YEAR PLAN
Adam F. El-Kadi

2024-2025

Office of the Vice-President (Administration)
& Chief Administrative Officer
OPENING LETTER

Dear Members of the SRA,

I trust this report finds you well. It is truly an honour and a privilege to serve as the Vice-President (Administration) for a second term. I gave everything to this organization last year and I am ready to do it again. My love for this job has not dwindled and I am as invested in making use of this year as I was the day I decided to run again and was successfully elected.

The yearplan is composed of 32 objectives (some of which are phased throughout the year) and are divided into summer, fall, and winter projects. My overarching vision for the year is to begin planting seeds whose fruits will come to bear only years from now but which I am uniquely positioned to initiate due to my knowledge of the role and how to get things done. Ultimately, my work last year was largely ensuring the train kept schedule, and that carries into this year, as it is a large part of what makes my job as a VP, but now with the aim to think bigger and bolder.

In this report, I outline all the key objectives I aim to achieve this year. Some will come more easily than others. Many of my ambitious projects are finance-dependent and will require a healthy financial position or funding to achieve. With this year's financial considerations, the Board of Directors and I have a fiscal responsibility to ensure that our decisions will not leave the organization worse off as a result of our decisions, even if it leads to a net positive in other areas—ultimately, our decisions must be based in good governance and sustainability.

Once again, I am very excited for the year ahead and appreciate the opportunity serve this organization for another year.

"*L'avenir, tu n'as pas à le prévoir, mais à le permettre*" [As for the future, your task is not to foresee it, but to enable it]—Antoine de Saint-Exupéry.

Warm regards,

Adam F. El-Kadi
July 2024
Hamilton, ON

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LONG-TERM PLANNING

Overall, the Vice-President (Administration) role is the most defined out of the Board; management, human resources, service operations, and internal governance. Long term, I do not see that changing. That said, I have outlined projects I believe will be a positive improvement for future admins and which will support their work.

Overarching Vision	Internal Blog for Part-Time Managers (PTMs)
Description & Benefits	Research on company productivity and positive workplace culture has shown that *internal organization blogs* can have a large positive effect on the workplace. Benefits include the promotion of information sharing (from personal insights to area expertise) that can help educate peers, increased productivity ("internal blogging can reduce the amount of time employees spend looking for information by up to 35 per cent [1]"), and increased cross-team discussion. By continuing the flow of information across teams and promoting discussions across the services I hope to increase cross-service collaboration and support, along with other initiatives. I have already begun building a foundation for a similar blog for the MSU. Last year, I introduced **The PTM Chronicle**. A monthly newsletter where I share updates for the month, important information looking ahead, and a reflection bubble (quotes, insights, etc.). Overall, it has been a net positive addition and I have received a lot of encouraging feedback about the newsletter.
Challenges	I will always have updates to share with the PTMs. The challenge, however, will be encouraging PTMs to share updates with each other through the newsletter. Further, as with any project started each year, the hope that my successor will continue the project.
Year 1	Continue to regularly send the newsletter. Promote PTMs sharing stories, insights, and general information via the Chronicle so that to grow it and truly make it a blog.
Year 2	Support the VP Admin to see the vision and provide them the tools to continue to grow the newsletter.
Year 3	See above.
Partners	The PTMs Administration Team Research Assistant Administrative Services Coordinator

Overarching Vision	VP Admin Knowledge Archive
Description & Benefits	Really, my overarching vision is one—**develop a VP Admin knowledge archive**. In a cyclical organization such as ours, I find that our institutional memory is short. Too much historical knowledge is lost between transitions. Though the full-time staff complement at the MSU does a good job of supporting in the transition, there is a lot one does not think to ask about that may as a result be lost. In addition, I often read old reports and find myself either inspired by new ideas or surprised to find out that something I plan on working on or noticed was already explored or discussed. To avoid future loss of information, I plan to create a folder —a living folder—that contains all documents I and previous admins have worked on, documents that are important for historical purposes and general tips to be passed from admin to the other.
Challenges	I cannot guarantee future VP Admins will adhere to this practice or continue the project. I can, however, at least set a good foundation that will stand for a few years to come.
Year 1	I have already created a folder on the OneDrive called "1A VP Admin Knowledge Archive" and plan to store and add important documents to the folder. Further, I will be creating an in-depth database of information and task history which admins can refer to see how I completed previous tasks (ex. Training, HR, etc.).
Year 2	In my transition to the next VP Admin this will be a project I entrust to them and impress the importance of maintaining the archive for the future admins.
Year 3	See above.
Partners	Michael Wooder, General Manager; Board of Directors: Jovan Popovic (President), Maya Hobbs (Vice-President Education), and Declan Sweeney (Vice-President Finance); Daniela Stajcer, Executive Assistant

