



# REPORT

*From the office of the...*

## Vice-President (Administration)

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TO: The Student Representative Assembly  
FROM: Giuliana Guarna, Vice-President (Administration)  
SUBJECT: Year End Report - Vice-President (Administration)  
DATE: March 20, 2016

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Dear Members of the Assembly,

With just over a month left in my job, here is a recap of all of the things I accomplished (or tried to accomplish) this year that haven't been mentioned in depth in other reports. This is going to be a broad overview and is by no means exhaustive. If there are any questions that you have for me, as always feel free to reach out to me via email, fb, twitter, etc.

### Part-Time Managers (PTMs)

In my opinion, the primary responsibility of the VP (Admin) is to their managers. They need to be actively engaged with each manager and their service. This isn't always easy given that the VP (Admin) has multiple competing demands and oversees approximately 24 different managers.

One of my platform points was to have clustered think tanks. Unfortunately, this did not go as well as I had envisioned it might. We originally attempted to have clustered think tanks at the PTM training in July, however, it only worked for a few services. Notably, the clusters work really well for the conferences + Spark, and also work well for the Peer Support services.

I did my very best to schedule one-on-one meetings when possible. I think that the most valuable one-on-one meetings that I did were the one's in September. It was great to be able to talk to PTMs to understand what they felt they still didn't know before starting their full year of management. Unfortunately, I wasn't able to do this from January-March given the time commitment required to complete the

hiring cycle. With the volume of PTMs, it is not always logistically possible to do these one-on-ones. I will likely recommend that the incoming VP Admin schedule one-on-ones at the beginning of the term, similar to how EB reports are schedule (IE; there are a certain weeks where PTMs are expected to book a one-on-one with the VP Admin).

This year, I tried to bring back the Mid-Year Evaluation process that allowed the managers to reflect on their achievements, their executive to reflect on their supervisor's performance and evaluate my effectiveness as the VP (Admin). I think this was a very useful process for all parties involved, However, I will note that the turnout from executives was relatively low. There were obviously exceptions with some services, where almost all of their executives completed the feedback. Personally, it really helped me get a better sense of what was working and what could be improved upon.

For most of the second semester, I worked closely with PTMs to hire their replacements, update their operating policies, or change their job descriptions. For some of our services, their JDs and OPs had not been updated in years. Job Descriptions aren't everyone's cup of tea, but I think they are valuable organizational documents. They help executives understand what is expected of them, and it helps us as an organization to re-evaluate what we want and expect from our services. Despite how tedious they can be, I am glad that we were able to approve so many. I would hope next year's VP (Admin) can continue on this track of being vigilant with updating Job descriptions and operating policies so that 5 years from now we aren't shaking our heads at how out of date things are.

A few of our services saw dramatic changes. Bread Bin dramatically increased their offerings and scope, adding a community kitchen and the food collective centre. In addition, for the 2016-2017 year, MACgreen will no longer exist. In it's place, we have tried to nest a working group under the Education and Advocacy Department OP.

Moving forward, we have a stellar Part-Time Manager team for the next year. Having participated in almost every Hiring Board (except Advoacy and TAC), I can honestly say that I think these folks will be bringing some great ideas to their services in the upcoming year.

## Training

I love training. As an organization, I think we can and should do a better job training people to do their jobs (whether you are on the SRA or in

our services). In addition, I think that we need to be more diligent in offering more opportunities people to engage in personal/professional development opportunities which will only make them better in their roles.

This year we completely overhauled Anti-Oppression Training. In the past, this training was led and facilitated by HRES, however, they have made it clear to us that they don't have the resources or people to continue to offer this training for us. In response, we got Diversity Services involved and they have been instrumental in helping to cater the training to each service or group that requests the training. Notably, the name of the training has been changed to "Anti Oppressive Practices" training for the coming year. In addition, there have been conversations about marketing the training to external groups and the potential to monetize the training - similar to how we offer elections to faculty societies for a small cost.

Currently, I am working on making the first training experiences for our new PTMs and SRA members more relevant and digestible. Just this past weekend I had a simple meet and greet // social for new PTMS and old PTMS. I also had a short survey on the whiteboard for PTMS to give their feedback on when to have training and what pieces they would like to see.

I think next year we need to continue to actively engage assembly members who joining the SRA through by-election, as well as continuing to offer training opportunities throughout the year for assembly members. This year the speaker and I held the first SRA professional development day where we talked about how to debate respectfully and effectively. We also brought in Matthew Green the Ward 3 councillor to talk to the people present. Overall, it was extremely well received and I would recommend it again for the future. Namely, offering one per semester for the SRA would be good and also looking into similar opportunities for PTMS.

HR

I know that this year I wanted to spend time and energy on improving HR across the organization. While my initial vision was related to complaint resolution, I found that much of my HR time was spent improving our hiring practices. As mentioned in past reports and on my blog, we changed the hiring process.

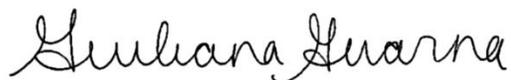
- 1) Creating competencies for each role .
- 2) Using Behaviour Descriptive Interview when creating interview questions
- 3) Review of applicaitons with the entire hiring board
- 4) sending questions to applicants before the interview

I really hope that whoever comes after me continues this work, as I think it has been instrumental in changing the landscape of who applies and ultimately the calibre of the successful applicants.

The Rest

The MSU and You Radio Show - one of the hidden gems of my role. This year, I always tried to have someone new on the show when I could. It's great to have different voices present to talk about what is happening on campus, in the community, or just what's happening with pop culture. It's a ton of fun for the VP Admin and the VP Finance, as well as for any guests that do happen to come by on the show.

That's it that's all folks - it's been a blast being your VP Admin for this year. Have an incredible exam season, take care of yourselves, and just remember that I am only a phone call away.

A handwritten signature in black ink that reads "Giuliana Guarna". The script is cursive and fluid.

Giuliana Guarna aka GG aka VP Mom  
Vice-President (Administration)  
McMaster Students Union