe if they need to call EFRT. Because EFRT is off-call until November 1 due to COVID-19, now is the time to address changes and look into alternate options.

## *FIND DIVERSITY SERVICES A PEER SUPPORT SPACE*

This has been a long work in progress and I want to continue the work that has been done by the MSU thus far. It is important that Diversity Services has a space and we need to commit to finding one. I will work with the Diversity Services team and other groups on campus to ensure the space found meets their needs (accessibility, size, etc.). In addition, with the Student Activity Building, there will be more space for student groups such as Diversity Services. Space should be found and available for use by April 2021 so that the new PTM can incorporate the space into their year plan.

## *AN EQUITY & INCLUSION AD HOC COMMITTEE*

This committee will examine equity and inclusion within the MSU over the past 5 years to gain perspective on the shortcomings of the MSU, and to listen to voices that may have gone unheard or unresolved. This committee will then present its findings to the SRA and make recommendations accordingly.

## *ACCESSIBLE DOCUMENTS AND GRAPHICS*

All documents uploaded this year should be screen-reader accessible, and all graphics or photos posted by any MSU service should have image descriptions. This also ensures that the MSU is as transparent as possible as information must be accessible to everyone.

# CONTINGENCY PLANNING

## ***SUPPORTING SERVICES AND CLUBS***

COVID-19 has highlighted the importance of planning ahead and having contingency plans in place. We need to support services as they navigate doing their work digitally. This includes reaching out to the Clubs Administrator and Assistant to see how they are adjusting and what resources clubs need moving forwards.

### *CONTINUE ANIKA'S WORK ON ONLINE OPERATIONS IN THE FALL*

I will continue Anika's work in supporting online operations during the fall and begin preparing for the winter semester; whether it's online, in person or a hybrid model. In addition, I will continue to assist services transitioning to being online in August and the coming months.

### *OFFER MORE SUPPORT FOR PEER SUPPORT SERVICES AND IDENTITY-BASED SERVICES*

Because identity-based services often support others in confidentiality, this can be difficult when you need to support others online and liability is affected. I want to support the identity-based service PTMs in exploring options for online support, such as Zoom with Otter.ai, especially since peer support services are crucial during the pandemic. Most people will be at home during this pandemic even if home is not the safest place for them, so it is important to support and explore ways in which these services can provide confidential support.

### *SUPPORT FOR FIRST YEARS*

Many first years were excited about moving to Hamilton but because of the pandemic, this is no longer happening and it is often hard to find community support through online school. It is important to ensure that services are effectively promoted and offer support to first years, who have no experience of being on campus yet. Building a community can be difficult if you aren't able to physically meet your cohort, and providing support for services such as Spark and Horizons, who will be taking on this role, will be essential.

### *TRANSITION TO WINTER SEMESTER*

It is important to acknowledge how the fall term online impacts services and prepare them for transitioning back to in-person or to continue working online (based on the university's decision). This is a long-term process as COVID-19 effects will likely be present for the next few years so it's important to create a plan to help support future VP Admins and services.

## ***ADDRESS BOD TURNOVER***

Every year, a new BoD is elected and if any platform points from the outgoing BoD are unfinished, these projects may fall through. In other cases, the BoD may implement their platform, but their projects do not continue into the next year. It is essential that we create a structure to increase continuity with successful projects. During the transition period for the new VP Admin, we should schedule meetings with stakeholders involved in ongoing projects in advance so that the stakeholders can meet the outgoing and incoming VP Admin so that stakeholders get to meet the new VP Admin, and the new VP Admin is immediately involved in conversations about ongoing projects. As well, when future VP Admin candidates reach out for consultation, we should provide our ongoing projects and suggest that they include these projects within their platform to encourage continuity and cohesiveness.

## ***PLANNER EQUITY***

Discussions surrounding this topic and future directions it can take have been happening within these circles over the past few years. I would like to see to it that both concrete and tangible steps are made toward helping actively shape these conversations beyond talking points and work toward helping this become a reality. Given the ongoing flaws and challenges that are present within our current system that are particularly evident and highlighted through this year's online format, I believe the next year should be used to strategically plan for the future looking ahead into 2021 and beyond. I want to work toward advocating for faculty planners to be fairly compensated for their efforts in line with their fellow counterparts. I also hope to aid in the restructuring of Welcome Week hiring processes to develop consistency across the board. Using my connections as a former faculty planner, I intend to leverage pre-existing conversations with various offices and the SSC to help finalize and solidify necessary structures that can be put in place to help facilitate this change.

