



# 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 21L Report  
DATE: 11/28/2021

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Greetings Assembly,

I hope you're all doing well as we approach the end of the semester! Outlined below are some of the main items I have been continuing to work on, accomplished, and aim to complete.

### **Yearplan**

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 expectation of returning to campus and gathering is clearer, I and planning to have an in-person/virtual PTM social/team building event in early January and connect with the BoD more in person.

**Training:** Recordings from both the June and July SRA training sessions, as well as Accessibility, Sexual Violence Prevention & Response resources are live. There has been a need to switch over from Microsoft Stream to MacVideo for accessibility reasons. I am still in the process of coordinating the provision of LGBTQIA+ training, and and seeking approval from presenters to make previous training session modules available to clubs training.

### **PTMs**

**Support:** I am still running PTM drop-in dates (3x a week) for the fall semester, dates will change come the Winter 2022 semester to accommodate class schedules.

**Hiring:** SWHAT has officially returned to operation in-person. The exec team is hired, and volunteers will be hired soon. It will run in full capacity for next semester, coinciding with the return of many students. With this, I have also made myself available to help PTMs out with hiring boards.

**Services:** I have been helping in day-to-day service operations including inquiries, idea feedback, and concerns. As the University has confirmed a full

return to campus for Winter 2022, much discussion is being had across the board in terms of service delivery, hours of operation, more flexible space access, and exceptions given the unfortunate housing crisis. I hope to relay finalized details surrounding these soon. Services that would like to utilize their space regularly for in-person operation are submitting proposals and safety protocols still until further changes are finalized. Events and in-person meetings continue to be approved through the EOHSS student group events portal. Thank you Victoria, Daniela, and John for assisting on these aspects.

**Training:** JJ and I have re-run financial & hour tracking training to ensure everyone is up to date on and fully aware of the appropriate processes currently in place as well as any questions surrounding these topics. We have collected feedback to be used in altering some aspects of hour-related processes.

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

**HR:** I will continue to work with Renee on reviewing staff JDs, the overtime hour process, training timelines, and mechanism of support for PTMs; as well as policy education for staff and awareness. We are looking at what type of secondary HR role can be created based on tasks.

### **SRA**

**Support: Meetings/Rotational Drop-Ins:** As a board, we have 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:** January will be the busiest time of year for me as PTM hiring for both Directors and Assistant Directors will be in full swing, there may not be as much room to focus on other projects. I want to get this done early to avoid having the next VP Admin picking up any unfinished hiring. As well, EFRT will be hiring another round of volunteers in that same month for example, so planning around each PTMs' individual hiring timeline will be another task at hand I will be coordinating.

**Training:** PTMs and volunteers have completed SVPR, Accessibility, and asynchronous AOP training. Synchronous AOP session availability providing room for discussion will be in January, I will relay a finalized a date for this.

**Welcome Week:** The next WWFC needs to be hired to coincide with the new Orientation Board come January 2022. I have been working with the current WWFC on hours and role improvements. JJ and I will continue to work with SSC and HCS; NODA meetings will continue to take place with a focus on

restructuring roles and well as the addition of student roles in the Orientation Board. Centralized training framework is the next item to focus on.

-> If any constituents have concerns regarding Welcome Week or Level 2 Welcome, feel free to connect them with me via email!

**Other:** I have been attending service committee meetings and meetings with services themselves as well as providing some guidance with service reviews as Simranjeet (AVP Services) continues the survey and survey promo process for 4 services. To ensure that role replacements receive a transition report, Victoria and I will be receiving drafts a little earlier to provide feedback and room for final copies.

### **Current Challenges & Successes**

As usual the BoD keeps me grounded and I don't know what I would do without them! As some folks have already reached out, 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. If you're ever on campus feel free to drop by the MSU office during hours.

Cheers,



**Christina Devarapalli**

Vice-President Administration

McMaster Students Union

[vpadmin@msu.mcmaster.ca](mailto:vpadmin@msu.mcmaster.ca)