

Year Plan

MSU Vice-President (Administration)
Mitchell German
2022-23

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Office of the MSU Vice-President (Administration): Year Plan

Introduction:

Dear Members of the Student Representative Assembly,

First and foremost, CONGRATULATIONS on your elected position! You play a very important role in advocating for the McMaster student body, and you should be proud of the position you hold within the MSU. Together, we can work towards re-building the community that makes McMaster special, and more than just another post-secondary institution. Through your active involvement in the SRA, we can continue to work towards making McMaster a safe(r) space for all identities through continued advocacy and advancement of the MSU Services on campus. The MSU needs your continued dedication to help amplify student voices at McMaster and point us (The Board) in the right direction.

My short time in the role of MSU Vice-President (Administration) thus far has been a whirlwind to say the very least. Notoriously, the past VP Admins weren't kidding about the time, effort, and energy that it takes to execute this role successfully. The VP Admin is truly a 'Jack of all Trades', and you could quite literally work 150 hours a week and still find yourself with outstanding tasks to complete. As I have been navigating the intricacies of this role, I have been met with nothing less than support by all those I have interacted with in the MSU. Specifically, I am continuously proud and impressed by this Board of Directors (BoD) and the passion they come to the MSU Office with day in and day out. They are truly dedicated to ensuring they use their respective positions to leverage positive change for students in the campus community.

With that comes the introduction of the Vice-President (Administration) Year Plan for 2022/23. This year plan largely reflects the platform I was elected with, with some slight modifications that represents the reality of the role and its 1-year contract. You will notice that it predominantly touches on the two major branches of the MSU that the VP Admin supervises: PTMs/MSU Services and SRA/policy. As happens with every elected position and every year plan, priorities will change throughout the year. As such, please take this as a fluid document that will inevitably be worked, and re-worked throughout the year. Despite this state of fluidity, you can be assured that one thing will remain constant. This is my priority to support PTMs, AVPs, and SRA to ensure they can find success in their roles and to help McMaster to shine brighter.

As always, if you have any questions about my year plan please don't hesitate to reach out at any point throughout the year. My door is always open if you have a question, are trying to connect with the right stakeholder, or simply want a listening ear. Nothing brings me more joy than supporting the student leaders who make McMaster a better place.

Sending joy,

Office of the MSU Vice-President (Administration): Year Plan

A handwritten signature in black ink that reads "MGerman". The signature is written in a cursive, slightly slanted style.

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Table of Contents:

Training and Transition (A)

- **1A** Implement MSU-Wide Indigenous Cultural Safety Training
- **2A** Implement MSU-Wide 2STLGBQIA+ Training
- **3A** Implement Event Planning Training Module
- **4A** Streamlined MSU PTM Onboarding Practices
- **5A** Re-Evaluating PTM Hiring Timelines and Transitional Periods
- **6A** Incentivization of PTMs for Submission of Transition Reports & Transition Reports as Working Documents
- **7A** MSU Maroons Services Awareness Training

Services (B)

- **1B** Operating Policy (OP) Hiring Practices to Promote Diverse Perspectives and Equal Opportunity in MSU Services
- **2B** Implementation of Diversity and Equity Network (DEN) as a Peer Support Service
- **3B** Finding a Physical Space for Diversity and Equity Network (DEN) to Operate

Welcome Week (C)

- **1C** Highlighting MSU Services During Welcome Week
- **2C** Rep Appreciation Vouchers with TwelvEighty
- **3C** Welcome Week Wellness Lounge
- **4C** Welcome Week Advisory Committee (WWAC)

Managerial Responsibilities (PTMs, SRA, AVPs) (D)

- **1D** More Efficient Hour Tracking System for PTMs
- **2D** Part-Time Staff Lieu Hour Approval Process Policy (Added to Section 5: General Provisions of Employment Policy – Part-Time Staff)
- **3D** MSU External Sponsorship Templates
- **4D** Budget Line for AVP Services
- **5D** SRA/PTM/AVP Socials
- **6D** PTM Clusters and Monthly Check-Ins

Board Projects (E)

- **1E** Increased Student Wellness Centre (SWC) Counsellor Appointments and Increased Mental Health Supports
- **2E** Support the Completion of a Community Needs Assessment

Passion Projects (F)

- **1F** Meal Plan Tiering Advocacy
- **2F** Splitting up the Role of Vice-President (Administration)

Training and Transition (A):

Objective 1A	Implement MSU-Wide Indigenous Cultural Safety Training
Status	Started
Description	Typically, the VP Admin will provide all MSU PTMs, SRA, AVPs, Volunteers, and Execs with MSU-wide training that consists of Sexual Violence Prevention and Response, Accessibility, and Anti-Oppressive Practices (AOP)/Anti-Racism. This year, it is anticipated that Indigenous Cultural Safety Training will be incorporated and mandatory to complete in addition to the aforementioned topics.
Benefits	Indigenous Cultural Safety Training – This will address the evident gap in knowledge that the MSU’s current training provides and ensures that we are playing our part in the reconciliation process in Canada. Further, it will help to promote safe(r) interactions between the MSU and the Indigenous populations on campus to ensure that they are being adequately supported by the Union. Land acknowledgements aren’t enough and fail to actively work towards decolonization within the campus community.
Difficulties	<ul style="list-style-type: none"> • McMaster does not provide the quality of training that the MSU is looking for in these realms. • External organizations have had to be consulted to find suitable candidates to provide this training. • External organizations will have to be hired, this comes with a fee. However, I deem this to be necessary for the continued promotion of a safe(r) space within the MSU.
Long-term implications	<ul style="list-style-type: none"> • Increased safe(r) engagement of the MSU with Indigenous populations on campus
How?	<ul style="list-style-type: none"> • Updating current Avenue modules for PTMs, Execs, Volunteers, and the SRA. • Researching and seeking out external stakeholders who are qualified to provide this training. • Scheduling trainings in addition to the current trainings and implementing a contingency plan for those who cannot attend on the day of (including Avenue quizzes and recordings). • Ensure all PTMs, SRA, Execs, and Volunteers complete this training to work their roles.
Partners	<ul style="list-style-type: none"> - Administrative Services Coordinator (Victoria Scott) - Equity and Inclusion Office (primarily Wil) - Niwasa (Indigenous Cultural Safety Training)

Objective 2A	Implement MSU-Wide 2STLGBQIA+ Training
Status	Started
Description	Typically, the VP Admin will provide all MSU PTMs, SRA, AVPs, Volunteers, and Execs with MSU-wide training that consists of Sexual Violence Prevention and Response, Accessibility, and Anti-Oppressive

