



# FINAL REPORT

From the office of the...

## Internal Governance Committee

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TO: Members of the Student Representative Assembly  
FROM: Armin Sariaslani – Associate Vice-President (Internal Governance)  
SUBJECT: SRA MEETING 21J  
DATE: 31/10/2021

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### PROGRESS ON YEAR PLAN

#### Policy Reviews

- The committee is on its way to review a total of 15 policies with 7 reviews expected to be done by the end of the semester.
- The policies to be reviewed were selected based on consultation with the previous AVP IG, the previous VP Admin.
- The reviews are prioritized according to the date they were last reviewed with the oldest policies being reviewed first.

#### Currently Under review

- The 'Document Management' Operating policy is currently under review. This review has required more attention than the other policy reviews thus far.
- Based on my consultation with Daniela Stajcer, Victoria Scott and Pauline Taggart, several issues have been identified with the current document management system.
- The MSU is currently under a transition period in which a number of documents are transferred and stored in our cloud-based servers powered by one drive while still a number of our tasks are getting done locally.
- Furthermore, some of the specific parts of the current document management OP seem to be not adhered to by all the staff members. For instance, the policy requires that all the local documents saved on the staff's personal computers related to their work in the MSU to be transferred to the MSU servers by the end of the year. This seem to not be adhered to by everyone.
- This calls for a redesign of the document management system of the MSU which is a project currently being developed by the aforementioned individuals. I have made the recommendation of limiting the transfer of MSU related documents only as OneDrive links instead of email attachments to increase the use of the OneDrive servers. I further suggested requiring a digital copy of all documents to be maintained even if they are most commonly printed.
- The current document will undergo minor changes such as a stricter guideline regarding saving printable documents in a digital format and maintaining them for an extended period of time.

- Further consultations will be made with Sean Duncan the director of finances before proposing any changes.

## **PAST EVENTS, PROJECTS & ACTIVITIES**

- The committee completed the review of the 'Space Allocation & Audit Committee' operation policy which was brought to the floor of the SRA during the SRA-H meeting.
- There were several changes made to this policy including changing the criteria for the audit to ensure that accessibility and technological aspects of MSU spaces are considered during the process.
- The 'Room Booking' Operating policy and 'Bylaw 11- McMaster University Student Center' went under a two-week review by the committee and the final decision for both these policies was to leave them as they were, and no changes seemed necessary. It should be noted that consultation was made with Administrative Service Coordinator regarding both these policies.

## **UPCOMING PROJECTS**

### **Bylaw 8**

- Minor changes have been made to bylaw 8 to ensure that no grammar or formatting errors are present in the policy.
- These changes also ensure further transparency in the policy review process.
- It was also brought to my attention by the president of MSU that there might be some inconsistencies between bylaw 3 and 8. I am currently in the process of investigating this issue.
- The new bylaw 8 will be brought to the SRA floor before the end of this semester.

### **Sustainable purchasing policy**

- After some discussions with Della-verdova, we decided to develop a sustainable purchasing policy for MSU.
- This task has been extremely complex since its very important to ensure a balance between sustainability and the financial functions of MSU.
- I have consulted with VP finance and AVP finance about this policy which revealed some of the challenges about creating such a policy. For instance, it seems like MSU does not have a list of all of its vendors which makes it difficult to enforce a potential sustainable purchasing policy. However, I was told that it is feasible to develop such a list for the major vendors of MSU.
- Further consultations will be made in the upcoming week Sean Duncan the director of finances.
- After these consultations further discussions will be help with Della-verdova to get a clear sense of the scope of such policy. Further consultations will be conducted with MSU's General Manager and other student unions with similar policies in place.
- The drafting of this policy should start by the end of November

## **CURRENT CHALLENGES**

- The main challenge so far has been not having a full committee. As every single member of the committee has been incredibly thoughtful and we can definitely benefit from another pair of eyes looking at the policies we discuss.

## **VOLUNTEERS**

- I have been extremely lucky to have an incredible team in the committee. The level of engagement and attendance in our meetings has been excellent.

Kind regards,

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