



REPORT

From the office of the...
Executive Board

TO: Student Representative Assembly
FROM: Vice- President (Administration)
SUBJECT: Executive Board Report
DATE: Tuesday, September 6th, 2016

Hello members of the Assembly,

I am happy to be providing you with your second Executive Board report of the year! This report will detail all that Executive Board has been up to since the second meeting of the summer (July 24th, 2016). As report period for executive board still consisted of summer services reporting, this report will update you on the operations of Mac Farmstand, Horizons, EFRT, MACycle, Shinerama/Terry Fox, and the Maroons. I will also include a section on other relevant services and decisions that Executive Board has made recently.

Mac Farmstand- *Kaitlyn Zarccone- Beam*

With MUSC Renovations, the service found it difficult to find a consistent location to be able to set up the stand. In collaboration with John, the general manager, the service now has a secure location in front of MUSC in Mills plaza for the duration of the year. There are a lot of new initiatives that came out of the service this year including: TASTY videos (videos of how to make dishes with the Mac Farmstand ingredients), a local food discount card that will be launching in the fall, and Farmstand 1A03 events to educate students about local food. The stand is open Wednesday and Thursday every week between 11 am and 4 pm.

Horizons- *Raymond Khanano*

Since the completion of the last report, the Horizons Coordinator has completed their role. This year, the Horizons conference did go over budget due to the following reasons: increased housing and conference fees, increased cost of food from 1280, and low registration numbers. Overall, there were approximately 170 people who attended the conference and we were able to provide a weekend where these students got to interact with upper year mentors and participate in sessions focused on first year transition. For future years, the MSU will try to draw up a long term contract with housing and conference service for all our summer retreats and conferences to ensure we receive a fixed rate for room rentals.

EFRT- *Stephanie Black*

Since the last report, there has not been any major changes with service operations. Their call volume is slightly lower this summer compared to last year and their first aid courses continue to be in high demand with all courses in August reaching high capacity. EFRT was very active during Welcome Week with retraining their previous responders, participating in MAC Quest, providing support during the concert, and assisting with a number of staff trainings on campus that includes Residence Life. Some challenges coming for this service is their intensive recruitment process that is set to start right after Welcome Week, but with a new online form, Stephanie has worked to make this hiring process much more efficient.

MACycle - *Andy Tran*

No major updates for the service as they are preparing to hire executives for the service to help with managing the shop and planning events for the service.

Shinerama/ Terry Fox - *Samantha Jones*

There were a lot of new events that this service tried this year including monthly bottle drives, bar blitzes, and trips to Niagara Falls selling pop. All of these events have been a huge success and have created more awareness of the Shinerama campaign during the summer months. With Shinerama moving to a Friday this year, a lot of the logistical challenges associated with feeding all the first years and reps were removed as many of them were on the dining plan. In addition, Shinerama partnered with Blue Line Taxi in order to transport individuals to their Shine Locations. We did not reach our goal this year, but still raised close to \$110 000 which is a huge accomplishment. With Shinerama completed, the focus of the service is going to shift to the Terry Fox Run which will be happening on September 18th, 2016 at noon. This year, the team went to community runs that happened in the summer to recruit participants and this initiative has increased participants numbers significantly.

Maroons -*Megan O'Brien*

The biggest programming event for the Maroons from the last Executive Board report has been Welcome Week. It has been a successful Welcome Week for the MSU Maroons as they got to run 2 independent events during which is a new responsibility for this group. The Maroons held a pep rally where we distributed swag bags and got students excited for the football game. In addition, they held a sports day on BSB Field where they encouraged students to sign up for intramural for the fall. Another exciting initiative is that for the first time ever, the MSU Maroons will be providing first year rep opportunities. These individuals will have the same responsibilities as an upper year rep and will get the suit and a jersey for the year. Applications are now live and I would encourage all representative members to promote it.

Other things that have happened

Year Plans

All part time managers who have full operation of their service starting in September had to submit year plans for the July 28th Executive Board meeting. After a few suggestions and revisions, all year plans for the following services have been approved by Executive Board.

Advocacy
CRO
DRO
Diversity Services
Maccess
MACycle
MSU Macademics
PSL
QSCC
SCSN
Spark
SWHAT
WGEN
SHEC
Training Resources Research Assistant

If you would like to read their year plans, please go to msu.mcmaster.ca -> Governance -> Executive Board -> Executive Board documents-> July 28th meeting documents.

