



MEMO

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

TO: Members of the Executive Board
FROM: Adam F. El-Kadi
SUBJECT: Amendment of Job Description and Bridges Coordinator Supervisor, and Expand Hiring to Two Individuals
DATE: August 22nd, 2023

Dear Executive Board,

I am writing to request an amendment of the **Bridges Coordinator job description and supervisor**, moved from Diversity + Equity Network to Clubs Administrator, **and expanding the hiring to two individuals**. After consultation with the stakeholders, we feel this change is appropriate and aligns better with the evolving needs of the space and our services.

Background

The Bridges Coordinator is currently supervised by our Diversity + Equity Network, making it unique within the service as *the sole paid executive position*. Its current placement, however, has raised questions about its alignment and functionality within the service. I am proposing that we shift the coordinator's supervision to the Clubs Administrator which would augment their functionality and impact.

Rationale

There are *four main reasons* to pitch this change: better usage of space, reducing strain on Diversity + Equity Network, pilot testing, and increased availability.

Better Usage of Space: By relocating the Bridges Coordinator we are streamlining operations. Clubs currently oversee many events and clubs who are in need of the space, this adjustment would allow for more effective use of the space for meetings, organized events, and activities that foster inclusivity and diversity. Of course, the space will continue to be prioritized for our MSU services and we will work with Clubs to ensure there is a system in place to do so.

Reducing Strain on Diversity + Equity Network: Diversity + Equity Network is in a transformation period and is focusing on new and exciting projects; additional responsibility and divided attention, such as the supervision of the space would potentially hinder their operations and progress. With our amendments we can

help Diversity + Equity Network focus on the right places and allow Clubs to utilize the space in a new way.

Pilot Testing: The proposed amendment is not intended to be permanent. Instead, we are working with Clubs and Diversity + Equity Network to pilot this project and evaluate its effectiveness in fulfilling our objectives and vision for the space. This means we are not intending to alter operating policies at this stage, as this is only temporary.

Increased Availability: As this is a pilot, we would like to increase the hiring for the role to two individuals rather than the current one. We plan to hire only one coordinator at the beginning of the year; however, as the role develops, we may need to hire another student to allow us to accommodate a wider schedule and increase the availability of the space.

All in all, we believe these changes will not only enhance the current coordinator role but allow us to unlock the space and provide more valuable benefits for both our clubs and services.

Please consider this request and prepare any questions you might have. I look forward to the opportunity to discuss this proposal.

Sincerely,



Adam F. El-Kadi
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