



REPORT

From the office of the...

Vice-President Administration

TO: Members of the Student Representative Assembly
FROM: Christina Devarapalli, Vice-President (Administration)
SUBJECT: SRA 21F Report
DATE: 07/18/2021

Greetings Assembly,

I hope you're having a great summer so far! Outlined below are some of the main items I have been working on, accomplished, and aim to complete as of July 18th.

Progress on Yearplan: Completed & Current

The year plan which I had submitted will most likely change. Since my last report, many of the projects are still ongoing, and so I will not go into detail here (refer to 21E). If you have any questions regarding these items or my year plan, please reach out to me via email!

Building interpersonal relationships: I am currently organizing our board social; I hope to spend more time outside of work hours with our lovely folks. Currently under my purview is helping set up a social/hang out for PTMs to get to know each other better and facilitate natural collaboration throughout the year. I have consulted a number of PTMs so far and they have expressed appreciation and interest in this.

Training: I am continuing to upload and source content for the a2I courses. A more concrete update will come this week. Wil from the Sexual Violence Prevention & Response Office (SVPRO, EIO) had kindly offered his expertise and knowledge via training for the SRA. The recorded version of June & July training will be fully available shortly as well. I have been working to procure existing and upcoming training topics/modules to be integrated into the clubs training (launching in August), and have been working with Jenna (Clubs Administrator).

Mental Health

The board and I have been exploring various provider options. We will keep you updated on the finalization of the provider shortly.

PTMs

Support: Due to the urgency of some matters (ex. Campus spaces, visitation) and for ease of access, I am continuing to hold drop-ins for PTMs 3x a week. I have been hearing positive feedback as it takes off some added burden of folks typing long emails.

Hiring: SWHAT will be returning! I am hoping to start the hiring process this coming week, including job posting, applications, and interviews over the next few weeks.

After interviews, Denver, John and me had selected our HR Director. Wooder, Siobhan and I will be hiring a Project and Campaign Coordinator.

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).

Year Plans: Victoria and I have read all the Services' year plans. I have provided feedback where due, and finalized year plans are set to go to EB this coming Thursday

Services: The EFRT Advisory Board is set to have its first meeting this Tuesday. The focus is organizing a successful return to campus; some of the items to be discussed include responder training, hours of operation, and residence rooms for responders. I have been a main consultation point in conjunction with the organization of FCC's Lockers of Love. Some services are gearing up to take part in Welcome Week, solo or in collaboration with each other, I will be supporting them in the big-picture logistics.

Upcoming Events, Projects, & Activities

HR Hiring: Next steps are getting the hire situated in her role and the MSU environment. Now that we have an HR, I aim to hire an ATRA so we can get the community needs assessment underway.

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 summer will be looked at moving forward.

Training: I have reached out to the EIO regarding SRA training for July. Asynchronous content covering the remaining topics will be posted as well.

PTMs

Hiring: I am continuing to support PTMs in their peak workload times; executive team hiring (interview questions, training, connecting their requests to staff, etc.). Volunteer hiring has begun for some Services.

Other: After speaking with John, I am in the beginning stages of planning a small ‘surprise’ for folks. This year has been hard and PTMs have been putting their heart and soul into their services since being hired!

Welcome Week: The focus for the coming few weeks will be finishing putting the mail out together for August delivery (including a letter from the MSU President), the Sil Booklet, and figuring out what the designated in-person days will look like.

Other: The Policy Review Cycle for this year is underway. The BoD has worked with Comms to get a Student Housing Survey out to help plan for the fall and support around housing, so we are hoping to receive a good amount of responses by the time it closes.

Current Challenges & Successes

The biggest challenge right now is continuing to figure out and plan what the fall will look like for service delivery capacity, clubs, returning to work, and welcome week events. This does depend on messaging from the University and the BoD is continuing to push for transparency and clear communication. I am very grateful for the mutual support from the BoD and staff as we all navigate this.

Other

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,



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