Office of the MSU Vice-President (Administration): Year Plan

	Practices (AOP)/ Anti-Racism. This year, it is anticipated that 2STLGBQIA+ Training will be incorporated and mandatory to complete in addition to the aforementioned topics.
Benefits	2STLGBQIA+ Training – This is a continuation of past VP Admin’s (Christina Devarapalli) platform point. Similar to the Indigenous Cultural Safety Training, this 2STLGBQIA+ Training will help to ensure safe(r) interactions with this marginalized population on campus. The plan is that it will be a broad overview of how to be an ally to the 2STLGBQIA+ community on campus and at-large. The intent is that this will be taken back to the SRA and MSU Services to ensure safe(r) inclusion of this community is prioritized and appropriately considered.
Difficulties	<ul style="list-style-type: none"> • McMaster does not provide the quality of training that the MSU is looking for in these realms. • External organizations have had to be consulted to find suitable candidates to provide this training. • External organizations will have to be hired, this comes with a fee. However, I deem this to be necessary for the continued promotion of a safe(r) space within the MSU.
Long-term implications	<ul style="list-style-type: none"> • Increased safe(r) engagement of the MSU with 2STLGBQIA+ populations on campus
How?	<ul style="list-style-type: none"> • Updating current Avenue modules for PTMs, Execs, Volunteers, and the SRA. • Researching and seeking out external stakeholders who are qualified to provide this training. • Scheduling trainings in addition to the current trainings and implementing a contingency plan for those who cannot attend on the day of (including Avenue quizzes and recordings). • Ensure all PTMs, SRA, Execs, and Volunteers complete this training to work their roles.
Partners	<ul style="list-style-type: none"> - Administrative Services Coordinator (Victoria Scott) - Equity and Inclusion Office (primarily Wil) - The 519 (2STLGBQIA+ Training)

Objective 3A	Implement Event Planning Training Module
Status	Not Started
Description	Within the A2L for PTMs, I plan to implement an event planning module that will equip PTMs with the knowledge necessary to plan and execute the high-quality events the MSU is known for. This will be MSU-specific including topics such as how to fill out an EOHSS form, how to ensure accessibility of your events, how to ensure they are adequately promoted, etc.

Office of the MSU Vice-President (Administration): Year Plan

Benefits	<ul style="list-style-type: none"> • Ensure all MSU events are high-quality and an appropriate use of student money. • Ensure all MSU events are accessible to the diverse population at McMaster to provide equal opportunity to engage. • Ensure that PTMs are engaging in efficient event-planning processes to streamline the process and reduce individual strain. • Help to address any confusion about navigating EOHSS early in the year to avoid later complications.
Difficulties	<ul style="list-style-type: none"> • Developing relevant modules for the PTM A2L that are accessible and long-standing.
Long-term implications	<ul style="list-style-type: none"> • Ensure that PTMs and the MSU Services are delivering events that prompt high levels of engagement and interaction with the McMaster community. • Increase the MSU presence on campus
How?	<ul style="list-style-type: none"> • Researching potential third party organizations that can help in the development of this A2L module. • Collaborating with Trish Vardon (Campus Events) to cross-reference and ensure all materials align with MSU policies and event planning practices. • Post all relevant modules on the A2L and ensure they are easily accessible to all PTMs • Collaborate with ASC to establish thorough EOHSS guidelines for PTMs. • Encouraging PTMs to complete the training and collect feedback to improve the modules moving forward.
Partners	<ul style="list-style-type: none"> - Administrative Services Coordinator (Victoria Scott) - Campus Events Director (Trish Vardon) - Potential Third Party Organizations

Objective 4A	Streamlined MSU PTM Onboarding Practices
Status	Started
Description	With the recent creation of a Human Resources (HR) department within the MSU, we now have the capacity to further streamline the onboarding process for all PTMs. This will ensure all offers are sent with their employment contract with unpaid periods explicitly communicated, all relevant employment policies (PTS), Who's Who in the MSU, and an updated JD for the role.
Benefits	<ul style="list-style-type: none"> • Ensures all expectations are communicated by the MSU to PTMs prior to signing of the employment contract. Also prioritizes informed consent prior to taking on the role. • Ensures professionalism of the MSU in hiring practices.

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> All communication during hiring is consistent between all PTMs. Allows us to know what documents they have received by HR in advance.
Difficulties	<ul style="list-style-type: none"> All relevant documents have to be consistently updated to reflect PTM and MSU expectations.
Long-term implications	<ul style="list-style-type: none"> Consistency, professionalism, and transparency of the MSU PTM hiring process.
How?	<ul style="list-style-type: none"> Updating all relevant documents to ensure they can be sent to PTMs. Working alongside HR to communicate these expectations prior to PTM hiring for the 2023/24 year and ensuring these are carried through Ensuring a document review period takes place as policies, expectations, or contracts change so that all updated information is being communicated to potential PTMs prior to accepting the role. Must be completed prior to PTM hiring begins in December 2022.
Partners	<ul style="list-style-type: none"> - Human Resources (HR) Director (Renee McIntosh) - Administrative Services Coordinator (ASC, Victoria) - Executive Assistant (Daniela)

Objective 5A	Re-Evaluating PTM Hiring Timelines and Transitional Periods
Status	Started
Description	<p>Again, with the establishment of HR within the MSU, the hiring process is predominantly executed by the HR Director. This means more of a removed role for VP Admin, which help to relieve responsibility. Throughout the uncertainty of the COVID-19 pandemic and with the creation of the Assistant Director (AD) roles in the MSU Services, we have yet to establish appropriate hiring timelines that ensure both the incoming and outgoing PTMs can have a paid transition period. As such, we will push PTM hiring earlier in the year (end of December 2022) to ensure all of our PTMs are hired with appropriate time to transition into the role and hire their ADs (if applicable).</p>
Benefits	<ul style="list-style-type: none"> Consistency of the PTM hiring process within the MSU. Ensuring equitable, paid transitional periods for incoming/outgoing PTMs that promotes the transfer of knowledge about the service. Further, this will ensure longevity of the service and reduce strain on the VP Admin having to answer questions that could have been answered by the outgoing PTM. PTMs will be more adequately prepared to take on their roles as compared to previous years.
Difficulties	<ul style="list-style-type: none"> Ensuring that timelines are not over ambitious that could lead VP Admin and HR to burnout while hiring PTMs.

