



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: We Are So Back
DATE: **16/09/2024**

Dear Distinguished Members of the Student Representative Assembly,

I trust this report finds you well. It has been a busy summer to say the least; dare I say one of the busiest the MSU has had in many years.

This comes in light of the transition between General Managers, a high performing Board with many plans for the year that require lots of upfront preparation, a complete overhaul of our corporate structure resulting in the creation of multiple full-time staff positions and subsequent hiring, and numerous affairs that require our attention. All in all, I would say this year will be one of the most productive years the MSU has had in many years.

Before I leave you to read the report a quote, as always: "People often meet their destiny on the road they took to avoid it", *Fables de La Fontaine - L'Ours et les Deux Compagnons*.

Contents

- Welcome Week
- Homecoming
- SHEC Assistant Director Hiring
- Cluster Meetings and PTM Check-Ins
- PTM Professional Development Courses
- MSU-Wide Training
- Notion Workspace
- Services Committee
- Internal Governance Committee
- The PTM Chronicle

Welcome Week

Welcome Week is one of the busiest weeks for the VP Admin and the Board generally. Those who were part of Welcome Week this year, however, will agree it was a standout year in terms of success. From logistics to first year engagement with our events, our first Maroons-run event in years, an incredible presence, and above all *the homecoming announcement...* I have a long list of people I am thankful for.

The Board was also heavily involved in supporting with set-up, clean-up, presence, and closely working with the Maroons; which made for great team bonding and getting our very own 'warm and fuzzies' notes from the Maroons team. A big shoutout to the Maroons team and our Maroons director Yaseen for a very successful week, Welcome Week would not be what it is without the Maroons.

Welcome Week is a great time to build an impression with our incoming student population and the Board and I looked to maximize that opportunity. I had some great engagement with multiple first years from Monday Night Lights dealing at the Casino tables. Some students I provided merch, others I met for a consultation on how to get involved in the MSU which led to a few applications to our services and departments. Overall, I am very happy with how it all went.

Homecoming

Homecoming was a big highlight of Welcome Week for our organization and the Board, especially. This was a project which took the most uncompromising hard work from Jovan to advocate to university administration about the benefits to student engagement and Westdale neighbourhood and taking a calculated risk of a large financial investment. I feel an immense privilege to be on part of this organization and the upwards trend we are headed towards. I look forward to continuing our work on increasing student engagement and improving student life on campus.

SHEC Director & Assistant Director Hiring

I find myself in the summer hiring an entirely new PTM team for SHEC. This comes as a result of the resignation of both former director and assistant director in light of grad school acceptances (which we wish them the best of luck in!) and the need to rehire both positions as a result. We underwent hiring in June and July and I am very happy with the team we have chosen to lead the service this year, they have shown lots of promise.

Cluster Meetings and PTM Check-Ins

We have had three cluster meetings for the respective service clusters since starting in June. Overall, they continue to be a huge success and very popular, offering an informal platform for PTMs to share progress updates and support each other on projects and advice. We plan to solidify a time for the Fall semester soon to continue the meetings into this year. I have also completed two rounds of check-ins with each of the services and all looks smooth on the services front. I am

grateful for this incredible cohort of PTMs, they have shown a deep understanding and passion for each of their services.

PTM Professional Development Courses

In keeping with my platform, I am looking to hold PTM professional development courses this year. Based on voting and feedback from the PTMs, we have landed on **six themes**: difficult conversations and conflict management; team leadership and collaboration; mental health and self-care; EDI & microaggressions; financial literacy; and career development and planning. Dates are to be determined while we get PTM and speaker availability but will be held sometime in the second half of October. If successful this year, I will recommend it to future VP Admins with successes and opportunities.

MSU-Wide Training

Rachel, Admin Team Research Assistant, has been working hard to arrange MSU-training. We decided to run training in two batches this year: Summer will be PTMs and executives and the Fall will be the volunteer teams. The aim is to streamline the process and ensure our ability to check that all the team members have completed training.

Notion Workspace

As a VP Admin, I have many projects under my purview, and it can be hard to keep track of progress and ensure delivery on items. I created an MSU Notion workspace to address this under which there are separate workspaces for the different teams. Here, we can assign members to tasks, create a detailed project task list, identify which tasks are clogging progress, update status, tag people, upload documents, and much more.

