



REPORT

From the Office of the...

Vice-President (Administration)

TO: Members of the Student Representative Assembly
FROM: Mitchell German, Vice-President (Administration)
SUBJECT: SRA 22K Report
DATE: November 27th, 2022

Opening Remarks:

Members of the Assembly,

WOW, time is absolutely flying by, and the past couple of weeks have been extremely busy in my role. It has been quite difficult to balance all the different aspects that fall under my purview, but I have been met with nothing but support from everybody in the MSU. More specifically, I would like to be forthright and thank the PTMs for their patience, empathy, and dedication over the past few weeks, as well as the Board of Directors for their endless support this entire year. Additionally, the full-time staff have helped me navigate this role, and I wouldn't be able to carry out these initiatives and responsibilities without them. Finally, before I elaborate on what I have been doing within my purview, I would like to thank the Members of the Assembly for all their commitment thus far. You have been engaged during SRA, and have been asking all the right questions to help hold the MSU accountable to the student body. Thank you.

Progress on Year Plan

- PTM Cluster Meetings – Ongoing
- Meet the MSU Services Fair – Complete
- Maroons Foco Clean-Up and Nuisance Bylaw Educational Campaign – Complete
- PTM Evaluations – Ongoing
- PTM Hiring Schedule and Expectations – Complete
- Pumpkin Carving Contest and Gingerbread Building Competition – Complete
- MSU-Wide Training – Complete
- SRA Training – Complete
- Hour Trackers – Complete
- Transition Reports – Ongoing
- Hired the WWFC – Complete

Past Events, Projects, & Activities

PTM Cluster Meetings – As was outlined in my platform, I have continued to hold Cluster Meetings with the PTMs, divided into the Peer Support Services and the Student Life Enhancement Services. Through these, they have had opportunities to connect with myself, as well as other PTMs. Through these Cluster Meetings, the PTMs meet each

other with support, and try to help navigate any challenges they are facing in their specific Service. With the original intent to foster a community of collaboration through these Cluster Meetings, I would say this has been achieved. The Services have been collaborating quite frequently this year, which helps to enhance the outreach and quality of events, while minimizing financial costs. All the PTMs have been participating in these, and I thank them for their dedication.

Meet the MSU Services Fair – This took place on October 27th, from 11:30-3:30pm in the MUSC Atrium. We had every Service in attendance, plus FYC, the Elections Department, and Ombuds. There were many different forms of incentivization to draw students in to learn more about the Services. This includes free coffee and snacks, a Halloween photobooth, Halloween candy, and 10 Charity Ball tickets that were being given away. Further, this event was promoted on MSU socials, TV screens in MUSC, and through print outs. There was also an accompanying promotional video created by the MSU Comms Team. Proceeding the event, I sent out feedback to those in MSU Services that attended, and had received many positive remarks, as well as some areas of improvement for future years that I will pass off to the incoming Vice-President (Administration). Ultimately, this was an opportunity to help highlight the MSU Services early in the year to enhance their exposure and their engagement with the McMaster student body.

Maroons Foco Clean-Up and Nuisance Bylaw Educational Campaign – In preparation for FOCO, I had coordinated with the Communications Team and McMaster Admin to create a two-prong approach to help support students. First, this began with an educational campaign that aimed to educate students about the new Nuisance Bylaw that was introduced by the City of Hamilton prior to the unsanctioned FOCO event. Rave cards were produced and disseminated by the Maroons for a peer-to-peer discussion about potential repercussions. This was not with the intent to scare students from participating in FOCO, but to help ensure they were making informed decisions in light of the new legislation by the City of Hamilton. Posters were also hung up throughout MUSC with all necessary information, and PTMs were emailed. Proceeding this, I worked with the Maroons Coordinator, MSU Comms Team, McMaster Comms Team, and Facility Services to help coordinate a clean-up the day after FOCO. This went quite smoothly, and was helpful to demonstrate to the Hamilton community that we care about the city we live in. This received positive media coverage through CHCH News, CTV News, and through McMaster University's Instagram. I would like to provide a huge shoutout to all the Maroons who helped out, especially considering how close this was to the end of Welcome Week.

