



REPORT

From the office of the...

Vice-President (Administration)

TO: Members of the Student Representative Assembly
FROM: Mitchell German, Vice-President (Administration)
SUBJECT: SRA 22D Report
DATE: 26/06/2022

To the Members of the SRA,

I am going to try to keep this short, but at times, this role feels like there are a thousand different tasks that are all happening simultaneously! While the vast majority of my time has been spent transitioning into the role of VP Admin and trying to help the Services establish their upcoming in-person operations and presence in the McMaster community, I have also started to work on personal and Board projects to help establish relationships and improve the MSU's operations.

Training:

Currently, I am in the process of finalizing our MSU-wide training for the PTMs, Execs, SRA, and our Service Volunteers. I have also been approached by The Silhouette and MSU HR who would like to have their staff included as well. This year, we will be having the following trainings:

1. Accessibility Training with Kate Brown
2. Anti-Oppressive Practices (AOP) and Anti-Racism with Renata from EIO
3. Sexual Violence Prevention and Response with Wil Fujarczuk from EIO
4. 2STLGBQIA+ Training with The 519 (Part of past VP Admin's platform that I will see through; tentative and still being confirmed at this point)
5. Indigenous Cultural Safety/Sensitivity Training with Niwasa Hamilton (Part of my VP Admin platform; tentative and still being confirmed at this point)

With the return to campus after the COVID-19 pandemic, I think that these trainings are vital to ensure we are continuing to promote safe(r) spaces in the MSU and the McMaster community. However, I am trying to stay mindful of how much training we are requiring our volunteers to complete in order to work with the MSU. At this time of the year (especially with Pride Month), it has been challenging to secure stakeholders to help train the MSU. However, it is something that I am committed to ensuring is followed through.

Further, I am currently working on revamping the Avenue2Learn content for our PTMs, Execs, and volunteers to ensure all information is relevant. Aside from including content from the aforementioned trainings, I will also include PTM-specific resources including the PTM training recording, UG intake forms, various templates, etc. as a way of centralizing where they access documents relevant to their roles and reduce strain on the VP Admin who typically would have to send these over. Avenue2Learn was regularly used in 2020-

21, then in 2021-22 was not utilized as frequently. This is something I am working to bring back.

All PTMs have received their PTM-specific training, as was conducted by past VP Admin (Christina Devarapalli). I was present at this, and know what expectations were established for the year. Any PTMs who were not present at the training have access to the recording to watch.

Hiring:

In terms of hiring, the following positions have had to be filled during my term as VP Admin thus far:

- AVP IG (Completed)
- AVP Services (Completed)
- WGEN Director (Ongoing, completed by end of July)
- Maccess Director (Ongoing, completed by Sept.)
- PCC Director (Ongoing, completed by Sept.)
- PCC Assistant Director (Ongoing, completed by Sept.)
- CRO (Ongoing, must be completed by Sept.)

For the sake of transparency, the hiring that was left over for me to do has taken up a considerable portion of my time. Some positions were left unhired when I assumed the position of VP Admin, and others have had to leave the role due to leaving McMaster. Despite the additional time commitments, I have been fully supported by HR, ASC, and the Executive Assistant in this process and am beyond grateful for that.

Hour Tracking:

PTM overtime (OT) hours have been a significant problem in recent years, with the MSU having to pay out relatively large sums for additional hours worked. This year, I want to try my best to mitigate this as much as possible. As of now, PTMs are sending me their hour trackers biweekly, and I am looking them over to ensure they are abiding by the expectations of their PTM contract. Further, they have become accustomed to the lieu hour approval policy through the VP Admin and have been using this process appropriately. This includes ensuring that any lieu hours required are requested in advance of when they are needed, waiting for approval from VP Admin, outlining why they anticipate they will go over hours, and adding these to the appropriate section of their hour trackers. I am confident that this year, we should see a significant reduction in OT hours by the end of the year, minimizing the amount that we need to pay out after the completion of their contracts.

Welcome Week (WW):

With the restructuring of WW as outlined in the NODA recommendations from last year, VP Admin sits on the Welcome Week Advisory Committee (WWAC). WWAC is now chaired by Sean Beaudette (McMaster representation) and Trish Vardon (MSU representation). As an update, WW programming will be 85% in-person this year, and 15% virtual to accommodate students who may not be in Hamilton during WW. The MSU

has access to a Rep Appreciation budget line in the WW levy, and we are currently talking with TwelvEighty (now managed by Compass-Chartwells) to provide all WW Reps with 'coupons' to receive a meal for \$5. While the menu is still currently being created, Reps will pay \$5 and receive a wrap (various kinds), a snack (e.g., chips), fruit, and a drink. Further, the BoD is planning to establish a Wellness Lounge for all WW Reps to access throughout the week that will have snacks, self-care items, etc. This is being done to recognize all the hard work that WW Reps put into making our programming possible, and to foster relationships between the WW Reps/faculties and the MSU.