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> Working with PTM schedules in December/January to coordinate hiring for their respective service. Ensuring incoming/outgoing PTMs appropriately utilize this paid transition period.
Long-term implications	<ul style="list-style-type: none"> Promotes the longevity of the MSU Services through the transfer of knowledge between PTMs Consistency in the hiring process for HR Director and VP Admin
How?	<ul style="list-style-type: none"> Coordinating timelines in advance for PTM hiring for the upcoming year. Collaborate with HR and ASC in the creation of these timelines to ensure they are pragmatic and will not overburden any departments too drastically. Communicating with PTMs in advance about these hiring timelines. Determining pay for the transitional periods between the incoming and outgoing PTMs. While the delivery of this is still being considered, this could look like a gradual increase in weekly hours for the incoming PTM, and a gradual decrease for the outgoing PTM. Division of Peer Support Services and Student Life Enhancement Services to help in promoting the hiring of PTM positions.
Partners	<ul style="list-style-type: none"> - Human Resources (HR) Director (Renee McIntosh) - Administrative Services Coordinator (ASC, Victoria) - Executive Assistant (Daniela) - Outgoing PTMs - Comms Department (Wooder, Will, Underground)

Objective 6A	Incentivization of PTMs for Submission of Transition Reports & Transition Reports as Working Documents
Status	Not Started
Description	This recent year, there were PTMs who did not submit a transition report for their successor to help in their transition. Similarly to how BoD are incentivized to complete their transition reports through an honorarium, I would like to implement this for PTMs as well to encourage the submission of the transition reports. I hope to also encourage PTMs to now submit transition reports as working documents that contain information that has been revised and edited throughout the years. This will ensure a historical context of the service is provided to PTMs, and also reduce their individual workload. While this might happen already to an extent by PTMs, as VP Admin I want to communicate to them that this is acceptable.
Benefits	<ul style="list-style-type: none"> Will ensure the transfer of knowledge between the PTMs to ensure the viability of the specific service.

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> • Will help to accommodate for any lieu hours that PTMs may work in the completion of their transition report. • Will help to encourage the submission of transition reports by PTMs (difficult to enforce as VP Admin since it is so close to the end of their contract). • Transition reports as working documents will reduce individual workload on PTMs and allow them to dedicate additional time to the operations of their service.
Difficulties	<ul style="list-style-type: none"> • Finding space in the budget to be able to provide PTMs with said honorarium. • Ensuring that PTMs know they will not receive this if they don't submit their transition report on time. • Ensuring that despite transition reports being a working document, it is still expected that they add their perspectives/experiences in the role.
Long-term implications	<ul style="list-style-type: none"> • Promotes the longevity of the MSU Services through the transfer of knowledge between PTMs • Transition reports submitted by PTMs more frequently that can then be archived by VP Admin and ASC to reference in the future • Promotes an easier transition for incoming PTMs into their respective roles.
How?	<ul style="list-style-type: none"> • Discussing with the BoD where this honorarium can be taken from in the budget (specifically with VP Finance) • Communicating this honorarium to PTMs. Making explicit that submitting a transition report is not optional. Thus, if it's going to be submitted late, they don't receive an honorarium, but it's still expected that they submit it (as per individual JDs for Directors/Coordinators).
Partners	<ul style="list-style-type: none"> - Human Resources (HR) Director (Renee McIntosh) - Administrative Services Coordinator (ASC, Victoria) - Executive Assistant (Daniela) - Outgoing PTMs - Comms Department (Wooder, Will, Underground)

Objective 7A	MSU Maroons Services Awareness Training
Status	Started
Description	Traditionally, the Maroons are known to be the MSU representatives, especially during Welcome Week (WW). In light of the COVID-19 pandemic and through the structural changes to WW, their involvement has been somewhat limited. However, we are working to re-integrate the Maroons into WW this year to re-establish the previously held expectations. With this, the MSU Maroons are expected to have knowledge of all the MSU Services that we provide. I plan to work alongside the Maroons Coordinator this year to develop

Office of the MSU Vice-President (Administration): Year Plan

	training materials that can brief the Maroons on what each MSU Service does, when students should access them, and how to contact them.
Benefits	<ul style="list-style-type: none"> • Will enhance the knowledge of the Maroons (MSU reps) about the services that are provided and how students can access them if interested. • Ensures an adequate knowledge base that is consistent across the MSU. Addresses any previous disconnects. • Maroons will be more resourceful than they have been previously, and can more easily integrate information about the MSU Services into their discussion with first years and/or parents.
Difficulties	<ul style="list-style-type: none"> • Developing and providing this training in collaboration with the Maroons Coordinator prior to WW. • Ensuring that all information being provided is cross-checked by PTMs to ensure it is still relevant and valid.
Long-term implications	<ul style="list-style-type: none"> • Will enhance knowledge about the MSU Services (and the MSU as a whole) amongst the Maroons and the student body at McMaster.
How?	<ul style="list-style-type: none"> • Assessing service OPs and descriptions to devise blurbs about what each service does, how students can access it, the types of programming they provide, how to contact, etc. • Communicating with the Maroons Coordinator to determine the most efficient and productive way to distribute this information. • Making myself available for any questions that the Maroons may have about the MSU Services.
Partners	<ul style="list-style-type: none"> - PTMs - ASC - Maroons Coordinator

Services (B):

Objective 1B	Operating Policy (OP) Hiring Practices to Promote Diverse Perspectives and Equal Opportunity in MSU Services
Status	Not Started
Description	Notoriously, there has been sentiments from the McMaster student body about the 'MSU bubble'. In an effort to promote the hiring of external applicants and the inclusion of first years, I plan to implement specific 'quotes' within the service OPs for new hires and the inclusion of first years for applicable services (e.g., Spark would not be required to hire first years, recognizing that Spark is exclusively for first years).
Benefits	<ul style="list-style-type: none"> • Will promote the inclusion of new perspectives in the volunteer pools of the MSU Services

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> • Helps to break down the ‘MSU bubble’ through the implementation of specific policy that can be accessed by the public. • Helps to combat nepotism within the MSU Services whereby friends hire friends. • Helps to hold PTMs accountable to remaining unbiased during the hiring process for their respective service. • Inclusion of first years will help to encourage young leaders within the MSU community who can take on additional leadership responsibilities in the future. • Helps to combat the lack of opportunities for first years within the McMaster community.
Difficulties	<ul style="list-style-type: none"> • Holding the PTMs accountable to ensuring that this modification to the OP is followed through with and achieved. • Tedious to change all the OPs for the relevant services. • Ensuring that hiring externally doesn’t compromise the quality of the support or programming that the MSU Services provide.
Long-term implications	<ul style="list-style-type: none"> • Will ensure equal opportunity for students looking to get involved in the MSU. • Will help to breakdown the conception of the ‘MSU bubble’ through public policy. • Through experience, will equip first years with the necessary leadership skills to take on responsibilities in the MSU in the future. • Ensures more diverse perspectives are included in the MSU Services for continual improvement.
How?	<ul style="list-style-type: none"> • Changing the appropriate Service OPs. • Working with AVP Internal Governance (Aiman Dhiloon) for support to have this completed. • Communicating all appropriate modifications to OP to the respective PTMs. • Asking for audits from PTMs about who they have hired and ensuring that all necessary relevant quotas have been achieved.
Partners	<ul style="list-style-type: none"> - Student Representative Assembly - AVP IG (Aiman Dhiloon) - Executive Assistant (Daniela) - ASC (Victoria) - PTMs