OBJECTIVES

Given this is my second year, some projects are more advanced, while others have not yet matured. Objectives that are shared with other Board members are highlighted in green. All of which will be reflected as below:

1. **Role**: The role that I assume within the context of the project as either a:
   - **Leader**: A project manager or primary contributor;
   - **Supervisor**: A project facilitator or primary resource; or
   - **Advisor**: A project assistant or ancillary resource.

2. **Status**: The current status of the project in question as notated through one of six (6) conditions:
   - **S-0**: Queued: Conversations about the project have not even started. Not an immediate priority;
   - **S-1**: Research: Preliminary conversations have now begun. Contact has been established with all key stakeholders. Plans are in development;
   - **S-2**: Execution: Project implementation is currently ongoing;
   - **S-3**: Analyze: The project has finished and we're collecting feedback from planners/stakeholders;
   - **S-4**: Refine: Feedback is being applied (where applicable);
   - **S-5**: Complete: The project is finished, and data are stored within appropriate report documents.

SUMMER

[S-5] Leader	
Objective	**(S.1) Hiring the new MSU General Manager**
Description	After the Board of Directors, the General Manager is the most senior person in the organization. They set the tone, expectations, and above all lead our business units and departments. With our current GM transitioning into the next phase of his career, it is important for us to find the right person for the job as it will set the direction for the next couple years, at least.
Benefits	See above.
Difficulties	The challenge was finding a candidate with the right blend of experience, leadership qualities, and cultural for the MSU.
Long-Term Implications	A successful hire will have long term implications on staff morale, organizational management and direction, and most importantly how effectively we are able to deliver on mandate as a student union.
How?	From the beginning to the middle of May, the Board conducted a series of consultations with full-time staff and university partners to better

understand what to look for in the next General Manager. Ultimately, this culminated in 15 plus meetings in the span of a week or two. Interviews were conducted at the end of May, and I am both happy and proud to report that the MSU has its next General Manager.

Partners	John McGowan, General Manager (former) Jovan Popovic, President Declan Sweeney, Vice-President (Finance) Maya Hobbs, Vice-President (Education) All full-time staff and departments

[S-4] Supervisor	
Objective	(S.2) Welcome Week Planning (Maroons, Campus Events, etc.)
Description	If you ask any student at McMaster where they first met their friends during undergrad, they will say Welcome Week. First identified what to get involved in? Welcome Week. First felt a sense of belonging? Welcome Week. Etc. A strong MSU presence is a goal for us every year, but with continuing knowledge from the Board we are looking how to amplify our presence and think of creative ways to include all the services.
Benefits	Welcome Week fosters a sense of community among new students, promotes engagement with campus life, and sets a positive tone for the academic year.
Difficulties	Challenges may include coordinating logistics for multiple events, ensuring inclusivity, and managing resources effectively.
Long-Term Implications	A successful Welcome Week can contribute to higher student retention rates, increased campus spirit, and stronger alumni engagement in the long term.
How?	Plan and schedule events well in advance, collaborate with our services and campus departments, and solicit feedback for continuous improvement.
Partners	MSU Services (esp. Maroons) Campus Events Board of Directors University Partners Welcome Week Committees

[S-5] Leader

Objective	(S.3) Associate Vice-Presidents and Research Assistant Onboarding
Description	The VP Admin gets two AVPs (Services and Internal Governance) and a research assistant. Onboarding includes ensuring they feel comfortable with their roles, understand the responsibilities, know the projects coming this year, and know what to prepare for their committee meetings/setting them.
Benefits	A good onboarding ensures job satisfaction and accelerates productivity when everyone knows what they need to do.
Difficulties	Really the only difficulty will be managing the learning curve in the beginning as they get used to their roles.
Long-Term Implications	N/A.
How?	Regular one-on-ones and an early set of meetings have helped ensure early tone-setting. Further, I also walked them through my own year plan so they can also visualize the year.
Partners	N/A.