PTM Evaluations – Since the last SRA report that I submitted, I have been able to distribute PTM Evaluation Forms that are to be circulated by the Director/Coordinator of every Service that I directly supervise. The deadline to circulate these is Friday, November 25th at 11:59pm. The MS Forms will close on January 3rd, 2023, at 11:59pm. These are to be completed by the AD (if applicable), Volunteers, and Executives in all MSU Services. This will provide insights on their performance internally, which is something that I seldom have the opportunity to see in my role. Rather, I typically only have direct interactions with the PTMs themselves. This will let PTMs know what their strengths are as a leader, as well as how they could improve. By sending this out relatively early in the year, it also provides the PTM with an opportunity to implement this feedback to enhance the experience of their AD/Execs/Volunteers. All information will be kept strictly confidential on my end, and I will set up feedback meetings with all the

PTMs the week of January 9th to review the results. To help incentivize this initiative, everybody who completes this PTM Evaluation will be entered to win 1 of 3 \$50 Campus Store gift cards.

PTM Hiring Schedule and Expectations – The PTM hiring schedule for the 2023 year has been finalized, and was a coordinated effort between myself, the ASC, the Executive Assistant, and the Director of Human Resources. All Director/Coordinator positions will open on December 15th, 2022. Offers for the Student Life Enhancement Services will be sent by February 2nd, 2023, while offers for the Peer Support Services will be sent by February 16th, 2023. Assistant Directors will be hired at a later point, with final offers being sent by March 15th. While this may seem early, it is typical for the MSU to start this early with the intention of ensuring all PTMs can have a smooth and comprehensive transition into their role. All interviews will take place in-person unless accommodations are requested in advance. Specific hiring committees are determined by the Service operating policies, which can be found on the MSU website. All expectations have been communicated already to the Directors/Coordinators via email, and I have made myself available for any questions they may have.

Pumpkin Carving Contest and Gingerbread Building Competition – In an attempt to show appreciation to the Services for all their hard work during a fully in-person year, I ran a Halloween pumpkin carving contest amongst the Services. For those who participated, there was a random raffle to win a pizza party for their Service. In anticipation of the holidays, I have done the same thing but with gingerbread houses. However, with the intent to ensure I am operating within budgetary constraints, they will be featured on the MSU Instagram with a poll to select the winner who will receive bragging rights. This is ultimately an opportunity for the Services to have a little social with some of their Volunteers/Executives to help motivate them and show the MSU's appreciation for all the time and energy they dedicate to the Service.

MSU-Wide Training – With the vast majority of MSU Service Volunteers having been hired by this point, I have been working alongside the Administrative Team Research Assistant to ensure they are all appropriately trained with SVPR Training, AOP Training, and Accessibility Training, as well as EOHSS (mandatory to work at McMaster), and the MSU Volunteer Contracts. To help facilitate and streamline this process, all MSU PTMs, Volunteers, and Executives have been added to an A2L course shell that has all the necessary information to complete this mandatory training. This has been quite a difficult process, and I am extremely appreciative of all the efforts the Admin Team RA has put into organizing this logistically. She will contact all PTMs with the Execs/Volunteers who have yet to complete this mandatory training by November 30th, then shift her focus to PTM hiring questions. In the new year, she will dedicate her time to organizing SVPR Training, AOP Training, and Accessibility Training for the incoming Vice-President (Administration), in addition to those outlined in my platform (2STLGBQIA+ and Indigenous Cultural Competency). Finally, she will perform a review of the Service-specific training provided by the Peer Support Services to ensure that it abides by the updates provided by the Mental Health Commission of Canada.

SRA Training – I have been working closely with the SRA Speaker to ensure that all new SRA Members have been appropriately trained. This included having to update the previous SRA Training that had been created to ensure it was relevant to the expectations that we have for this year. Collectively, we have conducted this training three times this year, and will look for ways to provide this asynchronously to ensure

sustainability and accessibility. We hope that the new SRA Members feel they had been adequately trained, and both Piper and I are receptive to any feedback they may have to improve SRA Training for the future.

Hour Trackers – To ensure that PTMs continue to work within the hours outlined in their employment contract, they are expected to send me their hour trackers on a bi-weekly basis. This is to help ensure the PTMs are held accountable to staying within their hours and abiding by the lieu hour approval process. Thus far, it has worked quite well and PTMs have been submitting them in a timely manner, effectively following the expectations I have outlined for them.

Transition Reports – On my behalf, the ASC has circulated the Transition Report template to all Directors/Coordinators and shared the expectations and deadlines that have been implemented. Further, we have communicated to them that they will receive an honorarium this year for the completion of this transition report, which will be 1 additional week of pay as passed at EB. This is with the intention of helping to prevent PTMs from working beyond their contracted hours, and also to increase the rate of submission of these transitional documents recognizing their importance for a successful transition for the incoming PTM.