Objective 2B	Implementation of Diversity and Equity Network (DEN) as a Peer Support Service
Status	Not Started

Office of the MSU Vice-President (Administration): Year Plan

Description	<p>Since last year, DEN is now technically a Peer Support Service of the MSU. As another identity-based network that students can rely on, it was supposed to undergo its pilot phase last year, but because of the COVID-19 pandemic this did not happen. New this year, we will promote DEN as a Peer Support Service, and ensure that the Director/AD receive the appropriate training to be able to train their own Peer Support Volunteers through a BIPOC lens.</p>
Benefits	<ul style="list-style-type: none"> • Ensure that safe(r), confidential, BIPOC-specific peer support can be provided to the McMaster student body. • Ensures that the MSU is promoting safe(r) spaces for the BIPOC community on McMaster's campus. • Fills in any gaps in the identity-based Peer Support Services that the MSU provides.
Difficulties	<ul style="list-style-type: none"> • Ensuring that the training the DEN receives is appropriate and abides by contemporary peer support standards. • Ensuring that a racialized lens is maintained through the peer support that DEN provides (e.g., ensuring they are not offering the same services as SHEC). • Finding relevant resources to support DEN as they build up their peer support network.
Long-term implications	<ul style="list-style-type: none"> • Shows the MSU's commitment to establishing BIPOC spaces. • Prioritizes the wellbeing of BIPOC communities on campus. • Further expands the identity-based services that the MSU can provide.
How?	<ul style="list-style-type: none"> • Consulting current MSU Peer Support Services (e.g., SHEC, WGEN, PCC, Maccess) for any relevant resources to help in the construction of the DEN's peer support. • Consulting online resources and experts in the field. • Looking back at past VP Admin files that relate to peer support and exploring how they had set this up. • Liaising with DEN Director and AD to ensure expectations are being met. • Consult Equity and Inclusion Office (EIO) to ensure that the MSU DEN is providing peer support that meets their expectations and current practices. • Collected feedback from DEN users about how their peer support can be further improved in the future. • Ensure that peer support can be accessed both in-person and virtually for accessibility purposes.
Partners	<ul style="list-style-type: none"> - DEN Director/AD - ASC - Board of Directors - Mental Health Commission of Canada - SHEC, WGEN, PCC, Maccess - Student Wellness Centre

Office of the MSU Vice-President (Administration): Year Plan

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Objective 3B	Finding a Physical Space for Diversity and Equity Network (DEN) to Operate
Status	Started
Description	During the 2021/22 year, DEN underwent a rebranding and has now officially become a Peer Support Services of the MSU. However, DEN does not have a physical space that is able to uphold its commitment to anonymous, confidential peer support for BIPOC populations. Space on campus is quite limited, so this will entail either waiting for The Hub to be operational, finding an alternative space on campus, or modifying DEN's existing space to be able to provide safe(r) peer support.
Benefits	<ul style="list-style-type: none"> • Will make the DEN space more accessible to peer support, ultimately helping to enhance the wellbeing of BIPOC communities on campus. • Will increase engagement with DEN, and through an extension the MSU. • Will support DEN's transition to being a Peer Support Service.
Difficulties	<ul style="list-style-type: none"> • Space is very limited and competitive at McMaster currently. However, availability should open up upon completion of The Hub.
Long-term implications	<ul style="list-style-type: none"> • Shows the MSU's commitment to establishing BIPOC spaces. • Prioritizes the wellbeing of BIPOC communities on campus. • Further expands the identity-based services that the MSU can provide. • Establishes a 'home base' for DEN.
How?	<ul style="list-style-type: none"> • Evaluating the current DEN office and seeing if it can potentially be modified to enhance accessibility for peer support. • Liaise with Facility Services about space availability. • Stay up to date on which MSU Services will be moving to The Hub and if any availability opens up within The Hub itself. • Stay up-to-date about The Hub opening timelines. • Liaise with DEN Director/AD to accommodate their thoughts and perspectives. • Ensure any relocation is advertised to the student body so they are aware of how they can access DEN.
Partners	<ul style="list-style-type: none"> - ASC - DEN Director and AD - Facility Services - Board of Directors - General Manager - Executive Assistant

Welcome Week (C):

Objective 1C	Highlighting MSU Services During Welcome Week
Status	Started
Description	Recognizing that the COVID-19 pandemic has resulted in a lack of engagement of the student body with the MSU, it would be beneficial to take advantage of the exposure that Welcome Week can provide to highlight the MSU Services. Thus far, I had numerous services present during May@Mac (DEN, SHEC, Spark, EFRT) and have been able to secure tables for all the MSU Services at the SSC's Student Services Fair that will take place on August 31 st . During the Student Services Fair, I have advised PTMs to provide first years with merchandise if relevant. This will help to increase brand awareness. Additionally, I have been trying to incorporate the MSU Services into relevant Welcome Week programming where possible (despite there already being a packed schedule), and Maroons will be playing a large part during move-in, Light up the Night, and other MSU programming.
Benefits	<ul style="list-style-type: none"> • Will increase awareness amongst the student body about the types of services that the MSU provides. • Enhances engagement of the student body with the MSU Services. • Establishes early contact with first years, one of the largest demographics that utilize MSU Services. • Volunteers of the MSU Services are engaged early in the year and are kept busy during WW.
Difficulties	<ul style="list-style-type: none"> • Ensuring high-quality promotions by the MSU Services that aligns with the expectations of the Comms Department. • Merchandise may cause financial strain for the services and they may require additional support from the MSU/Comms Team. • Ensuring that PTMs/Execs/Volunteers don't burn themselves out trying to keep up with Welcome Week programming. • Volunteers of the MSU may also be Welcome Week Reps
Long-term implications	<ul style="list-style-type: none"> • Establishes positive relationships with the incoming first years and early knowledge of what the MSU is and what we do. The intent is that this will translate into upper years and we may see more involvement of the student body with the MSU in the future.
How?	<ul style="list-style-type: none"> • Working closely with the WWAC to ensure MSU Services are being included in WW programming. • Collaborating with McMaster stakeholders to see if the MSU can be involved in any of their initiatives. • Communicating to PTMs expectations about merchandise and how to maximize their outreach during Welcome Week • Liaising with SSC to ensure all MSU Services can be included in the Student Services Fair