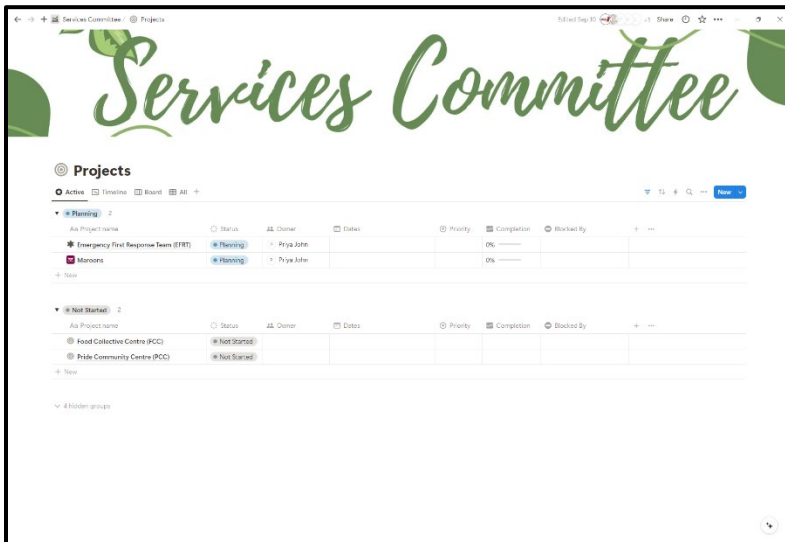
Notion is a productivity and workspace management application used by many startups and large organizations to ensure smooth project management. I both applied for and got a free premium version due to our being in the post-secondary sphere; this allows us to add an unlimited number of team members and documents. This year will be a pilot with a small number of groups: PCC, IG and Services Committees, my own administration projects, and any services or committees that ask to join the workspace.

So far, the feedback has been very positive, and I look forward to seeing if this improves our workflows for our teams. This may be something I recommend to the next VP Admin to work with the next years' service PTMs and try to roll this out on a larger scale for the next phase of the trial.

Services Committee

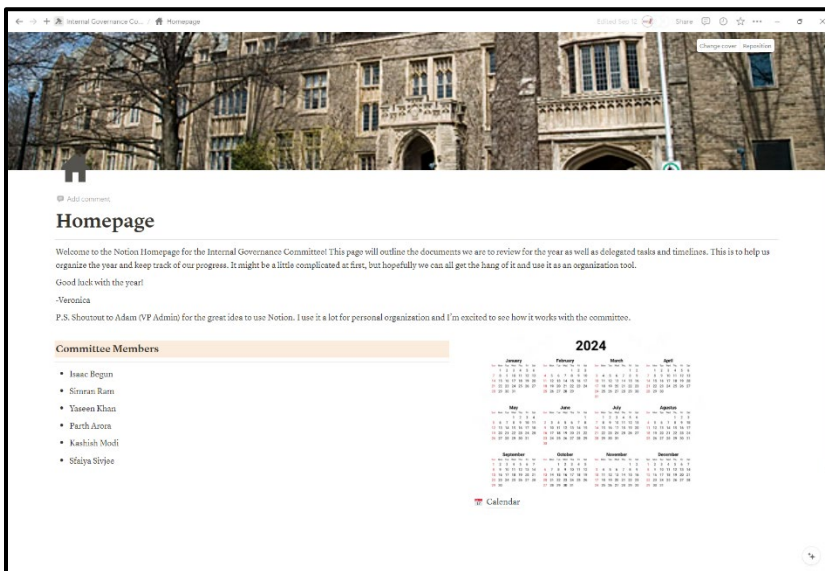
The Services Committee has had a few meetings over the summer and has assigned next steps to the different committee members on Notion. This year, we are trying a different approach to the service reviews by doing them in batches:

two in the Fall, two in the Winter. This will ensure more time spent on each review without the end-of-year rush, and more time spent implementing any recommendations brought forward—or at least setting up.



Internal Governance Committee

Similar to the Services Committee, Internal Governance also met over the summer, has their own Notion page and has been using it to track progress on the different operating policy and bylaws changes. So far, I personally found it very beneficial to keep track of what has and has not been reviewed.



The PTM Chronicle

I continue to write the newsletter to the PTMs every month. I am looking for ways to expand it to not only include updates but become also an internal blog. Like I mentioned in my year plan, internal blogs are a neat way to boost more and

information sharing among the services. This can take the form of sharing good news stories or reflections from PTMs to others. It's an idea I read about a few companies doing and had success with it, so I'm looking to import it here and if we benefit as well.

If you made it here, let me know, we can grab lunch at 1280 at some point next week!

Warm regards,

A handwritten signature in black ink that reads "Adam F. El-Kadi". The signature is written in a cursive style with a horizontal line underneath.

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