[S-5] Supervisor	
Objective	(S.4) Setting Internal Governance Review Schedule

Description	With the Administrative Services Coordinator, the Executive Assistant, and the AVP (Internal Governance) we have set this year's bylaws and operating policy schedule, which will be as follows:
	
	 MSU Constitution
	 Bylaws:
	 • Bylaw 10 – McMaster University Student Centre
	 • Bylaw 6 – General Assembly
	 • Bylaw 6, Appendix A – General Assembly Special Procedures
	 • Bylaw 2 – MSU Membership
	
	 Operating Policies:
	 • Advocacy & Outreach
	   o Communications Strategy
	   o Promotions and Advertising
	 • Governance and Administration Operating Policies:
	   o Room Bookings

	o Space Allocation & Audit Committee o Document Management
Benefits	It is important to review our bylaws and operating policies every year and set a review schedule, so they are reviewed every so often before errors or outdated information are pointed out.
Difficulties	N/A.
Long-Term Implications	Last year the AVP (Internal Governance), the IG Committee, Administrative Services Coordinator, Executive Assistant, and I set a policy review schedule that will hopefully be helpful for the next couple years.
How?	We have a Word document that includes all the policies we currently have and set the date for their next review.
Partners	AVP (Internal Governance) Internal Governance Committee Administrative Services Coordinator Executive Assistant

[S-2] Leader	
Objective	**(S.5) MSU Organization Restructure**
Description	With the hiring of a new GM, we are looking MSU-wide at what organizational changes need to occur in order to support the GM. We also have the unique opportunity to bring in new skillsets to this organization.
Benefits	This will increase operational efficiency and service delivery.
Difficulties	There will be lots of bylaws and operating policies that need to change. We will have to conduct, and already have, numerous consultations with all staff and departments on the supports they are looking for in this next phase.
Long-Term Implications	We have not had this large an MSU restructure in decades, and we may not get a similar opportunity until a long time from now. As such, it's important to do this process correctly and properly.
How?	See above.
Partners	Internal Governance Board of Directors General Manager

MSU Full-time Staff

[S-5] Advisor

Objective	(S.6) Part-Time Managers (PTMs) Yearplans
Description	The Part-Time Managers (PTMs) yearplans are designed to outline key objectives, tasks, and performance metrics that the PTMs are looking to work on this year. The plan aims to enhance the effectiveness of their work by providing clear objectives, how they will do it, and understand what supports they need to get it done. It will also include a framework for recognizing achievements to ensure PTMs are motivated and aligned our overall organizational vision.
Benefits	This plan will improve PTM efficiency and accountability, leading to higher productivity and better service delivery.
Difficulties	Balancing PTMs' responsibilities with their academic commitments and ensuring consistent engagement will be an area I must help support the PTMs with.
Long-Term Implications	See above.
How?	PTMs have completed their year plans in consult with their assistant directors and executives to increase buy-in from everyone on the team.
Partners	PTMs

[S-4] Leader

Objective	(S.7) Cluster Meetings
Description	Drawing inspiration from successful past practices, one of the initiatives I ran last year was cluster meetings. Services are split into two clusters: peer support and student life enhancement. The goal of meeting as a group is to promote PTM peer support and encourage cross-service collaborations and hope they will serve as a platform for exchanging ideas, sharing best practices, and addressing challenges collectively. This year they proved very popular and were appreciated by PTMs. I'm looking at having them once a month, or twice depending on the time of year and what is going on.
Benefits	Promoting more inter-service collaboration and discussion. Promote peer support on issues facing their respective services.

Difficulties	As with any meeting, finding a time that works for everyone's schedules.
Long-Term Implications	I hope this practice will continue for the future. I have only heard good feedback from PTMs for the meetings.
How?	I have run two cluster meetings by the time the SRA meeting happens. For the fall, I will find a time that works for everyone and hopefully make it a regular occurrence.
Partners	AVP (Services) Administration Team Research Assistant PTMs

[S-3] Supervisor	
Objective	(S.8) Food Collective Centre (FCC) Fridge
Description	With the closure of the Community Fridge and the conclusion of the program due to unstainable operational costs and needs, the Student Wellness Centre is looking to gift the FCC the fridge and freezer that was in the space.
Benefits	FCC will be able to accept perishable items and expand our ability to help the community.
Difficulties	This addition will come with its set of challenges in needing more donations (See S.10 on how our team will be working to address that program this year.)
Long-Term Implications	We hope the addition of the FCC fridge and freezer will help expand the services we offer the community and address a wider range affecting food accessibility.
How?	We are working closely with the FCC leadership and the Student Wellness Centre (SWC) to develop a memorandum of understanding to establish the nature of the gift (in that the FCC will not be tasked with running the community fridge program which is now concluded) and the supports available to use through SWC.
Partners	Food Collective Centre Director and Assistant Director Board of Directors Student Wellness Centre

