



# MEMO

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

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TO: **Student Representative Assembly**  
FROM: Adam F. El-Kadi, Vice-President (Administration)  
SUBJECT: **Penultimate Chronicles**  
DATE: 17/11/2024

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Dear Student Representative Assembly,

I trust this report finds you well. These have been an incredibly productive few months and I am proud of the work we have done so far. On the Board level, most of us are on track or already completed key pieces from our yearplans, which speaks to the cadence we have been working with. Below are highlights from this time.

As always, a quote:

"The smallest progress is progress, and one should rejoice in everything." – Marcel Proust.

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### **Monthly Cluster Meetings**

Continuing on with the series, we held the November Peer Support cluster meeting. The Student Life meeting, however, required rescheduling due to a pressing Board-level issue that demanded my attention, which led to me needing to reschedule my day. I am currently working on finding an alternative time to ensure services have the opportunity to connect and stay updated on important initiatives.

### **Part-Time Managers One-on-ones**

Monthly check-ins with Part-Time Managers (PTMs) continue to be productive. I am happy to have these touchbases at the frequency we have them which is just the perfect amount for work to be done with the service and allow for progress updates. These sessions are not only focused on progress updates, however, they offer PTMs a space to ask questions and share insights on team dynamics and any process-related challenges. Additionally, I genuinely enjoy these moments to connect on a personal level—this year's cohort has been nothing short of exceptional.

### **Space Allocation & Audit Committee**

After a considerable hiatus, we are preparing for the much-needed Space Allocation & Audit Committee review. This process involves a comprehensive assessment of all MSU spaces to compile recommendations for adjustments that better meet departmental needs. The upcoming audit will support a strategic use of space, ensuring resources align with our operational goals and facilitate a positive work environment.

### **Part-Time Managers Professional Development Series**

The PTM Professional Development Series finished up in early November, with speakers touching on the following six core competencies of leadership:

- Having Difficult Conversations
- Professionalism & Leadership Preparation
- Mental Health & Self-Care
- Personal/Service Financial Literacy
- Inclusive Leadership & Psychological Safety Creation Amongst Teams
- Team Leadership & Collaboration.

This new initiative aimed at proactively equipping PTMs with leadership and management skills relevant to their roles. The series was well received by the services, and I am optimistic about the potential to build on this success in the years to come. It has laid a foundation for ongoing professional growth among PTMs, allowing us to set a precedent for future training.

### **Fall Preview**

I joined the Maroons in Fall Preview, an opportunity to guide prospective students around campus and provide early exposure to the MSU. Were stationed at multiple

points around campus, this helped us establish an initial sense of familiarity with prospective students. It's always a good way for the Maroons to be among the first interactions people have with campus, and builds familiarity for Welcome Week.

### **Day in the Life**

The *Day in the Life* series is ongoing and has been a valuable hands-on learning experience. I joined several services, including Maroons during Welcome Week, SHEC, Spark, and FCC, with an upcoming night shift alongside EFRT scheduled for November 18. This initiative has offered me unique insight into each service's day-to-day operations and the specific challenges faced by directors. It also provides context that enhances the support I can offer in our conversations. I am once again always thankful for the cohort we have this year and their impressive professionalism and expertise.

### **Management and Human Resources**

A significant portion of my role continues to involve management and human resources. Unfortunately, due to the nature of the work I am unable to get into specifics; however, these responsibilities involve daily meetings and consultations related to team dynamics and service management. I find this aspect of the job both challenging and rewarding, as it tests my leadership skills and provides an avenue to resolve complex issues, although at times it does get taxing both on mental capacity and scheduling.

### **Internal Governance**

Internal Governance is progressing steadily, with current efforts focused on updating and simplifying policies. A primary objective is to rescind Bylaw 8—Policy Approval Process—which will transition to an operating policy with necessary revisions. I aim to present this change at the upcoming SRA meeting, along with additional minor adjustments to other operating policies.

### **Services**

The EFRT and Maroons service reviews first concluded on November 11th, and garnered substantial responses, but I opted to extend the deadline to increase participation further. My goal is to reach a minimum of 100 responses per service to obtain comprehensive feedback. I plan to present to the Executive Board by the end of the year or early January. This year, we tried something new by splitting the service review 2 in the Fall and 2 in the Winter. Allowing for us to create any changes we need while I am still in my term.

### **What's Next**

#### **Exam Care and Wellness Day - December 2nd**

A collaboration that came out of our cluster meetings is the realization that many of our services were planning an exam care event. Through discussion, we concluded that combining efforts would maximize our impact through concerted marketing, as well as shared financial and human resources. Eight services: Spark, DEN, SHEC, Macademics, EFRT, Maroons, FCC, and SWHAT, will be

working together on exam care programming all day at the Hub. Further, I have also aligned the Board exam care packages to be on the same day, which will further increase the amount of traffic we get to the Hub and to our events.

### **Re-Deployment of ClinicAssist Call Report System**

ClinicAssist is an AI-powered medical charting tool that offers EFRT the ability to dictate incident details, which the system then converts into a structured report. In early summer, I discovered and introduced this tool to EFRT as a result of discussions I had with last year's EFRT Director, who highlighted the need for an efficient call-reporting system. After detailed discussions with the ClinicAssist team, the EFRT leadership, and the MSU we finalized onboarding and the developers created a custom workflow for EFRT that reflects their required call report details.

After our initial onboarding in August, we encountered some technical issues that led us to pause its use temporarily. On November 11th, Fred, the EFRT Director, and I met with the ClinicAssist team on-site to review the workflow and discuss a revised onboarding and re-introduction schedule. Once successfully implemented, I am optimistic ClinicAssist will reduce the amount of time our responders spend on administrative tasks, writing call reports, and will enhance EFRT's operational efficiency moving forward.

### **Lunch with Director of Alumni**

Declan, our VP Finance, and I recently hosted a lunch with Karen McQuigge, Director of Alumni Advancement, to discuss how we might adapt some of the Alumni network's engagement strategies within the MSU. We recognize the potential for former Board members to provide valuable mentorship and institutional knowledge, aiding current leaders in addressing key challenges, and so we plan to leverage that to improve our organization for the future. We are currently organizing a networking event in January, inviting former Board members to connect with current student leaders and share their insights, strengthening ties and fostering a supportive alumni network.

### **Capped Summer Hours for Part-Time Managers and Associate Vice-Presidents**

In alignment with the typically lighter workload of summer, I am proposing capped summer hours for Part-Time Managers (PTMs) and Associate Vice-Presidents (AVPs). This initiative is designed to more accurately reflect the seasonal demands of the roles and ensure fair compensation for our part-time staff during the off-peak period. This proposal will be presented to the Executive Board in the near future, with consultation with our VP Finance, Director of Finance, and Director of Human Resources, with the goal of implementing the changes in time for the PTM hiring season in February and March.

Congratulations for making it this far into the report! Your attention is appreciated.

Warm regards,

A handwritten signature in black ink, reading "Adam F. El-Kadi", with a horizontal line underneath.

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