AVPs:

We have recently finished hiring for AVP Services (Justin Phung) and AVP IG (Aiman Dhiloon). They have been provided with the appropriate onboarding documentation, and I have been able to meet with Justin (AVP Services) for an introductory meeting. I am looking forward to reading their year plans and watching them thrive and grow in their roles.

PTM Year Plans:

All PTM year plans (except PCC as a result of not having hired a Director) have already submitted their year plan drafts, and the ASC and I have read through them and provided feedback and suggestions for edits. The current due date for PTMs to submit their year plans are June 17th at 12pm. From what I have looked over thus far, they seem to be well done, and I can confidently say that we have very passionate PTMs who will help to increase the presence of their Services on campus.

PTM Transition Compensation:

Last year, the outgoing PTMs had their contracts extended to the end of April, and the incoming PTMs had started their roles as of April 13th 2022. While this is an exam period that is typically unpaid for PTMs by the MSU, they were all compensated for their time transitioning into their role for the following justifications:

1. Their contracts started during an unpaid period, and this is not typical for PTMs.
2. Despite this being outlined in their contracts, this was not explicitly stated by the VP Admin at the time when it should have been.
3. PTM Training took place during an unpaid period
4. There would have been no other time for the incoming PTMs to transition with the outgoing PTMs where they would have been paid for their time.

Currently, the ASC, HR Director, and I are planning out hiring timelines for the PTMs this year to ensure this issue can be mitigated for future years.

SSC Student Services Fair:

This year, I was able to ensure that all MSU Services, as well as The Silhouette, were included in the SSC's Student Services Fair taking place on August 31st as part of Welcome Week. Ensuring they are all present is a priority of mine, recognizing the need to increase MSU presence in the campus community following the COVID-19 pandemic.

I have advised them to include promotional items at their booths (i.e., stickers, pamphlets, etc.) to help draw attention to the MSU and their Services.

Compass Space:

As we no longer have Compass within the MSU, the Board is currently trying to determine what the best use of this space would be. Space has been very limited at McMaster over recent years, especially until the completion of The Hub. As such, we want to ensure we are maximizing the potential of this space that we own. Some ideas have included EFRT patient intake (unlikely), SWHAT (unlikely based on volunteer numbers), and a potential flex space for Services to use. However, if you have any suggestions, please feel free to reach out and chat with me about it!

SRA Speakers:

I have been working closely with MSU Speaker, Piper, to establish relations, connect about SRA training, and help her review LOAs. I look forward to continuing to work with her throughout the duration of the year and think she is a fantastic fit for the role.

Successes:

1. Establishing Relationships with PTMs – With my prior experience as a PTM, I think it makes me more well-versed to deal with any challenges they are facing. I have been able to connect with most, if not all, of the PTMs through Teams calls. I prioritize my relationships with them recognizing the vital work they do for the MSU Services and to ensure the wellbeing of the McMaster population.
2. Training – Typically, training would all be sorted out for the incoming VP Admin in advance. However, this is not the case for this year. It has been a hectic time trying to coordinate this with multiple stakeholders both internal and external. However, it is slowly starting to come together, and I think the appropriate training will set the MSU up for success in the future.
3. Welcome Week – It has been extremely exciting to have Trish Vardon back on the WWAC and organizing the signature MSU events in-person. I think that we will have a successful WW ahead of us under her leadership and am very eager to support the transition back in-person.

Challenges:

1. Workload – The VP Admin role is certainly a hefty one and I have been trying my best to fulfill all day-to-day responsibilities, work on achieving my platform points, and respecting my personal boundaries. I think that future work will work towards delegating VP Admin tasks to other AVP/FTS/Board positions to try and mitigate burnout. However, I am very privileged to have the support system within the MSU available to me.
2. PTM Hour Tracking – PTMs working over hours has been an issue for the last few years, and this has translated to this year as well as previous PTMs communicate with the incoming PTMs about MSU expectations. This year, I hope to stay on top of PTM hours and the approval process to ensure that we have less OT hours to

pay out to PTMs by the end of their contracts. In addition, I plan to implement a more accessible way for PTMs to track their hours and request approval for these.

Other:

I feel very privileged to have had the opportunity to take on the role of VP Admin for this year! I cannot wait to help support student leadership within the MSU, and return back to normal following the COVID-19 pandemic. If you every have any questions or want to connect with me, please reach out!

I value the opportunity to work alongside you all this year.

Sending joy,



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