## ***PROVIDE EXTRA SUPPORT TO THE WWFC, WWCS AND BOD***

This WW is particularly challenging as there is no guidebook or previous example for how to go about running a digital WW. Recognizing the challenges this will bring to the role of WWFC, I would like to see to it that I can offer my time and expertise as a former faculty planner to make myself available to help coordinate and execute trainings or planned initiatives. This would also involve ensuring I am available to WWCs where needed, following through on proposed changes to NODA and assisting current VPs Anika Spasov and Jess Anderson with conducting their financial review and advocacy efforts surrounding the accessibility of WW.

## ***DEVELOP A POLICY SURROUNDING CHARITABLE GIVING***

This year, with the suspension of programming related to Shinerama, many faculties and campus groups are electing to tie in charitable aspects of their event structures to charities of their own choice and through their own initiatives. I believe that we can collectively strengthen the impact of our efforts by tying this organization pillar directly back to our fundraising objectives with the MSU's annual Charity Ball event. I would like to work with incoming Charity Ball PTM Esther Arase as well as other WW planners and residence teams to help develop a more organized and well-established model surrounding this topic to pass along for WW 2021. Incorporating timeline changes to when Charity Ball selects and announces its charity for the year, as well as working with a Hamilton-based group, are simple measures that can be implemented to help WW teams know who they will be fundraising with early on and strengthen connections to our community.

# WELCOME WEEK CONT.

## ***ACCESSIBILITY OF PARKING DURING WW***

With WW being online this year, there will be very few students commuting to campus or on campus at all. However, it is important to begin advocating for this for the future and to create a contingency plan for the next VP Admin to follow through on, as this has been consistently highlighted as an area of weakness in previous years that poses barriers to student involvement and participation.

## ***IMPROVE REPRESENTATION ON WWSTAPC***

The Welcome Week Strategic Themes Advisory & Planning Committee, or WWSTAPC, plays a crucial role in planning Welcome Week and approving the events that take place. As of now, all identity-based services are currently represented on WWSTAPC, except for Diversity Services. I agree with Anika's initial platform point that this is a major oversight and Diversity Services should be part of the conversations WWSTAPC is having about this upcoming Welcome Week, especially given the relevance and timeliness of the Black Lives Matter movement.

## ***IMPROVE ACCESSIBILITY OF WWSTAPC***

Currently, it is difficult for services to navigate how to connect with WWSTAPC and share their ideas for Welcome Week-related programming. I would like to continue advocating for all services to be able to request and access funds from the committee, similar to the funding and support from WWSTAPC that MSU Spark received last year. Receiving WWSTAPC needs to be made easier and less convoluted than it is currently and I plan on addressing this with the committee upon being elected.

## ***SUPPORT REVIEW OF WELCOME WEEK FINANCES***

As mentioned above, a current review of Welcome Week Finances is underway. I plan on continuing to support the VP Finance in this process and advocating for a reduction of Welcome Week costs for first year students wherever possible. A reduction in funds has occurred this year for the orientation levy, and it is important to continue doing this work to make Welcome Week more accessible. It is also important to continue being transparent when it comes to Welcome Week costs and how funds are spent (particularly with an online Welcome Week).

***Thank you to everyone who helped me in consultation of this platform and everyone who has supported me through this process. I am incredibly grateful.***

**Joshua Marando**, MSU President 2019/2020, WWFC 2018

**Anika Spasov**, MSU Vice President Administration 2020, Spark PTM 2019/2020

**Martino Salciccioli**, AVP Services 2019-2021

**Yimeng Wang**, Women & Gender Equity Network PTM 2020/2021, WGEN Executive 2019/2020

**Nealob Kakar**, Women & Gender Equity Network PTM 2019/2020, WGEN Executive 2018/2019

**Calvin Prowse**, Maccess PTM 2020/2021

**Esther Arase**, Charity Ball Coordinator 2020/2021, Spark Events Coordinator 2019/2020, Social Sciences WWC 2020/2021

**Maryanne Oketch**, SRA Speaker 2019/2020, Horizons Events Coordinator 2019, SWHAT Public Relations Coordinator 2018/2019

**Aditi Sharma**, Clubs Administrator 2019/2020, Clubs Assistant 2018/2019

**Josephine Liauw**, Clubs Administrator 2018/2019, Club President 2018

**James King**, Residence Orientation Advisor 2018/2019, Elections Committee 2018/2019, Horizons Sessions Coordinator 2017

**Victoria DePaulo**, Horizons Events Coordinator 2019

**Vanda Osuchowski**, Spark Team Leader 2019/2020

**Miranda Pachowski**, SHEC Events Coordinator 2018/2019

**Matt Lozinski**, TwelveEighty Senior Line Cook 2015-2020, Off-Campus Orientation Representative 2015-2019

**Michele Corbeil**, SSC Orientation and Transition Program Coordinator

***Please note that these do not indicate an endorsement.***