[S-0] Leader

Objective	(S.9) SRA x MSU Services Collaboration
Description	This initiative will involve joint planning sessions, shared events, and coordinated efforts to address student needs effectively. By leveraging the strengths and resources of both, the collaboration seeks to create more comprehensive and impactful programs that benefit the entire student body.
Benefits	The hope is it will optimize resource use and foster a unified approach to student support, enhancing overall service quality.
Difficulties	Aligning priorities and schedules between SRA and MSU services and ensuring effective communication may pose challenges.
Long-Term Implications	Strengthened relationships and streamlined operations between SRA and MSU services will lead to more robust and cohesive support systems for students.
How?	Sometime during the SRA Caucus one-on-ones, I hope to explore each of the SRA yearplans and discuss where we can align our goals.
Partners	Student Representative Assembly MSU Services

[S-1] Advisor	
Objective	(S.10) Food Collective Centre (FCC) Partnership Network
Description	The Food Collective Centre (FCC) Partnership Network initiative seeks to establish robust partnerships with local businesses, non-profits, and other stakeholders to ensure a consistent and sustainable supply of food for the FCC. By reducing reliance on community donations and MSU funding, this network aims to create a dependable system of support. The initiative will focus on building long-term relationships that provide regular contributions, helping to keep the FCC shelves well-stocked and operational throughout the year.
Benefits	Our hope is it will ensure a steady and reliable food supply, reducing the uncertainty associated with community donations and easing the financial burden on MSU.
Difficulties	Securing committed partnerships and managing the logistics of regular contributions can be challenging.
Long-Term Implications	Establishing a solid partnership network will provide sustainable support for the FCC, enhancing its ability to serve students effectively over the

	long term.
How?	Identify potential partners, reach out with proposals, and develop agreements that outline mutual benefits and contributions. Regularly engage with partners to maintain strong relationships and ensure continued support.
Partners	Food Collective Centre team Board of Directors

[S-0] Leader	
Objective	(S.11) Creation of a New Physical Fitness and Wellbeing Service
Description	The new Physical Fitness and Wellbeing Service aims to support students in achieving better physical health and overall wellbeing. This service will compile resources to help students start their fitness journey, including guidance on equipment use and workout plans. Additionally, it will provide peer support, with student athletes coaching peers, gym buddies, and accountability partners. The service will also focus on advocacy, addressing the needs of students who use campus athletic facilities and representing student athletes' interests.
Benefits	This service will promote physical health, increase student engagement in fitness activities, and provide a supportive community for those pursuing fitness goals.
Difficulties	There will be a great many difficulties along the way: 1. creating a robust proposal for EB and the SRA Ad Hoc committee to evaluate and agree there is a need, 2. Creating the operating policies that surround the service, 3. Finding the partners on this project who will help push this forward, 4. Consulting with a long list of students, university partners, and stakeholders to better understand how this will be structured
Long-Term Implications	Establishing this service will create a lasting culture of health and wellness on campus, empowering students to maintain healthy lifestyles and supporting student needs.
How?	N/A.
Partners	McMaster Athletics and Recreation Board of Directors Consultations as it makes sense

[S-2] Supervisor	
Objective	(S.12) MSU-wide Training (Part 1)
Description	The first phase of the MSU-wide Training is delivering mandatory training sessions on anti-oppressive practices, accessibility, and sexual violence prevention to all Part-Time Managers (PTMs) and executives. By prioritizing these groups, who are typically already hired, we're hoping to ensure they complete the training promptly, setting a standard for the rest of the organization. This approach will also help distribute the load more evenly for the admin team RA who typically oversees the training and ensures its completion.
Benefits	Training will ensure PTMs and executives have essential knowledge and skills that we need them to know to foster a safer and more inclusive environment within the MSU.
Difficulties	Asynchronous training is always difficult to track, with regards to ensuring people complete it.
Long-Term Implications	Completing this training will enhance the overall organizational culture, promoting inclusivity and safety, and setting a strong example for all other members and volunteers.
How?	All training is provided on Avenue.
Partners	Administration Team RA Administrative Services Coordinator

[S-0] Leader	
Objective	(S.13) Vice-President (Administration) Transition Report (Part 1)
Description	Transition reports are a crucial part of the transition process and contain a lot of important information one needs to know about the position and how to be successful in the role. As such, require the Board members to put quality into them; which can only be done with enough time allotted to do so. As such, I am aim to start on my transition report early on and dedicate enough time to make it good.
Benefits	See above.
Difficulties	In order to do so, it's important I make time for it throughout the semester, which will undoubtedly get busy. Finding the time will be difficult but I will make this a priority.

