



# REPORT

*From the office of the...*  
**Vice-President Administration**

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TO: Members of the Student Representative Assembly  
FROM: Christina Devarapalli, Vice-President (Administration)  
SUBJECT: SRA 21G Report  
DATE: 09/26/2021

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Greetings Assembly,

I hope the beginning of the semester is treating you well! Outlined below are some of the main items I have been continuing to work on, accomplished, and aim to complete as of September 26<sup>th</sup>.

### **Progress on Yearplan**

I am hoping to submit a tweaked year plan soon as there has been a shift in a few of the items projected to be worked on. In the meantime, if you have any questions regarding the items in my year plan, please reach out to me via email!

**Building interpersonal relationships:** Now that the University has gradually returned to in-person operation, most of the board has been able to connect and collaborate for efficiently; a current challenge is simultaneously staying connected as a whole board virtually. I still hope to have an in-person/virtual PTM social/team building event once the busyness of MSU-Wide training is underway as most folks have indicated a want for more in-person interaction

**Training:** It has taken a while to deduce which training on a2i should be updated, so far I'm working on getting the updated curriculum for accessibility onto the platform so it can go live for all groups within the MSU. I'm currently reaching out to external partners who might be able to provide LGBTQIA+ training, and waiting for approval from presenters to upload previous training session recordings.

### **Mental Health**

CloudMD has been finalized and launched as the SAP provider.

### **PTMs**

**Support:** I have scheduled new PTM drop-in dates (3x a week) for the fall semester to accommodate class schedules. I continue to hear very positive feedback and hope this option will become a staple for future VP Admins.

**Hiring:** SWHAT has officially returned to operation in-person, we have filled the SWHAT Director position and have worked out a temporary operating space in MUSC for volunteers.

**Training:** I am aiming to finalize a timeframe for MSU-wide volunteer training, which will take place in September. Any new service hires would still complete foundational training (ex. WHMIS, Due Diligence).

**Services:** Most Services are wrapping up their volunteer hiring inclusive of first years. Many services participated in Welcome Week and/or Level 2 Welcome, while the online platforms were challenging at times, folks were on the ball and event approvals were able to occur in time. EFRT is officially back at full operating hours, with overnight accommodation from HCS. I have mainly been aiding folks in day-to-day operations, ie. FCC is picking up more in-person operations including GFB (Good Food Box), a long-term delivery process will need to be established. Services that would like to utilize their space regularly for in-person operation are submitting proposals and safety protocols.

### **Upcoming Events, Projects, & Activities**

**HR:** I will be working with Renee to look at the current processes and logistics surrounding JDs for potential restructuring, as well as policy staff education and awareness. Next steps include hiring an HR Generalist.

### **SRA**

**Support: Meetings/Rotational Drop-Ins:** As a board, we had been conducting biweekly rotations amongst ourselves, so all SRA have the chance to meet with VPs at least once if not more. The continuation of these meetings for the duration of the fall will be looked at moving forward. We'd be happy to support folks and/or collaborate on events/engagement initiatives as well.

### **PTMs**

**Hiring:** I am continuing to support PTMs in their peak workload times; volunteer team hiring (interview questions, training, connecting their requests to staff, etc.). You will soon hear about the 'surprise' I mentioned last report.

**Training:** MSU-Wide Exec & Volunteer Training has commenced this week and will continue for the next two weeks. Wil, Kate, and Khadijeh from the EIO are kindly offering resource and discussion workshops for our ~365 volunteers.

**Welcome Week:** Aside from usual operations, I have spent a large amount of the past month has on Welcome Week and the Level 2 Welcome. While it was a privilege to be able to observe planning in-action on campus and contribute to further awareness of the MSU, it was also an opportunity to note aspects with regard to support, timelines, and partnership with campus groups which need to be continually worked on for next Welcome Week and subsequent events run for

students. Advocating for rep presence on campus was a large highlight, and I'm very thankful for our passionate Campus Events Team, WWFC, Avtek, Maroons, and Services.

JJ and I have been working with the SSC and HCS to fund and create the Welcome Week Orientation Board, which will officially replace WWPIC & WWSTAPC starting January 2022, more specifically student roles from the MSU side. Including general improvements, NODA recommendations such as the training framework will be worked on in smaller groups for next year.

**Other:** I have been participating in a few external projects with the SAS, archway, and HCS/the Alumni Office. I have been in discussion with Simranjeet (AVP Services) as to the service review process and how it might be shaped through the year and future.

### **Current Challenges & Successes**

As usual the BoD keeps me grounded and I don't know what I would do without them! An aspect which I will need to re-address is the process for overtime/lieu hours and subsequent support as along with putting in hours for Welcome Week many folks have started classes and some are finding it difficult to balance hours. As some folks have already reached out and would know, I am very much open to collaboration. As well, if you would like support and assistance with any of your goals, the BoD and I are happy to help.

Cheers,



**Christina Devarapalli**  
Vice-President Administration  
McMaster Students Union  
[vpadmin@msu.mcmaster.ca](mailto:vpadmin@msu.mcmaster.ca)