



# REPORT

*From the office of the...*

## Macademics Coordinator

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TO: Members of the Executive Board  
FROM: Serena Butera  
SUBJECT: Macademics Report 1  
DATE: Wednesday July 3rd

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### Yearplan Update

Since our last report, we've hit key milestones for May and June, laying a strong foundation for the year ahead. Here's a brief update:

#### Progress:

##### Transition and Role Clarity:

- I've settled into the Coordinator role, compiling documents for incoming executives and ensuring they have clear guidelines.

##### Hiring Process:

- Launched executive member hiring with HR's help and promoted it effectively. Reviewed applications and conducted flexible interviews to accommodate schedules.

##### Team Information and Meetings:

- Collected essential info from executives and organized our first orientation meeting to align everyone's plans and ideas.
- Ensured new executives have access to predecessor files via OneDrive, coordinating with IT for seamless transitions.

#### Challenges:

- Limited documentation from previous executives required extra effort to compile comprehensive guides.
- Summer availability issues were managed by flexible deadlines and varied communication channels.

#### Successes:

- We've established clear communication channels and role clarity, improving team cohesion through sharepoint, a groupchat and microsoft teams.
- Positive initial feedback indicates a strong start.

Looking ahead, we're committed to enhancing service recognition, bridging

resources and engagement, and facilitating student-faculty interactions. These early steps are crucial for achieving our vision for Macademics and ensuring a successful year.

## **Events, Projects, & Activities**

### *General Service Usage*

#### *Projects & Events: Project 1 Resource Hub (Ongoing)*

Details: The virtual copy of the Resource Hub is nearly complete but requires finishing touches. Our Research and Resources Executive is collaborating with Underground to finalize the content and design. This process will continue throughout the summer to ensure a polished and comprehensive resource is available for students at the start of the school year. Once completed, the hub will be actively promoted across campus and online, providing students with valuable academic resources and easy access through hyperlinks and a feedback form for future updates.

#### *Projects & Events: Project 2 Volunteer Hiring (Upcoming)*

Details: The volunteer hiring process is scheduled to begin in late August and continue into early September. We will post job descriptions on the MSU website and promote these opportunities through various channels to attract a diverse group of candidates. Once applications are received, we will review them and conduct interviews to select dedicated volunteers. This process aims to ensure all roles are filled with enthusiastic individuals ready to contribute to Macademics activities for the upcoming academic year.

## **Outreach & Promotions**

### *Summary*

During the summer months, our direct activities are limited. However, we have maintained an active presence on social media by reposting graphics and updates from other services, such as Mac Intersession. This strategy allows us to stay engaged with the MSU community and keep our audience informed, even during quieter periods.

Promotional Materials

# EXEC APPLICATIONS ARE OPEN!

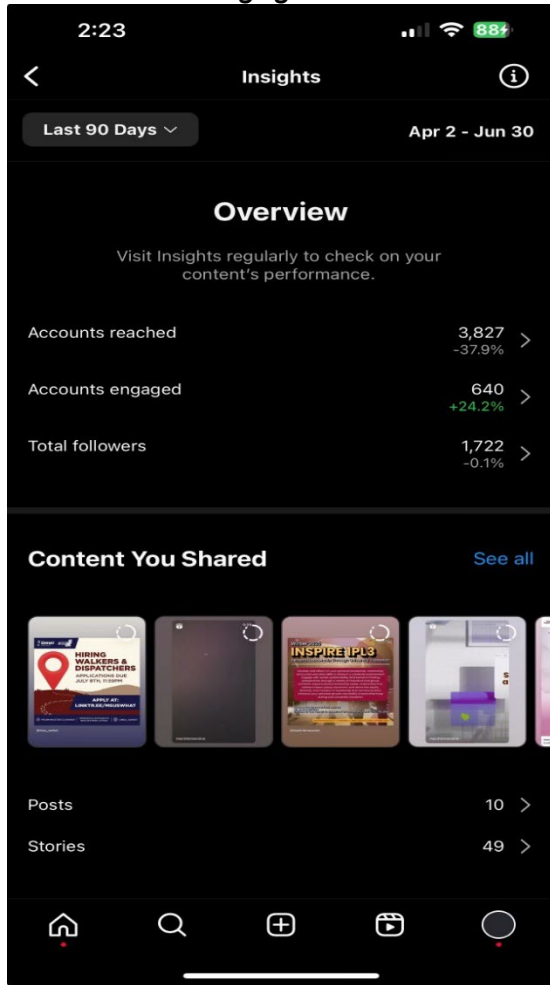
Apply at  
[msumcmaster.ca/jobs](https://msumcmaster.ca/jobs)

**POSITIONS INCLUDE:**

- Promotions Executive*
- Research & Resources Executive*
- Teaching Awards Committee Executive*
- Volunteer & Logistics Executive*
- Student Recognition Awards Executive*



## Social Media Engagement since the Previous Report



## Finances

We have not spent any lines from our budget yet, but plan to as the year progresses!

<b>ACCOUNT CODE</b>	<b>ITEM</b>	<b>BUDGET / COST</b>
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	

	TOTAL SPENT IN LINE	
	REMAINING IN LINE	

	TOTAL SPENT IN LINE	
	REMAINING IN LINE	

	TOTAL SPENT IN LINE	
	REMAINING IN LINE	

<b>TOTALS</b>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		
<b>REMAINING DISCRETIONARY SPENDING</b>		

## Executives & Volunteers

I'm pleased to report that the executive morale is fantastic as we kick off the new year. We're starting off strong, with our first orientation meeting scheduled for Sunday, July 7th, from 1-3 PM. During this meeting, I'll outline our objectives for the year and gather feedback from the team. Everyone is eagerly awaiting the start of their roles, and the transfer of Macademics emails is currently underway. We are looking forward to a productive and successful year ahead.

## Successes

I'm proud that the team was able to provide headshots and complete the form I sent them quickly and accurately. This has given me valuable insight into their needs as members of the executive team. It's been successful responding and messaging my execs, as they have been quick to reply and fill out the orientation form I sent them. They have also promptly provided their availability for our meeting this weekend. We are looking forward to a productive and successful year ahead.

## **Current Challenges**

Due to the nature of this period of the year, we have no challenges with our new team just yet, but will report if they arise!