Dear Assembly,

Welcome to the last meeting of the year! I want to once again take the time to thank you for all the hard work that you have done throughout your first semester on the assembly. Balancing extra-curricular involvements with academics is no easy task, but this campus and community is immeasurably better because of your commitment to improving the student experience.

I will always continue to have an open-door and open-window policy as I believe it is critical to supporting PTMs and SRA members. So, for the rest of your term, if you ever want to chat about projects and student life, feel free to come by and plop yourself on my big comfy couch. One of my primary focuses over the next couple months is preparing for the January and February hiring cycle. Hiring was a huge priority on my platform and I am always trying to think of new ways to make our practices more equitable for all students.

Platform Updates

1. Hiring Practices

Afternoon/ Weekend Hiring- Completed

As many of the candidates expressed they felt much more comfortable not having to interact with other part-time and full-time staff when we implemented afternoon/ weekend hiring, that is the model we will be working with for the January hiring when possible. The schedule for hiring is being finalized this week with Jess Bauman who is an excel sheet wizard and I am excited to be hiring the next crop of PTMs. The only positions which have to be hired during the day are positions where we engage with university administrators such as position like Diversity Services where we have someone sitting from the office of equity and inclusion on our hiring boards.

Equal Opportunity for Internal and External Candidates- Completed

For all PTM interviews, almost half of the questions asked in an interview are sent to applicants with the initial offer for an interview. That is going to be the hiring standard moving forward for all hiring done through Executive Board. With respect to executive positions, every PTM is expected to run their questions by Jess and I before implementing the interview process. In addition, for executive positions, PTMs are also mandated to send questions prior to all
applicants offered an interview. Many managers have adopted open houses and information nights in effort to make information more accessible for all applicants about the hiring process.

**Fall Hiring - Ongoing**
This year, we made a change in the hiring cycle to hire additional PTM positions in the fall as opposed to the winter hiring cycle. Usually, only the Welcome Week Faculty Societies Coordinator, Horizons, and Clay would be hired before January. This year, we decided to open up hiring for Shinerama and Mac Farmstand to allow for greater transition time before the beginning of their role.

**Partner with a Commerce HR Class Professional to Screen our Hiring Practices - Ongoing**
Since the last report, I have worked with Jess to determine hiring timelines, so I can start doing early outreach with the association to see if anyone is interested. My goal is for these individuals to write up a report or submit an audit of their observations of our hiring process, so we can continue to improve it moving forward.

2. **Improved Training for Peer Support Services - Completed**
Although Peer Support Training weekend was completed, a role of the Training Research Resources Assistant is to continuously evaluate our training materials and develop self-assessment checks with the PTMs for January. In addition, she has been tasked with developing long term peer support training modules, so we can develop a more blended model of training for our volunteers.

3. **Making Spaces**

**MSU Space Audit 2016 - Completed**

A few things have changed since the approval of the recommendations from the space audit committee. MSU Maccess will be moving into the MSU Maroons Office and SHEC will remain at its current location. In addition, MSU Bread Bin has closed down their food collective centre due to some health and safety concerns. To continue their service provisions with respect to the Lockers of Love program, they will be allocated the Safe Room in the basement of MUSC. In addition, PSL has also been going through some space issues and we are currently working through finding them new space to be able to relocate.

4. **Support the SRA**

**SRA Training - Completed**
Before the end of my term, a goal of mine is to make SRA training to be a blended model approach. This will include a series of modules they will have to complete in addition to in person training during the summer training weekend. This term, I am focusing on consolidating all the required training competencies we as an organization believe SRA members should be trained on and a focus of next term would be to transfer the information pieces into interactive modules.

**Executive Board Hiring - Ongoing**
All hiring boards for January will be struck in December and I will be sending resources and training materials, so Executive Board members feel prepared for mass hiring in the winter terms.
Executive Board On-Boarding Package - Completed
Earlier in the summer, I worked alongside Victoria Scott and John McGowan to develop an on-boarding binder for all executive board members alongside with administering formalized training. In the on-boarding binder, members can find information about expectations of the role, hiring timelines, relevant Bylaws and operating policies to the role, breakdown on how to read a budget, and a list of common acronyms used in Executive Board meetings. This resource is meant to be a sustainable package that can be given to an individual joining the board at any given time of the year.

Formalize the Role of Caucus Leader - Ongoing
Although all caucus leaders and commissioners were given formal training, it was a goal of mine to develop a formalized job description for these individuals. A cool group that Kobina took the time to form is a one a month caucus leader meeting and in those meetings, we have discussion on some shared challenges of caucus leaders. We felt it would be better to work as a group to develop the job description, so we can get the voices of those that are currently in the role. Expected completion date for the job description is February.

Governance Support - Completed
This year, I worked closely with the speaker to develop caucus leader and commissioner training. From the feedback we received, many of the individuals who participated felt more prepared to take on their roles after attending training. I would definitely recommend running this training again in the future. Although formalized training is a good foundation, I am still thinking of ways I can support caucus leaders and commissioners as they progress through their role moving forward for the rest of the year.