Long-Term Implications	This is a voluntary practice I am beginning this year and hope to pass on my successor. Hopefully it is something they also do.
How?	Like mentioned previously, I will need to ensure I am blocking some time throughout the semester to work on my transition report.
Partners	Board of Directors

FALL

[S-1] Supervisor	
Objective	(F.1) Establish Diversity + Equity Network (DEN) Peer Support
Description	As discussed in my election platform, one of my priorities this year is to begin offering peer support through DEN and help DEN fulfil that part of their service mandate—which for years has been a struggle. The DEN leadership team and I are working closely to put together programming we think will be beneficial for students, as well as the how it will happen.
Benefits	Peer support is a critical part of the services we offer. Peers can offer a great amount of validation for feelings and can be an invaluable avenue to share ideas and explore new topics. As such, ensuring this part of DEN, specific to race, ethnicity, and identity, is offered to students.
Difficulties	The question of how to have informed discussions as part of peer support is always difficult. The leadership team and I are working closely to address this part and I think we have made good headway.
Long-Term Implications	See above.
How?	The DEN leadership team has already begun working with partners and contacting key stakeholders to consult on how to move forward.
Partners	DEN Director and Assistant Director

[S-2] Supervisor	
Objective	**(F.2) Generate Revenue Through Emergency First Response Team (EFRT) First-Aid Courses**
Description	To address the projected deficit and rising costs of the Emergency First

	Response Team (EFRT), this initiative aims to generate additional revenue by expanding the number of first-aid courses offered. By increasing the frequency and variety of courses (Basic Life Support and First-Aid CPR-C), EFRT can attract more participants from both the student body and the broader community. This strategy not only helps offset operational costs but also enhances the visibility and value of EFRT's service.
Benefits	This initiative will provide a steady revenue stream, helping to offset EFRT costs and improve financial stability.
Difficulties	Ensuring a strong marketing presence and that students are signing up to our courses.
Long-Term Implications	See above.
How?	The EFRT leadership team has already begun working on reaching to community partners who would be interested in having EFRT host courses, as well as has communicated to the executive team that more courses will be running throughout the year. We are currently working on having a course a week during the fall and winter.
Partners	EFRT Director and Assistant Director Declan Sweeney, Vice-President (Finance)

[S-0] Leader	
Objective	**(F.3) Monthly Check-Ins with SRA Caucuses**
Description	This year, the Board of Directors and I are hoping to arrange monthly check-ins with SRA Caucuses. We are hoping it will foster open communication and collaboration between the SRA and the organization's leadership. These meetings will provide a platform to discuss ongoing projects, address concerns, and align on key initiatives. By scheduling regular check-ins outside SRA meetings, the aim is to strengthen relationships, ensure transparency, and promote a shared understanding of goals and challenges.
Benefits	As above, the hope is this will foster open communication between the SRA and Board to help support SRA with their year plans, and hopefully lead to collaborative projects where it makes sense.
Difficulties	Coordinating schedules for monthly meetings and ensuring consistent participation from all members can be challenging. We will do our best to accommodate different schedules and be flexible when able.

Long-Term Implications	Regular check-ins will build trust and a stronger sense of community, a cohesive assembly, and hopefully lead to more effective governance.
How?	In September or late August, we will reach out to get everyone's schedules.
Partners	SRA members and their caucuses

[S-2] Leader	
Objective	**(F.4) Homecoming**
Description	Homecoming is a big priority for us as an organization this year. I plan to work closely with the Maroons and other MSU services to have a presence at Homecoming and capitalize on the attention it will bring to our organization.
Benefits	We are making a large financial and people commitment to Homecoming, and I hope to capitalize on the event as much as possible.
Difficulties	Planning the logistics and determining how to get the best.
Long-Term Implications	If this event proves successful, then we can justify a continued investment in it for future years. As such, we have a vested interested in ensuring it's success.
How?	See above.
Partners	PTMs Campus Events Board of Directors

[S-1] Leader	
Objective	(F.5) Professional Development Courses for the Part-Time Managers (PTMs) (Part 1)
Description	The Part-Time Managers (PTMs) are the student leaders who oversee each of their respective service. When we hire and onboard PTMs, we expect them to have a base of core competencies of leadership. However, many of us forget that this is a student opportunity position, and that PTMs are students first looking to learn. I want to empower their learning journey and make this experience not only fulfilling from the experiential side but also the theoretical, and ensuring they learn about leadership.

