



MEMO

From the Office of the...
Vice-President (Administration)

TO: Members of the Student Representative Assembly (SRA)
FROM: Mitchell German (VP Admin)
SUBJECT: Service Operating Policy Edits (Hiring Boards)
DATE: February 12, 2023

Members of the Student Representative Assembly,

The current part-time manager (PTM) hiring process has revealed inconsistencies in who sits on our Services' hiring boards, as determined by their individual operating policies. In an effort to promote consistency and enhance the efficiency of the MSU's hiring processes in the future, the following changes are being proposed to the operating policies of Maccess, EFRT, DEN, FCC, PCC, SHEC, and WGEN, respectively:

1. Maccess Operating Policy

- Hiring board for the Maccess Director as the outgoing Maccess Director, VP Admin, and elected EB Member.
- Hiring board for Maccess Assistant Director (AD) is the outgoing Maccess AD, the incoming Director, and an elected EB Member with a clause to include the outgoing Director if the outgoing AD is simultaneously the incoming Director.
- All Executive positions are hired by the Maccess Director and AD.
- Safe(r) Space Volunteers and Peer Support Volunteers are hired by the Maccess Director, AD, and Executive Team (if hired).
- Removal of Safe(r) Space Volunteer as this is synonymous with their Peer Support Volunteer position. This removes redundancy.

2. Emergency First Response Team (EFRT) Operating Policy:

- Edit the EFRT Director hiring board to only include the Medical Director, Student Wellness Centre Director, and Security Services representative if reasonably available.
- Edit the EFRT AD hiring board to include the outgoing EFRT AD, the incoming Director, an EFRT Advisory Board Member, an EB Member, and an Alumni (if reasonably available). Clause included that if the outgoing AD is the incoming Director, the outgoing EFRT Director sits.
- The EFRT AD was added to the hiring board of all Executive positions within EFRT.

- The EFRT AD was added to be included in the selection of the Medical Director.
3. **Diversity + Equity Network (DEN) Operating Policy:**
 - For the DEN Director, a representative from McMaster's Equity and Inclusion Office is only included if they are reasonably available.
 - The Vice-President (Administration) was removed from the hiring board for the DEN AD due to redundancy.
 4. **Food Collective Centre (FCC) Operating Policy:**
 - Edit the FCC AD hiring board to consist of the incoming FCC Director, the outgoing AD, and an Executive Board Member. If the incoming FCC Director is also the outgoing AD, then the outgoing Director is included
 - Vice-President (Administration) removed from the FCC AD hiring board.
 - All Executive positions within the FCC will be hired by the Director and AD.
 5. **Pride Community Centre (PCC) Operating Policy:**
 - For the PCC Director, added a clause that EIO representative is only included if they are reasonably available.
 - PCC AD will be hired by the incoming PCC Director, the outgoing AD, and an EB Member. If the outgoing AD and the incoming Director are the same person, then the outgoing PCC Director will be included.
 - All Executives in the PCC will be hired by the Director and AD.
 6. **Student Health Education Centre (SHEC) Operating Policy:**
 - SHEC Director will be hired by the outgoing SHEC Director, the Vice-President (Administration), an EB Member, and a representative from the Student Wellness Centre (if reasonably available).
 - SHEC AD will be hired by the outgoing SHEC AD, the incoming Director, and an EB Member. If the outgoing AD is also the incoming Director, then the outgoing Director will be included.
 - All Executive positions in SHEC are hired by the Director and AD.
 - Peer Support Volunteers are hired by the SHEC Director, AD, and Executives
 7. **Women + Gender Equity Network (WGEN) Operating Policy**
 - Titled changed to include "+" instead of "and" for consistency with logo.
 - WGEN Director to be hired by the outgoing WGEN Director, the Vice-President (Administration) and an EB Member.
 - The WGEN AD to be hired by the outgoing WGEN AD, the incoming Director, and an EB Member. If the outgoing WGEN AD is also the incoming Director, the outgoing WGEN Director will also be included.
 - All Executives will be hired by the WGEN Director and AD.

- Events & Advocacy Committee Volunteers will be hired by the WGEN Director, AD, the Community Events & Planning Executive (s) and the Logistics Coordinator(s).
- Safe(r) Space Volunteers will be hired by the WGEN Director, AD, the Training & Development Coordinator(s) and the Volunteer Coordinator(s).
- McMaster Womanists have not been active since 2020 and were thus removed from the OP.

All proposed changes have gone through the AVP: Internal Governance for approval prior to submission to the SRA. If you have any questions about the proposed changes, please do not hesitate to ask during SRA 22N.

Sincerely,



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