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> • Communicating with Maroons Coordinator to ensure they are kept busy during Welcome Week. • Connecting PTMs with the Comms Director to talk about promotional strategies specific to their Service during WW.
Partners	<ul style="list-style-type: none"> - PTMs - Student Success Centre (SSC, specifically Melanie Waters) - Michael Wooder (Comms Director) - Trish Vardon (Campus Events Director, Co-Chair of WWAC) - Sean Beaudette (Co-Chair of WWAC)

Objective 2C	Rep Appreciation Vouchers with TwelvEighty
Status	Started
Description	<p>Faculty societies do not provide Welcome Week Planners with any form of budget line to provide their food/beverages for the WW Reps. This year as a means of fostering relationships between the MSU and WW Reps/Planners, VP Finance and I are working towards subsidizing meals for them through TwelvEighty. This will include some form of wrap (different kinds available), a snack (i.e., chips), fruit, and a drink. Currently, the menu is still being devised by TwelvEighty, but I will be meeting with them in the upcoming days to solidify the logistics. Vouchers will be provided to approximately 1000 WW Reps to help facilitate this initiative.</p>
Benefits	<ul style="list-style-type: none"> • Will help to foster relationships between the MSU and WW Reps/Planners. • Shows appreciation to the WW Reps for all the time they put towards ensuring a warm welcome for first years at McMaster. • Ensures that WW Reps can stay energized throughout WW. • Provides an opportunity for WW Reps to take a break.
Difficulties	<ul style="list-style-type: none"> • TwelvEighty is now managed by Compass Chartwells, not the MSU. As a result, this leads to additional communication and agreements that are required. • Ensuring that we can provide equitable appreciation for all WW Reps in a way that stays within budget. • Seeking approval from the various stakeholders involved. • Logistics of providing this to 1000+ WW Reps.
Long-term implications	<ul style="list-style-type: none"> • Establishes positive relationships with WW Reps and the MSU • Reinforces for students that the MSU is here to support them and their leadership.
How?	<ul style="list-style-type: none"> • Working with WWAC and VP Finance to establish what the budget for this initiative should be. • Liaising with Compass Chartwells and TwelvEighty Chef to determine the most logistically feasible way to execute this initiative.

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> • Developing a menu that takes dietary restrictions into consideration. • Communicating this initiative to WW Planners and providing them with the vouchers to distribute to their WW Reps.
Partners	<ul style="list-style-type: none"> - VP Finance (Sarphina Chui) - Compass Chartwells Manager (Wisam) - TwelvEighty Chef (Stu) - WWAC (Sean and Trish) - Board of Directors

Objective 3C	Welcome Week Wellness Lounge
Status	Started
Description	VP Education (Elizabeth Wong) and I are currently planning to establish a 'Wellness Lounge' for WW Reps this year. This will be accessible to WW Reps <i>only</i> throughout the duration of WW as a way for them to re-energize and take a deserved break from all the high-energy programming. In the Wellness Lounge will be a variety of snacks and self-care items that the WW Reps are allowed to take, as well as a place for them to sit down and relax.
Benefits	<ul style="list-style-type: none"> • Fosters relationships between the MSU and WW Reps. • Ensure that the BoD is providing initiatives that align with the WW values for this year (Theme #1: Wellbeing). • Helps to support the sustainability of WW Reps during a busy, tiring week.
Difficulties	<ul style="list-style-type: none"> • Logistics of ensuring that somebody is always in the space to ensure it is being respected and taken care of. Ensure that only WW Reps are accessing this space.
Long-term implications	<ul style="list-style-type: none"> • Establishes positive relationships with WW Reps and ensures they feel like the MSU prioritizes their wellbeing. While we may say we do quite frequently, this shows tangible action.
How?	<ul style="list-style-type: none"> • Devising a template email to reach out to potential companies for sponsorship of the Wellness Lounge. If this fails, then we will pull from MSU budget lines. • Communicating a schedule to Maroons if necessary to have them provide peoplepower to supervise the space. • Determine where the Wellness Lounge will be (likely in MUSC) and ensure that it is accessible for all WW Reps. • Communicate this to WW Planners so they can let their WW Reps know about the Wellness Lounge. • Ensure it is re-stocked and tidied up every day. • Ensure that the Wellness Lounge promotes a safe(r) space for all WW Reps and their identities.
Partners	<ul style="list-style-type: none"> - VP Education (Elizabeth Wong) - WWAC (Trish and Sean)

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> - WW Planners - External Companies (for sponsorship) - Maroons Coordinator - Alumni Association (Karen McQuigge) - MUSC Admin
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Objective 4C	Welcome Week Advisory Committee (WWAC)
Status	Started
Description	Alongside the VP Finance (Sarphina Chui), the VP Administration sits on the Welcome Week Advisory Committee (WWAC) chaired by Trish Vardon (MSU) and Sean Beaudette (Student Affairs). We had our first meeting on May 18 th , and the next this upcoming week. However, they will increase in frequency after Welcome Week in preparation for the 2023/24 year and the MOU will be updated between MSU and Student Affairs (SA, McMaster University).
Benefits	<ul style="list-style-type: none"> • Ensures that the MSU has a say in how funds are allocated for Welcome Week • Ensures that the MSU can advocate to SA on behalf of the student body during the development of Welcome Week.
Difficulties	<ul style="list-style-type: none"> • The WWAC meetings are quite irregular during the summer as individual committees are busy planning. This can make it difficult for the incoming Board to get up to speed.
Long-term implications	<ul style="list-style-type: none"> • Ensures a positive relationship between the MSU and SA • Ensures that the MSU has a say in how their funds from the WW levy are being allocated and utilized. This prioritizes accountability. • Ensures that student needs are being advocated for by students in WWAC.
How?	<ul style="list-style-type: none"> • Attend WWAC meetings and provide input when necessary. • Advocate for the proper, fair, and equitable use of funds in the WW levy (those that the MSU is part of). • Check-in with Trish on a regular basis (MSU Co-Chair of WWAC) to stay up-to-date on WW plans.
Partners	<ul style="list-style-type: none"> - VP Finance - Maroons - WWAC - Trish Vardon (Campus Events Director)

Managerial Responsibilities (PTMs, SRA, AVPs) (D):

