



REPORT

From the office of the...

Vice-President (Administration)

TO: Members of the Assembly
FROM: Shaarujaa Nadarajah
SUBJECT: Vice-President (Administration) Report
DATE: February 21st, 2017

Dear Assembly,

Time has certainly flown by these last couple months! I want to once again take the time to thank you for all the hard work and commitment you have brought to your role as an SRA member. As you only have less than 2 months left in your term, if there is a project you would still like help with, please don't hesitate to send me a message or stop by the office. One of my primary focuses over the next couple months is preparing for the transition of the organization as we experience a turnover in elected leadership and newly employed PTMs. With the student union only operating in one year terms, it is critical that we all think about how we are going to set up the next group of student leaders for success. It has truly been a pleasure being on the assembly and working with all of you.

Platform Updates

1. *Hiring Practices*

Afternoon/ Weekend Hiring- Completed

Since the last report, we have successfully implemented afternoon and weekend hiring practices for as many PTM job interviews as possible. This is definitely a practice I would recommend we continue for the future, however I would think about how many hours the Vice-President Administration is working outside of normal office hours.

Equal Opportunity for Internal and External Candidates- Completed

From the last report, we have maintained our commitment to hire equitably in the organization. This has been done by sending questions to all applicants in advance, having more open house events facilitated by PTMs, and providing in depth feedback for unsuccessful applicants. In addition, Jess and I have worked on putting more employment resources for people applying for jobs such as interview prep tips, resume building websites, and cover letter samples.

Fall Hiring- Completed

Since my last report, we have successfully completed the fall hiring cycle piloting the evening and weekend hiring times. The feedback received from the applicants was positive as they all preferred being interviewed at a time where they don't have to interact with their as many full-time staff or their peers. In addition, this proposed new structure for hiring also provides more time for the VP Administration to work on her other responsibilities while concurrently during hiring as opposed to spending her whole work day in a meeting room and being unavailable. The following were the PTMs hired during the fall cycle:

- Shinerama Coordinator- Nicole Yan
- Farmstand Director- Shailee Siddhpuria
- Welcome Week Faculty Societies Coordinator- Marina Bredin
- Clay Coordinator- Taylor Bridgens
- Horizons Coordinator- Christine Yachouch

Partner with a Commerce HR Class Professional to Screen our Hiring Practices -Ongoing

Since the last report, I have reached out to the DeGroot HR Association to provide experiential education opportunities for students to sit on our hiring boards. There was about 40 people interested from all undergraduate levels, so I created a form they had to fill out summarizing their interest and what they would gain from this opportunity. Priority will be given for graduating students and I am looking into implement this project post reading week.

2. Improved Training for Peer Support Services- Completed

The Training Research Resources Assistant and I will be working together this month to review our peer support training model and evaluate the value of this pilot role to the organization. Things we will be looking at: permanency of this role, additional responsibilities the TRRA can take on, the supervisor for this role, etc. I should have more to update for the assembly about this role and the future of peer support training for my next report.

3. Making Spaces

MSU Space Audit 2016-Completed

Since my last report, Maccess has successfully moved into their space in the basement of MUSC. However, ongoing priorities for the organization is to find space for the Mac Bread Bin Food Collective Centre and a better space agreement for Mac Farmstand when they operate in the summer. This year, I have experienced a lot of challenges with service spaces and being given short notice from the University or other stakeholders about potentially being kicked out. This is just a constant reminder that space is a huge issue on this campus and we are not going to be able to expand our service offerings without more space.

4. Support the SRA

SRA Training - Ongoing

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. The speaker and I will be working on this project for the next two weeks to have it ready for the new assembly members.

Executive Board Hiring -Ongoing

I just want to give a huge shout out to the Executive Board members that have committed time to help me with hiring boards. Hiring takes a lot of time, so I just want to thank Ikram, Desmond, Ashley, Pearl, and Eric for being diligent and committed to the process.