Benefits	When PTMs are enabled to fix problems themselves, it serves them as a learning experience and reduces the bottleneck of relying on the VP Admin. I hope that early education will them anticipate and address problems early on.
Difficulties	Finding the right guest speakers and structure for the courses so they truly benefit PTMs.
Long-Term Implications	See above.
How?	The Administration Team Research Assistant has already sent an email to the PTMs asking for their input on skills they would like to see and leadership competencies they would like to improve. The RA and I will work together to create the series and find the right speakers for each.
Partners	PTMs Administration Team Research Assistant

[S-0] Supervisor	
Objective	(F.6) MSU-wide Training (Part 2)
Description	Part 2 of the MSU-wide training will involve volunteers, new executive hires, and anyone else who has not completed training yet.
Benefits	Continuation of Part 1 (S.12).
Difficulties	Continuation of Part 1 (S.12).
Long-Term Implications	Continuation of Part 1 (S.12).
How?	Continuation of Part 1 (S.12).
Partners	Continuation of Part 1 (S.12).

[S-0] Leader	
Objective	(F.7) PTM and FT Staff Mid-Year Evaluation
Description	For the last several years, the MSU has not done any performance reviews to assess whether performance meets their job description and the overall

	performance which is needed to ensure we are best supporting students.
Benefits	This process will provide essential data for future Board of Directors on performance & ensuring a standardized process of holding ourselves accountable happens and can be managed across multiple different years.
Difficulties	These processes will need to be standardized to mitigate potential bias & with the constant change at the Board level, there might be different thought processes year over year during this process.
Long-Term Implications	There will be a file available for future Board's to better make large decisions based on year over year data and will reduce potential for a bias from one-year to make decisions.
How?	Yearly reviews done by committee of the GM, VP Admin, VP Finance, & HR Director starting with planning in October & going through departments in November. The need for this to be a 360 process will make sure we also get insightful feedback for better ways for us to manage our operations.
Partners	Michael Wooder, General Manage Declan Sweeney, Vice-President (Finance) Renee McIntosh, Director of Human Resources

[S-0] Leader	
Objective	(F.8) Professional Development Courses for the Part-Time Managers (PTMs) (Part 2)
Description	Sometime in October and November I want to begin running the PTM professional development courses.
Benefits	As mentioned previously, the PTM professional development courses will allow PTMs to proactively approach problems and to give them row to grow as individuals as part of the MSU.
Difficulties	Finding times that work for the PTMs might be a challenge, I'm hoping to offer multiple dates so that folks have a chance to attend.
Long-Term Implications	See above.
How?	Once we have all the information on what people would like to see for the professional development courses PTMs want to see and put together a series.

Partners	Administrative Team Research Assistant Administrative Services Coordinator

[S-0] Leader	
Objective	(F.9) Eggnog Fall Social
Description	Eggnog is the fall social for our volunteers and staff, typically organized by the VP Admin and Campus Events Director. Last year it was a very big success, and our people really enjoyed it. Hoping for the same this year.
Benefits	Events such as this boost morale and shows appreciation for our volunteers for all the hard work they put in throughout the year.
Difficulties	N/A.
Long-Term Implications	N/A.
How?	Thomas, Campus Events Director, and I have already chosen a date we think will work and have started these conversations early so that they are communicated with everyone in advance.
Partners	Thomas Saab, Campus Events Director

[S-1] Leader	
Objective	**(F.10) Equity Diversity Inclusion Accessibility (EDIA) Coordinator**
Description	The idea for the EDIA Coordinator began as a merger of two ideas between the VP Admin and Ed; one was to create better training resources for the peer support services and the other was to ensure better EDIA practices within the MSU. The EDIA Coordinator would, primarily, focus on creating and updating MSU EDIA policies, training full and part-time staff, and developing assessment tools for equity-based departments (such as the peer support services) and recommend improvements. A secondary component of the job will be supporting the VP Admin in coordinating the peer support services with respect to service provision and events planning and support projects related to peer support and wellness on campus.
Benefits	• Ensure our policies are inclusive and equitable • Help make the MSU a safe(r) space for students