Objective 1D	More Efficient Hour Tracking System for PTMs
Status	Not Started
Description	Currently, PTMs will track their hours in an Excel spreadsheet template as created by past VP Admin (Graeme Noble). While helpful, it has

Office of the MSU Vice-President (Administration): Year Plan

	<p>become quite tedious and logistically difficult for PTMs to navigate. As of now, PTMs have been sending me their hour trackers on a bi-weekly basis so that I can ensure they are staying within their weekly contracts. However, this also becomes tedious and difficult to manage for me as VP Admin having to approve any additional lieu hours through emails, having to check through their hour trackers, etc. Ultimately, a more user-friendly, streamlined system needs to be implemented to make this process more efficient for both the PTMs and the VP Admin.</p>
Benefits	<ul style="list-style-type: none"> • PTMs can spend less time filling out their hour trackers and VP Admin can spend less time reviewing them. Ultimately, this results in a more productive use of time and more efficient processes. • PTMs can feel less ‘micromanaged’ by the VP Admin regarding their hours and can be more self-sufficient. • Expectations of weekly hours and differences in hours worked can be more explicitly recognized by both PTMs and VP Admin. • PTMs can track their hours worked more easily.
Difficulties	<ul style="list-style-type: none"> • Finding a system that is less logistically difficult to fill out, and doesn’t have any associated costs to it. • Transferring current PTM hours to the new system (if necessary). • Training PTMs on how to use this new hour tracking system.
Long-term implications	<ul style="list-style-type: none"> • Increased transparency of hours worked between PTMs and VP Admin. • Increased accuracy of hours worked by PTMs, as recorded in their hour tracker.
How?	<ul style="list-style-type: none"> • Researching what other students unions are currently using for paid positions. • Researching potential low-cost or free platforms that could be implemented. • Seeing if ADP has the functioning to be able to track hours for employees. • Creating and implementing a new hour tracking system to be used by PTMs. • Training PTMs on how to use the newly introduced hour tracking system.
Partners	<ul style="list-style-type: none"> - Human Resources Director (Renee McIntosh) - Student Unions

Objective 2D	Part-Time Staff Lieu Hour Approval Process Policy (Added to Section 5: General Provisions of Employment Policy – Part-Time Staff)
Status	Not Started

Office of the MSU Vice-President (Administration): Year Plan

Description	Over recent years, PTMs have been consistently exceeding the weekly allotted hours stated in their contracts. This results in the MSU having to pay out a plethora of additional hours worked to PTMs at the end of the year that was not accounted for from a budgetary standpoint. The basis of this policy will state that PTMs have to ask the VP Admin for lieu hours in advance, otherwise they will not be compensated. They must also be within their JD, and should not be tracking hours that are completed by their Execs/Volunteers unpaid.
Benefits	<ul style="list-style-type: none"> • PTMs can spend less time filling out their hour trackers and VP Admin can spend less time reviewing them. Ultimately, this results in a more productive use of time and more efficient processes. • PTMs can feel less ‘micromanaged’ by the VP Admin regarding their hours and can be more self-sufficient. • Expectations of weekly hours and differences in hours worked can be more explicitly recognized by both PTMs and VP Admin. • PTMs can track their hours worked more easily.
Difficulties	<ul style="list-style-type: none"> • Finding a system that is less logistically difficult to fill out, and doesn’t have any associated costs to it. • Transferring current PTM hours to the new system (if necessary). • Training PTMs on how to use this new hour tracking system.
Long-term implications	<ul style="list-style-type: none"> • Increased transparency of hours worked between PTMs and VP Admin. • Increased accuracy of hours worked by PTMs, as recorded in their hour tracker.
How?	<ul style="list-style-type: none"> • Researching what other student unions are currently using for paid positions. • Researching potential low-cost or free platforms that could be implemented. • Seeing if ADP has the functioning to be able to track hours for employees. • Creating and implementing a new hour tracking system to be used by PTMs. • Training PTMs on how to use the newly introduced hour tracking system.
Partners	<ul style="list-style-type: none"> - Human Resources Director (Renee McIntosh) - Student Unions

Objective 3D	MSU External Sponsorship Templates
Status	Not Started
Description	Being an NPO, there are times when the Services are wanting to implement a high-cost initiative that the MSU will be unable to fully

Office of the MSU Vice-President (Administration): Year Plan

	fund. As a result, PTMs must seek out external sponsorships to help fund this. This year, I would like to help implement a sponsorship template that PTMs can use to help streamline this process for those who may not have experience seeking out monetary support from external stakeholders. This could also be used for any SRA-specific initiatives.
Benefits	<ul style="list-style-type: none"> • Helps support the PTMs, Services, and SRA when they are seeking out external funding. • Maximizes the chance of receiving funding for the MSU Services. • Ensures professionalism is upheld during interactions between MSU Services and external stakeholders. • Decreases the amount of time PTMs/SRA have to spend engaging in sponsorship-related communications.
Difficulties	<ul style="list-style-type: none"> • Establishing a template that is all-encompassing and can be applied to a variety of different situations for different services. • Ensuring that PTMs/SRA utilize this template when seeking out external sponsorships. • Teaching PTMs how to use the template • Ensuring the template is accessible and user-friendly.
Long-term implications	<ul style="list-style-type: none"> • Increases the funding available to the MSU Services, thus translating to increased support for the McMaster community by the MSU.
How?	<ul style="list-style-type: none"> • Research past sponsorship requests that have been used and consolidate information into a single template. • Work with VP Finance to communicate the expectations of this new template to PTMs/SRA and teach them how to use it appropriately. • Ensure that this template is user-friendly and does not make more work for PTMs/SRA. • Work with stakeholders familiar with sponsorship requests to collect their feedback.
Partners	<ul style="list-style-type: none"> - Comms Director (Michael Wooder) - Campus Events Director (Trish Vardon) - PTMs/SRA - VP Finance (Sarphina Chui)

Objective 4D	Budget Line for AVP Services
Status	Not Started
Description	Service reviews as conducted by the AVP Services are vital for the continued growth of the MSU and our ability to support students. To achieve valid statistical information about our services to help guide the future direction of the MSU, we need to maximize the number of responses we receive. Last year, we received over 750+ responses