Executive Board On-Boarding Package -Completed

I think the on boarding package helps in bridging the information gap, but Executive Board makes a lot of decisions about the day to day operations of the organization. I think looking into a more blended model of training for this board would be my recommendation moving forward.

Formalize the Role of Caucus Leader- Ongoing

This was a project we were going to work on with the caucus leaders in caucus leader meetings, but it has fallen behind in terms of timelines. At the next SRA meeting, hopefully we will have an updated JD for the caucus leader and some operating policy changes to refine the job responsibilities of the caucus leader.

Governance Support -Completed

Beyond the first ever commissioner and caucus leader training that happened this year, I think we need to critically look at our commissioner roles and whether the current structure provides the best avenue to do work in the organization. I am specifically going to be looking at the services commissioner role and assist Preethi and David as they reevaluate the bylaws and operations commissioner roles.

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. For term 2, there was one project that was approved using this fund. Elections used this fund to fund their pilot Governance and You project.

Fall PTM Hiring and Training- Completed

One thing I have noticed is hiring more PTMs in the fall does provide more opportunity for transition which has helped bridge the knowledge gap for incoming PTMs. This has made a considerable impact in lightening the responsibility on the current VP Administration on having to train these staff while hiring for all other services.

Promotions Training- Completed

All service PTMs and executives have been trained on the MSU's visual identity guide and basic promotional strategies. My only recommendation would be to move up the training to be earlier in the year rather than September as many promotional materials for services come out over the summer and in early September.

PTM Work Space- Ongoing

We have seen an immense amount of service expansion over the last couple years and now, with some space changes, we are asking additional services to operate out of the committee room such as the Maroons. It's been an ongoing challenge to keep this space usable for every user, so I have been looking into alternative work spaces in the main office to be able to provide to staff on a bookable basis.

Standardized Guidelines for Wage Reviews -Ongoing

Since our last meeting, Jess, Ryan, and I have been finished evaluating almost all PTM wages and are moving onto to other part time positions in the organization. We want to thank all supervisors and PTMs with helping us with this process.

One-on-One Check-ins-Completed

Term 1 check ins went well and something I did is if I noticed a PTM was struggling or needed additional support, we would schedule bimonthly check-ins to make sure they were on track. Most PTMs were on track to completing their year plan for their service and were satisfied with all their work term 1.

6. Support for the Vice-President Administration

Changes to the Services Commissioner Role- Completed

Although we have tried to strengthen the relationship between the services and the commissioner by putting them on executive board, I think we need to do an overhaul for this commissioner position and evaluate the purpose of this role. As outlined in governance support, it will be a priority of mine to bring forward a recommendation to this assembly on the restructuring of certain commissioner roles including the services commissioner role.

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
- Workplace accommodations
- Navigating the workplace with the new harassment policy
- VP Admin should receive basic peer support training

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. Over the next month, I will be developing an action plan for how the VP Administration will be able to inform themselves better on some of these topics over the summer which will prepare them better to handle their role over the course of the year.

7. Welcome Week

More SRA Representation in Welcome Week- Completed

Since the last report, I have met with Katie Pita who ran on adding more SRA representation to Welcome Week. The challenge I told her about is that there is on the SRA to make themselves available and participate in the opportunities provided by the VP Administration. One of the priorities we defined was to have a larger SRA presence during faculty fest.

Higher Level Discussions about Strategic Theme Programming- Completed

Since the last report, Ryan and I have been working on a project on the Welcome Week Committee for more student consultation to be apart the development of the strategic theme programming. We have proposed a new committee structure that would include more active participation from our PTMs to be a part of the development and implementation of strategic theme programming for Welcome Week 2017.

As my term is coming to a close, I welcome all of you to think about whether you want to run for my position. I would be happy to facilitate job shadows or have a one-on-one meeting if you want to talk about this opportunity further. Being the Vice-President has been extremely rewarding and I have learned so much on the job.

Sincerely,

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