



MEMO

From the office of...

General Manager

TO: Executive Board
FROM: Michael Wooder
SUBJECT: Space Allocation
DATE: October 10, 2024

The MSU Main Office needs a minor office space allocation adjustment, to address our expanding staff complement. Moreover, new cubicle spaces were physically created last year, but not occupied at the time. This memo will address our needed growth, as the time has come to define both the present and future occupancy of these cubicles.

With the departure of the MSU's former Director of IT, the Director's office has been vacant. Further, the MSU elevated Gang Wang into the senior role, which means Gang will be moving from his current office near Communications Officer, into the IT Director space near the back of the MSU Main Office. Further, future MSU hardware, including server banks and IT equipment will join Gang in the IT director office. As we will need to bolt some frames / storage boxes to an external wall, the existing IT Director office is the ideal location, as it has access brick, not just panel or drywall. In addition, the newly created role of IT Technician and Web Development will occupy the one of the new cubicles, which sits next to the existing IT Director office. Thus, the back of the Main Office will now host a true MSU IT hub.

In a coordinated move, the newly hired Communications and Advertising Director will be changing spaces, and will occupy the office vacated by Gang. Most of the Comms Team's assets are held near the middle of the office, adjacent to the Comms Officer and VP Finance offices, including multiple storage cabinets, space for promo tents and banners, as well as well audio and visual assets inside the current Communications Officer space. The Comms Director will take up an office directly across from the Comms Officer, thus putting the Comms Team in the centre of the office, and readily accessible for all part-time and full-time staff.

That leaves two open offices. The old Comms Director office at the back of the MSU Main office, nearest the kitchen area, as well as a new cubicle adjacent to the HR Director, also near the back of the MSU Main Office. These spaces will be used to future proof MSU expansion. In the future, the MSU will hire roles to support advocacy efforts and Human Resources. Theses two office spaces will be utilized to support that staff growth, when appropriate. In addition, the large desk of the cubicle adjacent to HR Director, and nearest the back windows can be simultaneously used as AVP swing space and an advocacy

staff person. Thus, that specific area will take advantage of the unique desk to give advocacy / the Education Team a more collaborative work environment.

Finally, it should be noted that the Student Life Director will take up a permanent office on the third floor of the Hub. Though their responsibilities will take them into MUSC, home base of their oversight is that of Hub operations. In the future, the Hub will also have an additional staff member to manage the daily management of Hub customer service staff and event management, which will be housed in the back office on the main floor of the Hub.

Sincerely,

Michael Wooder
General Manager
McMaster Students Union
gm@msu.mcmaster.ca