



MEMO

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

TO: **Student Representative Assembly**
FROM: Adam F. El-Kadi, Vice-President (Administration)
SUBJECT: **A 240 Update**
DATE: Feb 4, 2025

Dear Members of the Student Representative Assembly,

I trust this report finds you well, and in a comfortable ergonomic chair. It feels like a long time since I last had to report to the Assembly. There has been a lot of progress since, and I look forward to sharing what I have been up to.

“Don’t seek for everything to happen as you wish it would, but rather wish that everything happens as it actually will—then your life will flow well.” – Epictetus, *Enchiridion*, 8.

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PTM Hiring

This is a very busy time for the VP Administration. I sit on all the hiring committees and oversee the administrative work of confirming candidates from the panels, updating questions, and coordinating the entire process. Over the span of three weeks, I sit on approximately 33 interviews. While intensive, this process is incredibly fulfilling, as it plays a crucial role in setting up the next cohort of Part-Time Managers (PTMs). Seeing strong candidates step forward and knowing the impact they will have on our services makes this effort rewarding. We are hoping to have most if not all PTMs confirmed by the beginning of reading week.

PTM & VP Consults

Over the past several weeks, I have had 13 consultations—9 with PTMs and 4 with Vice-Presidents. While VP consults are not uncommon, the volume of PTM consults is unprecedented. Previously, PTM consultations were rare, but this year, I have been consulted on almost every service under my portfolio. This reflects an encouraging trend: people are not only aware of the VP Administration role but also recognize its function within the MSU. I am pleased to see that PTM candidates feel comfortable reaching out, seeking guidance, and engaging with the MSU more deeply.

Check-Ins

Regular check-ins continue as before, encompassing both one-on-one meetings and cluster meetings. These sessions remain a vital time for maintaining communication, addressing concerns, and fostering collaboration among PTMs and services. I also use this time to better support PTMs in team dynamics challenges they may be facing within their service.

Wellbeing Week

Wellbeing Week planning is progressing steadily. The week aims to provide a broad range of wellness-focused initiatives, including mental health workshops, fitness activities, and social programming. This effort is being carried out in collaboration with multiple MSU services, ensuring a diverse and engaging lineup of events. This year the line-up looks like as follows:

Wellbeing Week
FEB 10-14 Join us in exploring various facets of student well-being.

Foods Around the World Mon, Feb 10 11am - 2pm Hub Nest (first floor)	Pups and Painting Wed, Feb 12 1pm - 4pm Hub meeting room
Bead & Bond Tues, Feb 11 4:30pm - 6:30pm Clubspace (MUSC 215)	SHECFRT Showdown Thurs, Feb 13 1pm - 4pm Hub Nest
Self Defense Class Wed, Feb 12 6:30pm - 8:30pm DBAC (Fitzhenry Studios)	Cupid's Corner Fri, Feb 14 12pm - 4pm Campus Connect

Logos at the bottom include: MAROONS, Food Collective Centre, DIVERSITY + EQUITY NETWORK, WGEN+, MSU Maccess, SWHAT, spark, SHEC, EFRT, Education, and Macademics.

The goal is to enhance student well-being while promoting the various services available to support them.

Transition Report

Work on transition reports has begun, ensuring that comprehensive documentation is prepared for incoming PTMs. These reports will provide a clear overview of each position's responsibilities, ongoing projects, and key institutional knowledge. The objective is to make the transition smoother for new hires and set them up for success from the outset. I also have begun working on my own transition report. Excitingly, I'm working on a short handbook to accompany the main transition report that shares things I wish I knew before I started about management and the politics of the student government.

Space Allocation & Audit Committee

The Space Allocation & Audit Committee has been actively reviewing space usage across MSU services. This includes assessing current allocations, identifying underutilized areas, and exploring potential reconfigurations to optimize service operations. We are hoping to have a finalized set of recommendations passed by the end of the month.

Internal Governance

Internal governance work remains a key focus. Efforts are ongoing to review and refine policies to improve clarity and efficiency within the MSU. We have been busy with some of the large works we have been working on recently: Bylaw 8, Clubs OPs, Communications Strategy OP, Bylaw 6, and more.

Services

The Services Committee has completed a draft report for the Maroons and EFRT service review and is working on making the changes suggested by myself and Victoria, as well as preparing the questions for the PCC survey.

Warm regards,



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