Part-Time Wage Questionnaire

Inconsistent wage reviews have been a reoccurring problem for the organization as the current system encourages part time staff to track their hours and then submit a request for an increased wage based on the hours they worked that fiscal year. Although we have used this system for multiple years, this wage review process does not reflect what we value as an organization which is student value for student dollars spent. This system does not account for the efficiency of some individuals to get 10 hours of work done in 5 or vice versa. So, this summer, the VP Finance, VP Administration, and the operations coordinator, Jess Bauman, came together to develop a new wage review system for our part time staff that is based off our model for full time staff. This wage review system looks at factors such as work intensity, effort exerted on the job, specialized training involved in the job, amount of reasonability individuals have, etc. This fall, we will be sending out job questionnaires to all part time staff of the organization and will be conducting an organization wide wage review with new wages being implemented effective May 2017.

MSU Macademics Logo

With a creation of the Macademics service, the logo needed to be updated to reflect the new service operations. Rohoma, the part time manager of the service, worked alongside Micheal Wooder to develop and approve a new logo for the service. In

addition, she just completed hiring her new executive and is preparing to launch the service in full operation in September.

SCSN Job Descriptions

Last year, Executive Board had decided to remove all paid positions from the SCSN Service exception of the part time manager role. The newly hired part time manager alongside the feedback from Executive Board developed a new structure for the service. The roles of the internal and external coordinator are now absorbed by the following roles: events coordinator, volunteer coordinator, promotions coordinator, and social and political advocacy coordinator. In addition, the community assistants now will be called community connectors as we found the previous address wasn't aligning with the responsibilities of the role.

Space Audit

Earlier this summer, Executive Board struck a space audit committee consisting of the Vice- President Administration, Vice-President Finance, Ikram Farah, and a member of the Health and Safety Committee (Madeline Locke). Together, they worked during the summer to evaluate MSU Space under the following criteria: storage space, efficiency of office setup, service space requirements, and other MSU Space concerns. The committee send space feedback forms to all the part time managers to fill out in addition to completing an independent audit of each space. The final published report can be found under the executive board tab on the MSU website. The following are the final recommendations that have been approved by Executive Board:

1. The elections department and speaker will no longer have an office and the office will be allocated to the new administrative assistant.
 - a. The speaker will be working out of the MSU Committee room and the elections department will be allocated a shared work space in the MSU Office.
2. MSU Maroons will no longer have an office and the coordinator will be working out of the committee room.
3. SHEC will be moving to the MSU Maroons office in addition MSU Maccess will be moving into the SHEC office effective January 2017.

If you would like more information about the space audit, please feel free to contact any member of the Space Audit Committee.

Summer Variable Capped Part Time Manager Reports

This year, all part time managers were asked to submit a report summarizing the projects and initiatives they worked on with their variable capped hours throughout the summer. The purpose of this report is to get the part time manager to reflect on the use of their hours and also encourage Executive Board to think critically on whether the hours provided were enough for the part time manager to get their work completed. If you would like to read these reports, please go to msu.mcmaster.ca ->

Governance -> Executive Board -> Executive Board documents-> August 11th meeting documents.

QSCC Job Descriptions

One of the objectives for the QSCC this year is to expand the peer support services they provide to students to include in-space peer support as opposed to the current by-appointment system. The Desk Shift Volunteer has been changed to the Resources Volunteer to reflect the changes in an individual's role from managing a desk to being familiar with the resources the service aims to provide for those visiting the space. In addition, a job description was created for a Community Group Facilitator and updates were made to the newcomer and peer support volunteer job description to reflect the changes happening to the service.

First Year Council

With the removal of IRC as a student group, the MSU had to restructure our First Year Council to fill a void of advocacy in residence. With the SRA giving executive board the privileges to amend the FYC Bylaw, the board approved the following changes to the bylaw:

1. Added a FYC Coordinator Role: A new hired part time manager position who will be overseeing the FYC Structure.
2. VP External: Elected position who will be chairing a council made up of first year representatives from each faculty society and SOCS.
3. VP Internal: Elected position who will be chairing the residence council made up of one councilor from every residence building.
4. Removal of the Advocacy Coordinator: We believed as elected representatives, every position should incorporate advocacy into their role which would make keeping this role redundant. In addition, with a more robust residence council structure, there will be a lot more focus groups and first year outreach the council will be doing.

Sincerely,



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