Office of the MSU Vice-President (Administration): Year Plan

	from the student body, largely attributed to incentivization through a variety of prizes upon the completion of the surveys. This response rate was significantly higher than previous years. With that being said, I would like to implement a budget line for AVP Services that can be pulled from yearly to support this continued incentivization of the student body to achieve high levels of responses during service reviews.
Benefits	<ul style="list-style-type: none"> • Enhances engagement of the MSU with the student body and demonstrates that we value their feedback. • Streamlines the process of the AVP Services requesting money for incentivization during service reviews • Produces high-quality results that can inform the future direction of the MSU Services • Ensures that the MSU is adapting to the needs of students, recognizing that these change yearly (if not more frequently).
Difficulties	<ul style="list-style-type: none"> • Finding space in the budget to implement this for future years.
Long-term implications	<ul style="list-style-type: none"> • Enhances the ability for the MSU to support the needs of students by modifying our services based on service review results. • Increased opportunities for students to provide feedback to the MSU.
How?	<ul style="list-style-type: none"> • Working with VP Finance and the Director of Finance to establish a reasonable budget for the AVP Services to provide incentivization for completing service review surveys. • Communicating this to AVP Services (Justin Phung) and ensuring it is used appropriately in future years.
Partners	<ul style="list-style-type: none"> - AVP Services (Justin Phung) - Director of Finance/Comptroller (Sean Duncan) - VP Finance (Sarphina Chui)

Objective 5D	SRA/PTM/AVP Socials
Status	Not Started
Description	PTMs, AVPs, and the SRA play important roles within the MSU, and we would be unable to function without them. To ensure they continue to feel valued and appreciated by the MSU, I plan to implement various socials throughout the year. With the transition back in-person at McMaster, this will be an opportunity for them to connect with one another outside of a professional environment to forge personal relationships.
Benefits	<ul style="list-style-type: none"> • Allows for team building and socializing with others in similar positions within the MSU. This can also translate to enhanced working relationships in a professional environment. • Ensures that PTMs, AVPs, and the SRA feel valued by the MSU and have an opportunity to connect with the BoD and full-time staff.

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> • Will encourage PTMs, AVPs, and the SRA to continue their leadership roles within the MSU and potentially take on additional roles in the future. • When employees feel valued by their employer, this may enhance the quality of their work and the passion for their roles.
Difficulties	<ul style="list-style-type: none"> • Finding a time that works with everybody's availability. • Budgeting appropriately to ensure that all positions receive adequate appreciation
Long-term implications	<ul style="list-style-type: none"> • Creates a work environment for the SRA, PTMs, and AVPs where they feel valued and supported in their roles. • Fosters further engagement of the student body with the MSU's employment opportunities when employees are treated well. • Enhances the quality of work that is produced by the SRA, AVPs, and PTMs.
How?	<ul style="list-style-type: none"> • Work with VP Finance to determine that budget that is available for these socials and how it can be appropriately allocated. • Seeking out potential venues for these socials to take place. • Seeking out availability of PTMs/AVPs/the SRA to find a mutually agreeable time. • Asking for feedback from PTMs/AVPs/the SRA about what they would like to see in a social. • Making all appropriate purchases.
Partners	<ul style="list-style-type: none"> - Board of Directors (specifically VP Finance) - Executive Assistant (Daniela) - Campus Events Director (Trish Vardon) - PTMs, SRA, AVPs.

Objective 6D	PTM Clusters and Monthly Check-Ins
Status	Not Started
Description	This year, I want to divide the PTMs into clusters based on the mission of their specific service. This would include the Peer Support Services (SHEC, WGEN, DEN, PCC, Maccess) and the Student Life Enhancement Services (EFRT, SWHAT, Spark, FCC, Maroons, Macademics). Within these clusters, I will check-in with them collectively on a monthly basis throughout the academic year to maintain regular communication.
Benefits	<ul style="list-style-type: none"> • PTMs in the same cluster will have the opportunity to bounce ideas off of each other and share knowledge. This will help establish increased collaboration amongst the PTMs/services. • Reduces the strain on VP Admin of having to do individual check-ins. • Ensures that PTMs are collaborating with other PTMs that can share relevant knowledge.

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> • Reduces redundancy in the programming that the MSU Services provide (i.e, Instead of WGEN independently conducting a trans-related event, they can collaborate with PCC). • An opportunity for PTMs to connect with the VP Admin on a more regular basis and share any necessary feedback. • Ensures PTMs feel supported by the VP Admin and each other.
Difficulties	<ul style="list-style-type: none"> • Trying to accommodate PTM schedules, especially throughout the academic year. • Ensuring that PTMs feel that these meetings are useful and productive.
Long-term implications	<ul style="list-style-type: none"> • Fosters a culture of collaboration within the MSU to enhance the quality of our programming and mitigate redundancy. • Allows for knowledge to be shared amongst the Services to ensure they stay relevant and can continue to support the needs of the student body.
How?	<ul style="list-style-type: none"> • Find a mutually agreeable time for the PTMs to meet. • Establishing an agenda in advance (with flexibility as they shouldn't be overly formal) • Communicating a schedule for each semester to all PTMs in advance. • Provide a closed-time at the end of these meetings to allow PTMs to freely talk amongst each other. • Booking appropriate spaces when the academic year starts and these can take place in-person to enhance the quality of communication.
Partners	<ul style="list-style-type: none"> - PTMs - VP Finance (Sarphina Chui) - ASC (Victoria Scott)

Board Projects (E):

Objective 1E	Increased Student Wellness Centre (SWC) Counsellor Appointments and Increased Mental Health Supports
Status	Started
Description	University is a stressful time for many students, and these struggles were only exacerbated by the COVID-19 pandemic. Oftentimes, students at McMaster have expressed difficulties accessing counsellor appointments through the SWC, having to wait weeks or months on end. This is not a sustainable practice, and will leave McMaster students in the dark. Further, it is important to recognize that mental health support should not be a 'reactive measure' but students should be able to seek this out proactively as necessary. The Board is committed to advocating to McMaster University and the SWC for increased appointments and counsellors. Further, the promotion of our

Office of the MSU Vice-President (Administration): Year Plan

	Peer Support Services (SHEC, WGEN, PCC, DEN, Maccess) can act as an alternative mental health support to students. However, it should be noted that the support our Peer Support Services provide does not replace professional practices.
Benefits	<ul style="list-style-type: none"> • Demonstrate to the student body that the MSU hears their calls for increased mental health support at McMaster. • Prioritizes the wellbeing of the McMaster student body. • Ensures students know what types of mental health resources are available to them at McMaster and in Hamilton. • The promotion of the MSU's Peer Support Services.
Difficulties	<ul style="list-style-type: none"> • Communicating with the SWC and demonstrating that this is what the students of McMaster need (evidence-based). • Simultaneously accommodating the needs of the SWC to ensure they aren't overburdened in their roles. • Any necessary re-structuring within the SWC to accommodate the needs of students.
Long-term implications	<ul style="list-style-type: none"> • Increased mental health support for students at McMaster to prioritize their wellbeing. • A healthier community at McMaster.
How?	<ul style="list-style-type: none"> • Communicating with SWC and McMaster University representatives. • Demonstrating the need of the McMaster student body through feedback opportunities, focus groups, surveys, etc. • Ensuring the implementation of additional appointments across the next couple of years to support McMaster's growing population. • Measuring success and ensuring the outcome intended is achieved.
Partners	<ul style="list-style-type: none"> - Rosanne Kent (SWC Director) - Sean Van Koughnett (AVP Students) - The Board (President and all VPs) - Kim Dej (AVP Faculty)