MSU Alumni Network - Ongoing
When I came into this role, I really wanted to provide SRA members and PTMs an opportunity to see that their role gives them a lot of transferrable skills they can take into whatever career they pursue. I wanted to develop a mentorship database within the MSU for those individuals who have held similar positions and who are now in grad school and pursuing their careers. It has been a little challenging trying to set up this grass roots project, but I am determined to get it up and running before next term. So, hopefully, by my next report, I will have more to report with respect to this project.

5. Support the Part-Time Managers

Services Special Projects Funding - Completed
During the MSU Retreat, the Board outlined some guidelines for the MSU Services Special Projects Funding. We outlined that we want a large focus of this funding to be focused on collaborative funding projects. Since my last report, the services special project funding form has been finalized and sent out to all PTMs. For term 1, there were two projects that were approved using this fund. Spark accessed the fund for Spark formal and MACycle accessed it to run a newcomers bike workshop for refugees.

Fall PTM Hiring and Training - Ongoing
As previously mentioned in the report, we are in the middle of our fall hiring cycle. Once the Horizons, Clay, Welcome Week Faculties Coordinator, Farmstand, and Shinerama PTM are all hired, I am excited to train and transition them into their roles. A change this year compared to previous years is we are doing more fall cycle hiring for the PTM positions, so hopefully they will be able to have a larger transition time to be able to get a better understanding of their role
before starting. A benefit to more fall hiring is also the outgoing PTM for many of these services will be around to help train them on some of the specific nuances of their service operations.

**Promotions Training- Completed**
All service PTMs and executives have been trained on the MSU’s visual identity guide and basic promotional strategies. We as an organization have worked hard to develop a centralized consistent brand and we have a great communications team that consistently meet with our part time staff to ensure we are in alignment with the MSU brand with all our material.

**PTM Work Space- Ongoing**
It has been an ongoing challenge to make the committee room a usable workspace that caters to the needs of all that use it. I send people email reminders to keep the space clean, but the reality is our services have expanded and there are more users that use the space since when the room was first constructed.

**Standardized Guidelines for Wage Reviews -Ongoing**
Since our last meeting, we sent out and received job questionnaires from all the part-time managers. With the current bylaw and operating policy change that just happened with respect to the wage review process, we are going to begin to evaluate them and are aiming to determine the new wages by the end of the fall term.

**One-on-One Check-ins-Completed**
It has been quite a challenge to have regular one-on-one sit down meetings with every PTM. However, I have had scheduled debriefs with every PTM to hear about their progress as a service and what additional supports I can provide as a manager. All of the meetings were positive and we worked together to identify their areas of improvement and what things need to change moving forward. There will be another set of check-ins scheduled for term 2. But, in the meantime, some PTMs have identified they would want more proactive check-ins t

**Restructure PTM Meetings-Ongoing**
We had our first PTM meeting of the year and it was insightful to get people in a room together sharing their goals and challenges they are having with their role. It was made clear at the meeting that the largest challenge for a PTM is balancing school, their job, and other commitments. So, we talked a little about strategies they can all use to balance their work and school life and highlighted some of the expectations around asking for extensions and accommodations. We will be having our next meeting this weekend, where we will be talking about progress for term 1 and setting goals for term 2 to make sure everyone can achieve their goals by the end of the year.

6. **Support for the Vice-President Administration**

**Changes to the Services Commissioner Role- Completed**
Since our last meeting, Kevan and I have bimonthly meetings to discuss service updates and projects that I want his committee focusing on for the month. A project the committee is working on this month is looking at the expansion of Mac Bread Bin and seeing if the changes are sustainable for future years with respect to service offerings.

**HR Training for the Vice-President Administration- Ongoing**
This has been one of the challenging platforms to achieve as many of the HR professional courses require a huge time commitment outside of work hours. As Jess Bauman is one of our HR designated professionals, she is a huge resource when it comes to handling any HR conflict
in the organization. However, I still believe it's important for the VP Administration to pursue a workshop or some professional development course relating to some of the key HR topics that arise on the job: conflict management, hiring criteria, training development, etc. As I am elected in May, it has been a challenge to find time to do a course or pursue professional development opportunities. However, I am working on a list of areas I believe the VP Administration should get additional training on for future years such as: mental health accommodation and workplace accommodations. From my interactions with part time staff over the course of this year, I believe it's important that the incoming VP has some understanding of some of the policies surrounding these areas.

7. **Welcome Week**

**More SRA Representation in Welcome Week- Completed**

**Higher Level Discussions about Strategic Theme Programming- Completed**

Since the last report, the MSU has been pursuing taking stewardship for Welcome Week Strategic Theme programming. In addition, we have re-assessed training requirements of student leaders who are pursuing rep positions. From feedback from SRA members and students, they wanted to see more emphasis be placed on diversity training, sexual violence prevention and mental health. Therefore, those are areas we are looking into moving forward for the rest of the year.

These are just a brief update on some of the things I have been working on over first term, but a large part of my role is supporting you all as assembly members and investing my time in helping you achieve your platforms. In addition, as we are moving forward to term 2, I just want to provide an open invitation to anyone thinking of running for my role, I would be happy to meet with you or even set up some job shadow days. I hope you remember to take care of yourselves through the exam season and if you ever want a KD bowl, I got some stocked in my office. Until next time...

Sincerely,

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