Difficulties	• Financial considerations of adding another full-time staff member
Long-Term Implications	• Improved EDIA practices across MSU departments and services • Up to date information on best practices • Creating a university partnership and network for that allows for better service integration and collaboration • Conduct an internal audit of MSU policies • Develop recommendations to enhance EDIA within the MSU • Create a plan for recommendations that will be implemented over a 3-year period • Revamp MSU staff training • Sit on MSU EDIA Committee as an observer member
How?	• Report to the Director of Human Resources
Partners	• President, Jovan Popovic • VP Administration, Adam F. El-Kadi • VP Finance, Declan Sweeney • Student Representative Assembly • AVP Internal Governance, Veronica Larrazabal Zea and the Internal Governance committee • General Manager, Michael Wooder • Director of Human Resources, Renee McIntosh

[S-0] Leader	
Objective	(F.11) Vice-President (Administration) Transition Report (Round 2)
Description	By the end of the fall semester, I hope to have the 'second phase' of the transition report complete. Specifically, those pertaining to activities during the fall semester and what the VP Admin needs to know for that time period.
Benefits	Since so much happens throughout the year, and at this point it will be my second fall in the role—I am bound to miss so much nuance if I start the process later. Writing this in phases will ensure I do not miss any details.
Difficulties	Once again, finding the time to complete the transition report will be difficult, but doable.
Long-Term Implications	See benefits.
How?	See above.

Partners	N/A.

WINTER

[S-0] Leader	
Objective	(W.1) New MSU Website Plan
Description	In the digital world we live in, a website serves not just as a portal to information but as a dynamic hub of engagement and community building. Our current MSU website, with its static nature, falls short of meeting the evolving needs and expectations of our student body. In numerous consultations, it has become abundantly clear that there is a pressing need for a comprehensive overhaul of our online presence. Students are calling for a modernized, user-friendly platform that can truly serve as a one-stop shop—a place where every resource, event, and piece of information can be accessed with ease and intuitiveness.
Benefits	The existing setup feels more like a repository of links rather than an interactive and engaging community space. I envision a new MSU website that not only effectively communicates with our students but also fosters a sense of belonging and inclusivity, ensuring that everyone, regardless of their familiarity with the MSU's inner workings, can find exactly what they need, when they need it. As a final point, our current website is hosted by the university, which does not make sense for us as a separately incorporated student union.
Difficulties	There will be difficulties in building a cohesive vision that encapsulates all the needs and thoughts of all staff and services.
Long-Term Implications	See above.
How?	With the hiring of the Senior IT & Web Developer staff member into the IT team, we are hoping to bring this skillset in house
Partners	Gang Wang, Director of IT

[S-0] Leader	
Objective	(W.2) Part-Time Managers Hiring

Description	Part-Time Managers (PTM) hiring is one of the most important things the VP Admin works on in the Winter term; indeed, maybe the entire year. It takes up an entire 2-3 months of interviews every, single, day. It can be mind-numbing at some points but is a privilege to be able to do.
Benefits	Hiring the right people for the right positions will set up the service for success in the coming year and thus is very important and must be done carefully.
Difficulties	Coordinating everyone's schedule and ensuring EB members are able to attend the interviews. During that time, I work like clockwork and no step can be missed or delayed and that needs to be communicated with the Board of Directors and Executive Board.
Long-Term Implications	N/A.
How?	Mitch, my predecessor's predecessor, prepared a document outlining the process well. I built on that document and shared it with the office clerks to help with sending emails, scheduling, and all the administrative work that comes with the hiring. As such, allowing me to focus on the actual interviews.
Partners	Office Clerks Executive Board Renee McIntosh, Director of HR

[S-0] Leader	
Objective	(W.3) Wellbeing week
Description	Wellbeing is a week in late January—revived by Vits (previous VP Admin) during his time as the SWHAT coordinator—that focuses on student wellbeing. All the services come together to put on programming and collaborations that fit this theme. Wellbeing Week was, for all intents and purposes, a big success last year. I'm thankful for the impressive passion and commitments of the PTMs and their teams in taking part. Not only did our students notice, but so did the university. I want to bring Wellbeing Week to new heights this year and make it a staple event—almost like a second welcome week.
Benefits	Focusing on another week in the year to bring people together for 1. wellbeing 2. bring awareness to the MSU services and otherwise available to them will help increase engagement with the MSU and benefit our

	students.
Difficulties	First and foremost, I imagine the most difficult part will be bringing all the services together and managing all the different projects that are ongoing.
Long-Term Implications	See above.
How?	Early on in the cluster meetings I will introduce Wellbeing to the PTMs and begin working on it early. Further, I will begin reaching out to university partners early to ask if they would be interested in getting involved in some capacity.
Partners	PTMs Administrative Team Research Assistant Associate Vice-President (Services) Administrative Services Coordinator University Partners