Objective 2E	Support the Completion of a Community Needs Assessment
Status	Not Started
Description	There has not been a Community Needs Assessment (CNA) conducted for McMaster since the COVID-19 pandemic. It is imperative that we try to conduct a CNA this year, recognizing that we have just come out of the COVID-19 pandemic and that McMaster has transitioned in-person. This allow the MSU to better understand the needs of the McMaster population so that we can support them to the fullest extent possible.
Benefits	<ul style="list-style-type: none"> • Ensures the MSU can continue to support the McMaster population

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> Allows us to evaluate if the MSU Services are useful for the needs of the McMaster community Will provide us feedback as to how to better modify our programming to continue to meet the needs of the McMaster community.
Difficulties	<ul style="list-style-type: none"> Hiring a Research Assistant to complete the Community Needs Assessment. Finding time in the year to be able to complete this, amongst the other responsibilities of the VP Admin Research associated with the Community Needs Assessment
Long-term implications	<ul style="list-style-type: none"> Carries on the pattern of completing a CNA every few years to ensure the relevance of the MSU's programming. Demonstrates their importance. Evidence-based practices within the MSU based on student feedback.
How?	<ul style="list-style-type: none"> Hire the Research Assistant to complete the Community Needs Assessment Determine what areas we want to assess through the CNA. Executing the CNA Modify the MSU's programming based on the results of the CNA.
Partners	<ul style="list-style-type: none"> The Board Research Assistant (to be hired)

Passion Projects (F):

Objective 1F	Meal Plan Tiering Advocacy
Status	Started
Description	In the past, I have begun to advocate for McMaster Hospitality Services to change the names of their meal plan tiering system to avoid carrying connotations about the eating habits of the individual who purchases them. Unintentionally, this perpetuates diet culture. For example, first years can purchase either the Minimum, Light, Regular, or Varsity plan. However, if you don't purchase the 'Regular' plan, then this implies that your eating habits are irregular. I want to advocate for these tiers to be more ambiguous to mitigate these connotations, and the potential exacerbation of eating disorders and/or disordered eating.
Benefits	<ul style="list-style-type: none"> Helps to ensure the wellbeing of the McMaster population and ensure that the names of our meal plans are ambiguous, while still quantifiable, to ensure they don't exacerbate new or previous disordered eating.
Difficulties	<ul style="list-style-type: none"> I have spoken with Hospitality Services in the past, and they were hesitant as they felt it would only benefit a small proportion of the McMaster population, while causing more problems due

Office of the MSU Vice-President (Administration): Year Plan

	to lack of quantification. However, the wellbeing of McMaster's students should come above any potential for profits.
Long-term implications	<ul style="list-style-type: none"> • Ensures that the MSU is advocating or McMaster to continue working towards a safe(r) space.
How?	<ul style="list-style-type: none"> • Advocating to McMaster Hospitality Services • Developing focus groups to demonstrate the needs of the McMaster community. • Finding a way that the names of the tiers can be ambiguous, yet still quantifiable. • Working with relevant stakeholders on campus (e.g., FCC, Advocacy Department).
Partners	<ul style="list-style-type: none"> • FCC • Education and Advocacy Department • Chris Roberts (Hospitality Services Director)

Objective 2F	Splitting up the Role of Vice-President (Administration)
Status	Not Started
Description	The role of Vice-President (Administration) has notoriously been overburdened for many years. This largely results from the disproportional responsibilities they hold in the MSU compared to the other VPs, and the President. The number of employees that the VP Administration directly supervises also contributes to this. These responsibilities result in the VP Admin being stretched too thin, and becoming burnt out before their term is complete. As a result, I would like to begin to think about splitting VP Administration into two roles, with different titles that accurately reflect the division of responsibility (e.g., VP Student Services and VP Internal Governance). As the student body at McMaster grows, as should the support of Executives within the MSU.
Benefits	<ul style="list-style-type: none"> • Ensures that the VPs can give more attention to the employees they supervise, resulting in higher quality outputs. • Results in the delegation of responsibilities to prevent burn out in the VP Admin. • Provides more SOPs within the MSU to enhance the opportunity for students to become involved at the Executive level.
Difficulties	<ul style="list-style-type: none"> • Finding funding within the MSU budget to provide another salary to another VP • Creation of JDs and the delegation of responsibility. • Finding suitable candidates to fit both positions (VP Student Services and VP Internal Governance), as opposed to just the one (VP Admin).
Long-term implications	<ul style="list-style-type: none"> • Higher quality outputs by the previous VP Admin role

Office of the MSU Vice-President (Administration): Year Plan

	<ul style="list-style-type: none"> • Prevention of burnout in the VP Admin to allow for a sustainable role.
How?	<ul style="list-style-type: none"> • Creation of appropriate JDs and the delegation of responsibilities • Creation of a transition report for both VPs, as opposed to just one for VP Admin • Training both the incoming VPs, as opposed to just one • Approval from EB and SRA • Evidence that the VP Admin role is overburdened. • Consulting other Student Unions across Ontario to see how they divide their responsibilities. See if this is something that the MSU could follow.
Partners	<ul style="list-style-type: none"> • The Board • EB • SRA • Past VP Admins • Other Student Unions • Human Resources (Renee McIntosh) • General Manager (John McGowan)

Thank you for taking the time to read my year plan for the role of MSU Vice-President (Administration) 2022/23. I would like to provide a special thank you to all those who have supported me thus far in the role including the MSU President (Simranjeet Singh), the VP Finance (Sarphina Chui), the VP Education (Elizabeth Wong), the General Manager (John McGowan), the Administrative Services Coordinator (Victoria Scott), the Executive Assistant (Daniela Stajcer), the Human Resources Director (Renee McIntosh), the Communications Director (Michael Wooder), the Outgoing VP Admin (Christina Devarapalli), the Accounting Department (Sean, Jason, and Kevin), and all the PTMs and SRA I have worked with thus far. With all the passion and excitement you bring to the MSU day in and day out, I am confident that we can work together to make McMaster a better place for all students.