



# REPORT

*From the office of the...*  
**Vice-President (Administration)**

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TO: Members of the Student Representative Assembly  
FROM: Mitchell German, Vice-President (Administration)  
SUBJECT: SRA 22E Report  
DATE: 17/07/2022

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To the Members of the SRA,

I hope you have been able to enjoy your summer thus far! The MSU BoD have been busy planning for the upcoming academic year, and we are excited for the transition back in-person for McMaster so that we can see these plans come to fruition. I have also thoroughly enjoyed reading your year plans and think that the SRA has a bright year ahead with some important advocacy taking place. Below I will share any updates from within my portfolio that I think are necessary to communicate to the SRA.

## **Welcome Week:**

**TwelvEighty Meal Voucher Appreciation:** I have been working closely with VP Finance (Sarphina) as well as Compass-Chartwells to establish a voucher for Welcome Week (WW) Representatives as a form of appreciation for all their handwork and dedication to supporting first years during WW and beyond. All WW Reps will receive this (including Res Reps), which will entitle them to a free lunch provided by TwelvEighty. This will consist of a wrap, snack, fruit, and drink, and there will be predetermined times that they can pick this up during WW (likely their scheduled lunches). This will be financed through the WW levy under the 'Rep Appreciation' line, which the MSU is entitled to use in collaboration with the Welcome Week Advisory Committee (WWAC).

**WW Rep Wellness Lounge:** VP Education (Elizabeth) and I have been reaching out to potential sponsors for the establishment of our Wellness Lounge exclusively for WW Reps. This will likely be in ClubSpace and we have already reached out to the Clubs Administrator (Nardos) about this as a possibility. Essentially, this will be a space for WW Reps to unwind during the chaos of Welcome Week. In the Wellness Lounge, WW Reps can engage in self-care, as well as have a snack and/or drink as provided by the MSU. Ideally, VP Education and I are hoping to have this Wellness Lounge completely sponsored through product donations, but if this doesn't happen, it can feasibly be financed by the MSU as a last resort.

**Pancake Breakfast:** I am hoping to have a pancake breakfast hosted by the MSU for all Welcome Week Reps on the first day of WW prior to any scheduled events. This will be a lowkey initiative, whereby WW Reps can have a moment to relax prior to the nonstop,

high-energy nature of WW. Further, it will be an opportunity to celebrate the first 'official' Welcome Week since the start of the COVID-19 pandemic. This is my last priority in terms of WW initiatives, but I have contacted McMaster Catering to see if this is an event they would be able to help support. Ideally, I hope it will take place in the MUSC Atrium.

**Signature Events:** Over the last couple of weeks, I reviewed the WW schedule as presented by Trish Vardon (Campus Events). We have worked collaboratively to tie any loose ends, and some MSU Services (SHEC and WGEN) will be present to provide any necessary peer support during these Welcome Week events.

### **Hiring/Onboarding:**

**Hiring:** Since the last VP Administration report to SRA, I have hired the PCC Director (Norah). Currently, I am in the process of reviewing applications/interviewing for the following positions: CRO, Maccess Director, and WGEN Director. All of the AVPs under the VP Admin's purview have been hired and are working through the onboarding process. I am also planning to release applications for the Admin Research Assistant position in the coming weeks and it will be advertised parallel to positions behind hired by VP Education. Further, I have been supporting the Clubs Administrator (Nardos) in the hiring of the Clubs Assistant.

**Contracts (Onboarding):** I have asked all PTMs to submit contracts to me for all Executives and Volunteers that are hired within their respective service. Additionally, they have been asked to send proof of Mosaic training to me as well. This is typical for all MSU Service positions.

**Admin Research Assistant:** While the Admin Research Assistant was not hired last year (as far as I am aware), this is a position that I am planning to fill this year. They are under the supervision of the VP Admin and will help to support myself and the HR Director.

**PTM Hiring Timelines:** I have been working in collaboration with the ASC (Victoria) and the Human Resources Director (Renee) to establish hiring timelines for PTM positions. Recognizing they were hired quite late last year as a result of numerous factors, I am hoping to correct this for the upcoming year to ensure all PTMs can have an adequate transitional period into their role. Right now, it is looking like applications will open up in December of 2022.

### **Training:**

**MSU-Wide Trainings:** As you are aware, I have scheduled MSU-wide training (SVPR and AOP) for July 16<sup>th</sup>. SRA, PTMs, Execs, Volunteers, and staff from The Silhouette and expected to be in attendance. This will take place virtually via Teams. I have been talking with Wil and Renata (from Equity and Inclusion Office, a.k.a. EIO) and we are in the works of scheduling more MSU-wide training for late September/early October. Talking with Kate Brown of the EIO, we are also in the process of devising Accessibility Training for the MSU as well.

