



REPORT

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

TO: Members of the Student Representative Assembly
FROM: **Adam F. El-Kadi, Vice-President (Administration)**
SUBJECT: Mid-Summer Lull
DATE: **Monday July 16th, 2024**

Dear Members of the Student Representative Assembly,

I hope your summer has been going well!

July is the Mid-Summer Lull as I called it in this month's edition of *The PTM Chronicle*, the monthly newsletter I write to the PTMs. So, I hope you take this time to recharge and prepare for the exciting time of Welcome Week in August and school kicking back in September—it's going to arrive fast. This past month has been busy. It seems no matter how much time you spend working there is always more to do. Below I have outlined some of the big projects I have been working on. I am working very hard to see every day as the blessing that it is and not get overburdened by the weight of the job.

“Before the beginning of great brilliance, there must be chaos.”—Anonymous.

Services

First Set of Cluster Meetings

In June, we started the first cluster meetings for the services. Overall, they were well received. I typically send an agenda in advance of the meeting to keep discussions organized and take minutes so those absent can catch up—also for record keeping. Among the things we discussed: yearplans and areas of collaboration within them, roundtable discussions about how to keep volunteers engaged, delegating, and other questions brought up during the discussion. By the time of the SRA meeting, we will have completed our July meetings.

One example of collaboration was the shared goal of the Student Life cluster to run care packages during the exam period. We brainstormed as a group how we can pool together our resources and people to elevate the event and garner more attention. We discussed how part of exam care is food insecurity, a place to unwind, but also a quiet study space or study area for people to focus—which sometimes with the distractions of life can be hard to come by. Another example was some peer support services planning campaign weeks very together, some even overlapping. Having a discussion as a larger group highlighted that fact and sparked discussion on how we can collaborate on events that intersect on some

of these weeks. I look forward to seeing how the PTMs continue to innovate in these meetings; ultimately, I am only a facilitator.

PTM One-on-Ones

As of this report, I will have to meet with all the PTMs individually to chat about the coming year and some challenges they may be currently facing. I am privileged in that I have had the chance to hire, train, and work with the PTMs early on. I feel this created a natural relationship of trust and friendship that has helped PTMs transition into their roles easier and feel comfortable coming to me for questions. I continue to cherish this relationship and hope to continue building it as the year goes by.

Service Year Plans

All except two service year plans have been submitted to Executive Board (EB) for approval, and by the time of the meeting will hopefully be approved by EB. The two remaining services and I are working closely on a timeline that works for them as they had recent leadership changes due to personnel receiving offers to graduate schools (congrats to them!), so these were expected delays, and we were given heads up.

I am thoroughly impressed by the passion of these year's PTMs and am very thankful for all their hard work. I look forward to how I can support them to achieve their goals for this year.

Student Wellness Centre x Food Collective Centre

In May of this year, the Student Wellness Centre (SWC) approached the MSU to share their challenges in maintaining the Community Fridge, despite their best efforts. Challenges include high operational costs and frequent instances of theft and vandalism. These challenges have rendered the continued operation of the Community Fridge by the SWC unsustainable. The SWC has decided to close down the current Community Fridge space in light of these challenges. Further, they were wondering if the FCC would be interested in receiving the fridge and freezer previously in the Community Fridge space to now expand to perishable food items.

The idea was discussed with the MSU Board of Directors, FCC leadership team, and Executive Board who all agreed that it would be a nice addition to the space, with some considerations that need to be ironed out. All in all, we are excited to now be able to accept perishable foods. The fridge and freezers will move into the space in late July with a Memorandum of Understanding (MOU) signed by both parties.

MSU-Wide Training

Every year, MSU volunteers and executives must undergo mandatory Anti-Oppressive Practice (AOP) training, Accessibility training, and Sexual Violence Practice (SVP) training. This year is no different. The Administrative Team Research Assistant, Rachel, and I are working closely with our university partners to arrange for the training and provide updated resources. Training will be held on

Avenue2Learn, async. I tried to push for an in-person training this year; however, it was difficult to coordinate a time that worked with all our partners and as such have elected to move aysnc. this year again.

We will be conducting training in two phases, however, with execs and PTMs completing training by August and the rest of the new hires by the middle of October.

Chaplaincy Centre

The McMaster Chaplaincy Centre, Spark, and I are working closely this summer to develop a new and improved structure for our Spark sessions. Namely, there is an educational framework for child and adult development that we are excited to introduce this year which will allow us to better target the areas that students may face challenges within their first year and transition to university life. I will be sure to share more information as this develops further.

Board of Directors

VP Admin Yearplan

As you will have seen I circulated my VP Admin year plan for the 2024-2025 term. This took a lot of time for me to put together and I look forward to working closely with the Board and other staff to achieve the goals I laid out.

Board Retreat

Every year the Board of Directors typically goes on a few days retreat for bonding and aligning our plans and expectations of each other for the year. This year, however, was truly like no other year in that the workload for May and June I would say was comparable to the Fall and Winter semester (huge kudos to Maya and Declan for their respectable ability to adapt quickly and hit the ground running). As such, we did not get the chance to get away as a team until much later. In early July, however, we finally got the chance to go up to Grand Bend.

It was a nice time and I very much enjoyed being able to spend time with nature and catch up with everyone. I would say we are a fortunate team in that we all align on priorities, have a strong sense of professionalism and a good personal bond.

Organizational Restructuring

Many of you have heard us mention the MSU organizational restructuring a few times already. Effects are in full swing. Michael Wooder's old role (current General Manager, former Director Marketing and Communications) has been successfully changed to Director of Communications and Advertising to reflect our priorities as a Board of Directors to bring in more revenue streams to the MSU. Job description has passed, and all surrounding operating policies have been amended. Further, the Senior IT and Website Developer role has also been posted and closed at this time, and our Director of IT and Director of Human Resources is sorting through the list of candidates.

Welcome Week Planning

Thomas (Director of Campus Events), Yaseen (Maroons Coordinator), MSU services, and Board of Directors have been working closely to evaluate how we can be more present throughout Welcome Week. Further, we are looking at opening the Grind for reps during Welcome Week with discounted coffee and pastries for breakfast. I continue to look forward to Welcome Week.

Student Representative Assembly

Internal Governance Committee

The Internal Governance Committee of the SRA is scheduled to meet July 18th at 6 PM, meaning that by the time of this SRA meeting they will have hopefully met. The items that will be discussed are some housekeeping items, internal governance training, and the policy review schedule for the year.

Services Committee

The Services Committee of the SRA is scheduled to meet August 2nd at 5 PM. Similar to the Internal Governance Committee the meeting will mostly be to discuss housekeeping items, service review process, and the services that will be reviewed this year, namely: Maroons, the Emergency First Response Team (EFRT), the Food Collective Centre (FCC), and the Pride Community Centre (PCC).

Warm regards,



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