



# MEMO

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

---

TO: Members of the Student Representative Assembly  
FROM: Vithuyan Sugumar, Vice-President (Administration)  
SUBJECT: SRA 23E Report  
DATE: July 23<sup>rd</sup>, 2023

---

To the members of the SRA,

The life of a VP Admin is a busy one, and I have been kept busy since the last report! However, I am pleased to be able to provide an update on my portfolio for all of you.

### **Welcome Week**

The VP Admin's role in Welcome Week is mainly centered around setting up rep appreciation for the Welcome Week Reps. To this end, Craig and I have been working to brainstorm different ways to appreciate the hardworking reps during what will surely be a tiring week. We are planning on continuing the Rep Wellness Lounge that was started last year, as this proved to be a very successful initiative. I am currently reaching out to sponsors to gauge their interest in donating products for this.

Additionally, we are planning on having lunch packs for reps on select days of Welcome Week. Craig is looking into different options for food that we could serve to the reps.

Finally, as it pertains to rep appreciation, we are planning to do a movie night for reps, as more of a "chill" event after a long day of repping. We were initially looking into renting out the Westdale Theatre as an option, but considering students may prefer to be outside, we are looking into having it take place at Ron Joyce Stadium. We are currently working with Athletics & Recreation, via Jovan, to look into the logistics and feasibility of this. We have also noticed that the SSC is planning on running a similar event, so we are looking to see if they could advise us as well.

I am also working with Jovan, to see if we would be able to get Metrolinx to extend the operating hours for GO Bus Routes during Welcome Week.

### **Bridges space**

The Bridges space refers to the space in the basement of the Refectory Building, where the Bridges café used to be (prior to the pandemic). This is a fairly large

space, which was historically used as an additional event space prior to the COVID-19 pandemic. Back then, Bridges was managed by a part-time Bridges Coordinator who reported to the DEN Director. However, with the closure of the café, and the need to bring the space back to where it used to be, the scope of the role has changed heavily. As a result, discussions have been had to moving the management of the Bridges space away from a service to a department with full-time staff, who would better be able to manage the space, as well as manage any part-time staff hired to facilitate space use. This will be done in collaboration with DEN who are still located in the Bridges space.

Once this happens and a framework is developed, the space should be available for regular booking by different services, clubs, and groups on campus.

### **MSU wide Training**

MSU wide training has been organized for Saturday July 22<sup>nd</sup> in order to train our service PTM's, executives, and volunteers who have been hired to this point, as well as the SRA and members of the Silhouette team. The training covered the areas of Sexual Violence Prevention and Response, as well as Anti-Oppressive Practice. The training has not yet happened at the time of writing this report, but I hope it went well!

Those who were not hired yet, or unable to make this training will be expected to attend training that will take place in the fall. There will also be other modules that I was unable to organize at this time, but will aim to include in the near future, such as modules on Accessibility and Indigenous Cultural Competency.

### **Spark Director and DRO hiring**

Some of our PTMs, including our Spark Director and Deputy Returning Officer have unfortunately stepped down from their roles. For these two roles, we have had to undergo the full hiring process once more, including open job postings, reviewing applications, and interviewing candidates. While none of these roles have been officially filled yet, I am excited to see whoever takes on the role make their service/department a success!

### **VP Elections**

As you all know, my formal resignation was submitted at the beginning of July, as I will be leaving the position in the next few weeks. I have been working hard to find a replacement who will be able to take on the VP Admin role. I have fielded questions from interested candidates and have made myself available for consultations. The MSU has many talented individuals, and while I am sad to leave, I am excited to see who steps in and makes this rewarding role their own.

### **PTMs and AVPs**

As always, most of my role is not centered around projects, but rather supporting the PTMs and their services. More on the progress of the services can likely be found in the Executive Board Report, but all the services seem to be off to a great

start, with most of them already having hired their executives. I have also found them to be very proactive in their queries, which has definitely helped me support them better and ensure their services are ready to hit the ground running when the school year starts.

The AVP Services and AVP IG have also been doing well on their respective committees and have been very proactive in their work, which is great to see!

### **Thank You**

Considering this is the last report I will likely get to submit to SRA, I just wanted to say thank you. Thank you for having faith in me to take a role such as Vice-President Administration on. I have truly cherished every moment while working for the MSU, and I am sad to be leaving the role so soon. It's been such a great opportunity to give back to student life. I hope the rest of the year is great for the MSU, the SRA, and all of you as individuals.

Best,  
Vithuyan Sugumar  
Vice-President (Administration) & CAO  
McMaster Students Union  
vpadmin@msu.mcmaster.ca