



REPORT

From the office of the...

Vice-President (Administration)

TO:	Members of the Student Representative Assembly
FROM:	Vithuyan Sugumar, Vice-President (Administration)
SUBJECT:	SRA 23D Report
DATE:	June 20 th , 2023

To the members of the SRA,

It has been an exciting first two months in this role and I have already been busy with transitioning into the VP Admin position and helping the PTMs get started for the year. I am pleased to be able to provide this update for you all.

Hour Trackers

Hour tracking for PTMs have long been a concern for both the VP Admin and the PTM. For the PTM it can be tedious to have to email the PTM their hour tracker frequently and input everything that they do. For the VP Admin, it has been challenging to keep up with all the hour tracker emails received and interpret them efficiently. However, I am planning to work on this to limit the number of lieu hours that have to be paid out at the end of the year due to PTMs going over their allotted hours. It will also ensure that I am better able to support PTMs. I have already greatly resolved the issue of keeping track of emails by asking PTMs to put their hour trackers in a “service-specific” folder. This way, I am able to review hour trackers at anytime. I am currently working with the VP Finance to revamp the hour tracker, and making it a more pleasant experience for everyone.

Welcome Week

Welcome Week planning is underway, and I have been working with the necessary stakeholders on the Welcome Week Advisory Committee (WWAC) to ensure its success. As it pertains to Welcome Week, something that specifically falls under my portfolio (alongside the VP Finance) is to organize rep appreciation. We have begun discussing potential initiatives we can do and already know what needs to be done to implement any initiative. Considering the success of the Wellness Lounge for reps last year, this is something we are aiming to do again. However, we are exploring the potential for other initiatives as well in order to provide more variety in terms of appreciation for reps.

Services

One of the largest parts of my role is to ensure the success of the PTM-led MSU services. The year plans for all the services were due recently and the ASC and I had a chance to review them. They all look great, and it appears that the services seem to be in good hands this year. I am excited to see the PTM's implementing their vision.

AVPs

Both the AVP Services and the AVP Internal Governance have been briefed on their role and what is expected for them this year. I am looking forward to see the work they produce.

May@Mac

May@Mac was a great opportunity for students to connect and create first contact with many prospective students considering McMaster. We had EFRT, Spark, and SWHAT, promote their service to students. Overall I feel this event was very successful in getting the MSU name out there.

If you have any questions about any of this, please do not hesitate to contact me when I'm back!

Best,

Vithuyan Sugumar
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