



REPORT

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

TO: Members of the Student Representative Assembly
FROM: Mitchell German, Vice-President (Administration)
SUBJECT: SRA 22O Report
DATE: February 26th, 2023

To the Members of the SRA,

This is a notoriously busy time for my role as I am wrapping up PTM hiring and coasting into the end of my term as Vice-President (Administration). However, I still have a few months left to tie off loose ends and accomplish some additional platform points. Thank you for all your help and support this past year in the SRA advocating for student voices. Students at McMaster are lucky to have you.

Sangria 2023 – Currently, I am in the process of organizing Sangria 2023 for the MSU PTMs, Execs, and Volunteers with Trish, the Campus Events Director. Considering the success of Egnog 2022 with over 170 attendees, we are excited to show our appreciation with Sangria 2023 as an end of the year MSU celebration. It will take place on March 24th in TwelvEighty from 8pm-11pm. There will be sangria specials (of course), a photobooth, activities, free appetizers, music, exclusive MSU merchandise, and giveaways. I hope to see each and every one of you there!

PTM/AVP Social – I will be organizing a PTM/AVP social to show my appreciation for all of their hard work over this past year. It certainly hasn't been easy transitioning back to in-person operations proceeding the COVID-19 pandemic, but they all carried this responsibility gracefully. After seeking feedback from the PTMs/AVPs themselves, we have determined that this will take place on March 17th, 2023. I have asked them to contribute any ideas they felt strongly about, but I am currently still trying to solidify a plan.

Hiring Directors/Coordinators – Having been in the process of hiring Directors/Coordinators for the MSU Services since the start of the new year, we are *finally* coming to the end. This year, we tried a relatively new system to help streamline this process amongst myself, the HR Director, the Office Clerks, the PTMs, and the EB Members. Ultimately, I feel that it has gone quite smoothly, and there have been minimal hiccups. Proceeding this, I will meet with the HR Director and Executive Assistant to talk about what worked well and what didn't to help solidify this process for the next Vice-President (Administration). Overall, a huge thank you to everybody who helped make this process possible. Currently, we are still hiring for the Diversity + Equity Network (DEN) Director position, so please shoulder tap any folks you think are qualified for the position and should apply.

Assistant Director Hiring – We are now moving into the hiring of the Assistant Directors within the MSU Services. EB Members have already been elected to hiring boards, and I will play a background role in this process. Currently, I am doing all the logistical work to ensure that everything is ready to go when applications close on February 26th at 11:59pm. This will be a coordinated process between myself, the HR Director, the Office Clerks, and the incoming Directors.

PTM Training – Recognizing that PTMs have been hired, it is necessary to start thinking about when our annual PTM Training will take place and what this will look like. Right now, it is set as taking place on April 11th, 2023, and I have been looking through past documents and making changes where appropriate. This year, it will take place in-person and (hopefully) be more interactive than previous years. In the next few weeks, I will meet with the HR Director on a regular basis to organize PTM Training, and I will reach out to MSU staff who will be involved to help organize the materials they will present. All PTMs will be compensated accordingly for the completion of PTM Training.

PTM Transition Reports – The first draft of all transition reports were received by the deadline outlined to Directors/Coordinators. The Administrative Services Coordinator and I have spent the last two weeks reading through them and suggesting edits where necessary. They will then be sent back to the Directors/Coordinators who will receive this feedback and submit their final copy to the ASC and I prior to the end of their contract. While we have yet to receive the final copies, I feel that the compensation for transition reports has worked well. All transition reports were received on time, and they were of a high quality, which cannot be said for previous years when compensation was not provided. As such, I would recommend this is done in future years as well to help support a high-quality transition for the incoming PTMs.