**2STLGBQIA+ and Indigenous Cultural Safety Training Update:** While I have been working diligently to try and plan 2STLGBQIA+ and Indigenous Cultural Safety Training, it has honestly been quite difficult. This is due to a lack of responses from potential facilitators, all of which are outside McMaster. If this training cannot be scheduled for a reasonable timeframe to be implemented for the 2022/23 year, it will be scheduled prior to the end of my term as VP Admin so that it can be fulfilled next year. However, I am still continuing to contact potential stakeholders to deliver these trainings.

**Centralization of McMaster/MSU Training:** Considering that Rez Life, WW Reps, and the MSU all rely on the EIO for trainings, I would like to work with them to streamline this process. This is a new initiative that has been put on my radar. Recognizing the overlap between Rez Life, WW Reps, and the MSU in terms of volunteers, I would like to work towards a more centralized way to know who has been trained on what. Oftentimes, MSU volunteers are also WW Reps, which means they don't have to be retrained through MSU-wide training when they recently partook in this training. Again, I am still devising a way to make this centralization possible, but it is something I am working towards.

#### **AVPs:**

AVP Services (Justin Phung) has let Executive Board know that the following services will be reviewed this year: Maroons, PCC, Macademics, and SWHAT. The PTMs will be contacted in the coming weeks regarding this. Justin and I have been meeting on a weekly basis to help him transition into the role and plan for the 2022/23 year.

AVP Internal Governance (Aiman Dhiloon) is currently in the process of transitioning into her role, and I have upcoming meetings planned with her to help support this.

#### **Services/PTMs:**

**Compass Space:** I have been working closely with the SWHAT Coordinator (Vithuyan) to explore the possibility of having SWHAT use the Compass space during their hours of operation. Currently, they use the MAPS space on 2<sup>nd</sup> floor MUSC, but this is not owned by the MSU and might not be feasible for the years to come. A proposal to EB has yet to be made, but this is an option that is being seriously considered for the 2022/23 year and beyond. There would have to be some modifications made to the space to ensure its feasibility for SWHAT's use, but currently we are exploring ways to make this possible.

**Food Collective Centre (FCC):** The role of Community Fridge Liaison (CFL) has been added to the FCC Operating Policy as a means of supporting the newly established McMaster Community Fridge. This position will be supervised by the FCC Director and ensure communication between the MSU and other stakeholders of the Community Fridge (Academic Sustainability Program and the Student Wellness Centre). The creation of the Community Fridge Liaison position was created in collaboration with the FCC Director, FCC AD, the past FCC Director, and representatives from both ASP and SWC.

**Emergency First Response Team (EFRT):** Summer funding for EFRT operations has been secured through Student Affairs and McMaster's Vice-President of Administration.

We are thankful to these offices for their financial support to help the MSU/EFRT continue to ensure the safety of those on McMaster's campus.

**Executive/Volunteer Hiring:** Many of the MSU Services are currently in the process of hiring their Executives/Volunteers. Make sure to check out the MSU website for any employment opportunities! I am sure they'd love to have you involved. If you have any questions, feel free to reach out to me or the Service Directors!

**Maroons:** I have been in contact with the Maroons Coordinator (Sinead) to help her devise an 'MSU Services Training' for Maroons Reps. This is being done recognizing that all Maroons Reps are representatives of the MSU, and should have knowledge of the services that we provide to support the student body. This knowledge has been lost in recent years, and Sinead and I are working collaboratively to help re-introduce this prior to Welcome Week.

**Cluster Meetings:** I have recently connected with all PTMs to establish times for check-ins throughout the summer (and eventually into the academic year). These will take place in clusters, as the MSU Services will be divided into Student Life Enhancement Services (EFRT, Maroons, Spark, SWHAT, Macademics, FCC) and Peer Support Services (PCC, WGEN, SHEC, Maccess, DEN). This will be an opportunity for the PTMs to ask any questions, bounce ideas off each other, and establish relationships with fellow PTMs.

**Successes:**

- **Connecting with PTMs** – This year, we have an extremely dedicated group of PTMs that I am honored to work alongside. I have been able to connect with all of them on an individual basis and am looking forward to a fantastic year ahead. Their passion for their service and the MSU inspires me.

**Challenges:**

- **Training** – Recognizing that some of the trainings we are attempting to implement have to come from outside McMaster (as McMaster doesn't provide them), this has been difficult to coordinate. However, all the typical trainings the MSU provides have been scheduled (or are in the process of being scheduled). If the additional trainings (2STLGBQIA+ and Indigenous Cultural Safety) that I had hoped to implement cannot come to fruition of this year, I will schedule them for the incoming VP Admin to ensure they happen.

Thank you for taking the time to read this Vice-President (Administration) report, and if you have any questions, please don't hesitate to ask at SRA or reach out. I would be more than happy to connect with you.

Kindly,



**Mitchell German**

Vice-President (Administration) & CAO

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