[S-0] Supervisor	
Objective	(W.4) Service reviews
Description	The service reviews (four of which happen yearly) are reports created by the AVP Services and Services Committee of the SRA to compile feedback on four specific services and how their operations are going/what needs to change.
Benefits	Feedback on how our services is doing plays an important part in our services continuing to provide genuine value to our students and we can only do that if we continue to get feedback on what is working and what needs to change.
Difficulties	One of the challenges is getting enough engagement with the surveys which we send out (both from MSU volunteers and MSU members). We will do our best to continue to market and advertise as much as possible.
Long-Term Implications	See above.
How?	Surveys will be sent out to the service volunteers and executives to collect feedback on what they think is going well and what is not. Similarly, a survey will also be open to general MSU members to share their experience with the service. Feedback will be compiled into a comprehensive report sharing the data found and provide recommendations

	for future VP Admins and the Executive Board.
Partners	Associate Vice-President (Services) Services Committee Administrative Services Coordinator

[S-0] Leader	
Objective	(W.5) Sangria Winter Social
Description	Sangria is the Eggnog of the Winter semester, and similar to Eggnog it is meant to recognize our volunteers and staff who work so hard.
Benefits	Boost staff morale and show our appreciation for the volunteers and executives.
Difficulties	N/A.
Long-Term Implications	N/A.
How?	Thomas, Campus Events Director and I will work closely to ensure this happens and will communicate all details in advance.
Partners	Thomas Saab, Campus Events Director

[S-0] Leader	
Objective	(W.6) Equity Diversity Inclusion Accessibility (EDIA) Committee
Description	The MSU EDIA Committee will be a committee of the SRA composed of SRA members, full time staff, and peer support PTMs. The goal of the committee is to share best practices, consult on issues (barring sensitive HR matters), and run campaigns throughout the year.
Benefits	• This will involve students in larger EDIA decision in the organization and reflect student voices throughout • Help disseminate practices, share potential challenges faced and how to overcome them, and run EDIA campaigns throughout the year
Difficulties	• Contingent on EDIA coordinator hiring and job creation, as they are a key consultant in ensuring the committee remains informed and meets regularly

Long-Term Implications	Please see benefits.
How?	- Consult with stakeholders to solidify the role and structure of the committee - Update the SRA policies to reflect the committee - Include in elections
Partners	- Maya Hobbs, Vice-President (Education) - Peer Support services - Student Representative Assembly - AVP Internal Governance, Veronica Larrazabal Zea and the Internal Governance committee - EDIA Coordinator

[S-0] Leader	
Objective	**(W.7) Improve Board of Directors Transition**
Description	The Board of Directors and I reflected deeply about the transitions into our respective roles, gathered feedback from alumni, and are looking at how we can improve the process. This is an ongoing discussion for the Board, but the hope is that by this time of the year we will have a finalized process we feel comfortable will set the next generation of Board members for success.
Benefits	A good transition process will serve to set up the next Board members for success and hit the ground running. What they will spend the first two months learning will be learning the important aspects of the job and not waste time learning things that they could learn shadowing the Board member for some time.
Difficulties	It may be difficult to land on a model we think would be suitable for our vision and that will require lots of consultations and reflection—which the Board and I have already begun discussing.
Long-Term Implications	See above.
How?	See above.
Partners	Board of Directors Michael Wooder, General Manager

[S-0] Leader	
Objective	(W.8) Vice-President (Administration) Transition Report (Part 3)
Description	As the final order of business, I will take two weeks to complete and wrap up the transition report and walk the next VP Admin through it. This hopefully will be the culmination of a year worth of work and will serve as a helpful document for the next VP Admin.
Benefits	N/A.
Difficulties	See previous points.
Long-Term Implications	As mentioned in a previous point, I hope the voluntary practice of beginning the transition report earlier in the year will continue for future years.
How?	Include in transition report.
Partners	Board of Directors Michael Wooder, General Manager

CONCLUSION

To conclude this long report, I am excited for the year ahead. We have a lot of very exciting projects that will have a lasting impact on this organization, and I look forward to working closely with our student leaders (Board of Directors, PTMs, and SRA) and full-time staff members to achieve our collective visions. For any questions, you are welcome to reach out and I would be more than happy to discuss further.