PTM Transitionary Processes – As passed through the Executive Board, all incoming PTMs (Directors, Coordinators, ADs) will receive compensation equal to one (1) week of salary for the completion of transitionary activities (unless they have been rehired for their position). Incoming PTMs will be expected to use these hours prior to the contracted start date, and track them accordingly. Prior to receiving any compensation, these hours will have to be approved/verified by the outgoing PTM in that position, and the Vice-President (Administration). This has been communicated to all PTMs via email. In addition to these hours for transitionary activities, PTMs will also receive a transition report, and PTM Training.

Club Night – Currently, I am working with the Campus Events Programming Coordinator and Campus Events Director to organize a club night in TwelvEighty. It is expected to take place on March 31st, 2023, as an end of the year celebration for students. The intent is to try and re-ignite student life and send students off into the next year with positive perceptions of the MSU and Campus Events. Until details are solidified, I am limited in what I can say.

Western USC – Alongside the VP Ed and VP Finance, I had the opportunity to visit the University Student Council at Western University and attend their Killy concert in The Wave. It was an opportunity to learn more about their operations and how they are

different (or at times relate) to the MSU's. Additionally, I had the opportunity to gain insights into how they foster student life at Western, the kinds of challenges they face, and their successes. Relationships with other student unions across Canada have proved to be very advantageous for the BoD this year, even for internal positions, and this is something that I would recommend is kept up in the future. Huge shout out to Western USC for their continued hospitality. The MSU loves the USC!

SRA Training – Recognizing that SRA elections are just around the corner, the BoD has been busy revamping SRA Training to ensure all elected members feel ready to take on their new role before Vice-Presidential and Speaker elections that happen in early April. If you have any feedback you'd like to provide us, we would love to hear your thoughts and opinions. SRA Training will take place on March 12th, 2023.

Student Recognition Night (SRN) – I have been in the process of planning Student Recognition Night (SRN) with the Executive Assistant and Campus Events Director. All SRA Members, PTMs, and AVPs were invited to this, and I hope to see you there! This year, it will take place on March 8th in CIBC Hall, MUSC. We have also graciously received funding from McMaster to help make this event possible. Invitations have already been sent out, we are collecting RSVPs, confirming catering with Hospitality Services, and determining MSU Award recipients. Thank you to Daniela and Trish for all their hard work thus far. It would not have been possible without their efforts.

President's Page – For the first time this year, I had the opportunity to write the President's Page in the Silhouette. I wrote about PTM hiring and all the opportunities that are available to students, regardless of their experience with the MSU. Recognizing the passion I have for the MSU Services, I wanted to take the opportunity to highlight how students can become involved and find a community in the MSU through the Services. Feel free to check it out if you haven't already!

AVP: (Internal Governance) – The AVP IG (who you will hear from at SRA 220) has been hard at work completing the policies that are up for review in the 2023 year. We have seen Interfaith and MSU Gov and You come through SRA already, with the Welcome Week Awards OP coming to SRA 220. Other policy edits will also come up for approval in the future at SRA including the *MSU's Role During Labor Disputes OP*, and *Valedictorian OP*. Please connect with me or the AVP IG (avpinternal@msu.mcmaster.ca) if you have any questions. Thank you to the Internal Governance Committee for all their hard work this year!

AVP: (Services) – AVP Services and the Service Committee (who you will also hear from at SRA 220) are also hard at work compiling the data received from the Service Reviews and constructing reports and recommendations to be presented at Executive Board. The intent is that these will be presented to EB early enough that we have time to implement, or at least initiate, the recommendations provided. As a friendly reminder, SWHAT, PCC, Macademics, and Maroons are being reviewed this year. The reviews will be posted on the MSU website once completed. Gift cards for the giveaway will be given out in March when the AVP Services has the available time to do so. Thank you to the Services Committee for all their hard work!

Thank you for taking the time to read the Vice-President (Administration) SRA 22O report for SRA. If you have any questions, please don't hesitate to ask. Looking forward to closing the year off positively with you!

Sincerely,

A handwritten signature in black ink that reads "MGerman". The signature is written in a cursive style with a large, stylized "M" and "G".

Mitchell German

Vice-President (Administration) & CAO

McMaster Students Union

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