Hired the WWFC – I have worked alongside Trish Vardon (Campus Events Director) and Michele Corbeil (SSC) to hire the Welcome Week Faculty Coordinator for the 2023 year. This included ordering all relevant promotional materials, reviewing applications, conducting interviews, and selecting the final applicant we would like to offer the position to.

Upcoming Events, Projects, & Activities

PTM Hiring Application Posting, Review, Interviews, Deliberations, and Offers – Upon the return after the holiday break, I will have about a 2 week hold in my calendar to accommodate the PTM hiring process. This will involve reviewing all the applications that are submitted, offering interviews, consolidating interview questions for each specific Service, conducting interviews, and sending out final offers of employment. Throughout this process, I will be relying on support from the PTMs, the Director of HR, the Executive Assistant, the MSU Office Clerks, and the Administrative Services Coordinator. It is quite a long and comprehensive process that will require high levels of organization and logistics. All interviews will be 30-minutes in length and will take place in the MSU Office.

Eggnog 2023 – We are *finally* bringing Eggnog back to the MSU. This year, it will take place in TwelvEighty on November 25th from 8pm-10pm. It will be an opportunity for Service PTMs, Volunteers, Execs, SRA Members, and AVPs to connect with one another prior to the holidays. There will be a photobooth with Santa Claus (the MSU President), cookie decorating, holiday drinks, free food, holiday music, loot bags, and a raffle. We are expecting an attendance of approximately 200 people. Special shout out to Campus Events, Avtek, and Daniela (Executive Assistant) for helping to organize this with me.

DEN as a Peer Support Service – While the position of Peer Support Coordinator has been passed at EB and the position has been hired, we are waiting until the new year to implement peer support within DEN. This is because DEN doesn't have a solidified peer

support framework. As such, I will be working with the Admin Team RA, the DEN Director, and the DEN Peer Support Coordinator to help implement a framework that is BIPOC-focused. It is the intention that this will launch in the new year, and Peer Support Volunteers will be hired.

PTM Evaluation Reviews – During the week of January 9th, I will be conducting PTM Evaluation Review Meetings with the Directors/Coordinators to go over the feedback they received. As stated, this will be done under the strictest of confidentiality. Here, I will share the results with them, share what Execs/Volunteers felt their strengths were as a PTM, and how they can improve for the new year.

Outreach & Promotions

Promotions for PTM hiring will go out in the coming weeks and these will be created through MSU Underground.

The Comms Team has been working hard to highlight the MSU Services this year through the creation of promotional videos. We are slowly making our way through the Services, but they have *almost* all been posted at this point.

Successes:

1. Establishing the PTM hiring timelines for this year and ensuring that it was logistically feasible by consulting with various stakeholders.
2. Ensuring that PTMs, Volunteers, and Execs of the MSU Services feel appreciated in their roles.
3. Helping to maintain relationships with the City of Hamilton and the Hamilton community at-large through coordinating the Maroons and their FOCO efforts.
4. Keeping up with PTM Cluster Meetings to ensure that they feel supported in their roles, have the opportunity to ask me questions, and open up channels of communication for collaborations with other MSU Services.
5. Bringing the annual Egnog event in TwelvEighty back for the MSU Services, SRA, AVPs, and Office Clerks.
6. Ensuring that PTMs are adequately paid for the submission of transitional documents.

Current Challenges:

1. There have been a few HR-related issues that have come up in some of the Services that have taken up more of my time than anticipated. However, I have received ample support from the Director of HR (Renee McIntosh) and am extremely appreciative of this.
2. Having to modify some Service operations in light of the CUPE strike on campus.
3. Working with the Admin Team RA to ensure that all MSU Execs/Volunteers are up-to-date on their training. There are over 600 of them, and this can become logistically overwhelming. However, we both see the light at the end of the tunnel.
4. Wishing that I had more time to dedicate to each Service, but overseeing so many means that my time is somewhat limited.

Closing Remarks:

Thank you for taking the time to read this report. I tried my absolute best to keep it relatively short and ensure that only critical information was included. If you have any questions, please don't hesitate to ask during SRA 22K. I look forward to seeing you all then (and some of you at Eggnog tonight!).

Sincerely,

A handwritten signature in cursive script that reads "M German".

Mitchell German (he/him)
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