Dear Members of the Assembly,

It's your second meeting of the year! At this point, I really hope you have a solid (if not, better) understanding of what your position is in the grander scheme of things and to our organization at large. One of the highlights of my summer months has been organizing and delivering training weekends; however, your preparedness for your role shouldn’t ever be contingent on attending one weekend. In the latter half of the summer, I will provide drop-in training sessions for those who missed training and those who would like refreshers.

Additionally, working on platforms and keeping up with your commitments can sometimes be challenging and in these instances I would hope you feel comfortable enough to reach out to me for support. I ran for this position because I see immense potential in our abilities to collectively push for impactful changes on campus and it starts with you. If you require any support/advice/an emergency burrito, I am a phone-call away and my door is always open.

Over the course of the summer, I’ve had the opportunity to work on some of my platform points and provided detailed summaries of each below. If you have any questions, ask away!

PROGRESS ON YEAR PLAN

In the forthcoming reports, I will be structuring my updates in table format for the following components: training, supporting the SRA, supporting PTMs, supporting AVPs, hiring practices, human resources, welcome week.

<table>
<thead>
<tr>
<th>Training</th>
<th>SRA Onboarding</th>
<th>An onboarding package was created and provided</th>
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<tbody>
<tr>
<td>Package Completed</td>
<td>to all SRA members who attended training in June, for those who couldn’t attend; they will be in the resource library (in front of my office) for pick-up!</td>
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<tr>
<td>Summer MSU Orientation Completed</td>
<td>The MSU Retreat was successful! I originally had plans for it to be conference-style; however, with Vision 17, it was redundant to provide two conferences. One of the key purposes of the retreat is to allow distinct groups of our organization to interact with one another and engage them in team-building activities. Ath &amp; Rec facilitated this exceptionally well based on the feedback that I collected.</td>
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</table>
| Summer Specialized Training Completed | 1. **PTM Training:** May 4 & May 20/21 was a one-day training session and training weekend, respectively. At this point, I delivered training to most PTMs on topics that would best prepare them for their roles.  
2. **SRA Training:** June 17/18 was a training weekend. At this point, the Vision 17 conference on the 17th positioned you all to meet campus partners and peers, and understand your role in the greater context of the MSU. The 18th was your full-day training on matters related to you. I intend to provide drop-in training sessions mid-August for refreshers for both PTMs and SRA members who were absent at training. |
<p>| Safe(r) Campus Training On-going | As I make consultations with campus and off-campus partners for welcome week’s strategic themes programming, training is a topic that often comes up. I had a preliminary meeting with Meaghan (EIO) and Crickett (SACHA) to develop a 3-week formalized training program. |
| Training &amp; Resources Research Assistant On-going | If you see Merima Menzildzic, give her a warm welcome as she’s our newly hired TRRA and will be working closely with me this year in grounding our peer support training modules as well as other projects I outlined in my platform that continue the efforts of those who came before her: knowledge translation, summarizing the option exploration process and creating a system of contact between community partners and peer support PTMs. |
| SRA In-Transition Training | By-elections don’t occur until first term, so I intend to work on this platform closer to this time. |</p>
<table>
<thead>
<tr>
<th>Supporting SRA</th>
<th>Description</th>
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<tr>
<td>Clustering Platforms</td>
<td>With Kamini’s assistance as AVP Internal Governance, she crafted a beautiful document that highlights everyone’s platforms. This preliminary document will help me map out key platforms to cluster prior to the school year and create platform project groups.</td>
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<tr>
<td><strong>On-going</strong></td>
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<tr>
<td>Resource Library</td>
<td>There will be a shelf outside my office that will have key training binders and compiled documents from previous years within caucuses that you will be able to utilize by the beginning of September.</td>
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<tr>
<td><strong>On-going</strong></td>
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<tr>
<td>Opportunities to Lead</td>
<td>If you are interested in helping organize a Student Leadership Conference or the Leadership Summit for Women – please e-mail me your name so that I can forward it to the relevant partners.</td>
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<tr>
<td><strong>On-going</strong></td>
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<tr>
<td>Caucus Leader Support</td>
<td>You all have been in the process of crafting year-plans and myself and Kamini have offered our support throughout. In the following days, Kamini will be connecting with you all in preliminary advice she may have for you in approaching your platforms. Caucus leader training will be held the morning of your first September meeting.</td>
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<tr>
<td><strong>On-going</strong></td>
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<tr>
<td>Skill-building Workshops</td>
<td>I intend to work on this platform during first term when some of our clubs are back (i.e. Improv Team) who can help with facilitation.</td>
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<tr>
<td><strong>Not in progress</strong></td>
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<tr>
<td>Work-life Balance</td>
<td>Myself and Pauline will likely have a meeting to develop a strategy of utilizing office 365 or other communication applications that we could pilot to lessen the overlapping of social life and work life.</td>
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<tr>
<td><strong>Not in progress</strong></td>
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<tr>
<th>Supporting PTMs</th>
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<tr>
<td>One-on-ones</td>
<td>This will stay platform will remain on-going throughout my term because one-on-ones typically aren’t a checkbox. Since May, I’ve made efforts to connect with almost all part-time managers on a personal and professional level and will continue to do so (i.e. via lunches, grabbing coffees, visiting their offices/shops, etc.)</td>
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<tr>
<td><strong>On-going</strong></td>
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<tr>
<td>Collab-space</td>
<td>Renovations and furnishing will begin post-Horizons as the coordinator typically uses the</td>
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committee room for storage and conference preparation.

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<tr>
<th>Staff Meetings</th>
<th>Not in progress</th>
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</table>
| **1. Roundtable Staff Meetings:** My staff isn’t entirely hired, the DRO and SCSN positions are vacant.  
**2. Debrief Meetings:** Merima and Kristina (AVP Services) will be working together in facilitating the first debrief meeting come September for all peer support managers. Merima will connect with some content experts to attend and Kristina will take leadership in facilitating the meeting. |

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<th>Professional Development</th>
<th>On-going</th>
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<tr>
<td>Throughout the year, I intend to coordinate these professional development opportunities for the part-time staff; however, many are still in the swing of year planning, training exec, transitioning, etc. This will likely be implemented first term. However, I’ve begun relaying any</td>
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<tr>
<th>Feedback Mechanism</th>
<th>Not in progress</th>
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<td>Feedback forms will be circulated once at the end of my summer cycle, mid-way through fall term and beginning of the winter term.</td>
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<th>Supporting AVPs</th>
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<tr>
<td><strong>Transitioning</strong></td>
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<td>This structure was extremely new and one of the challenges has been identifying how to effectively utilize these roles to support me. As vice-presidents, we delivered an initial introductory training on June 16. Kristina’s role has now been formally introduced as a logistical support for part-time managers and the programming/events they host. Kamini’s role is better equipped to be a support for you all and your caucus leaders specifically for platform-related help and check-ins.</td>
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<tr>
<th>Full-time Staff Connections</th>
<th>Complete</th>
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<tr>
<td>Kristina &amp; I will be regularly meeting with Victoria Scott. Kamini will be working closely with our new Operations Coordinator upon their start date.</td>
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<th>Hiring Practices</th>
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<td><strong>Weekend &amp; Evening Hiring</strong></td>
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<td>This was a fairly simple platform – I communicated to Executive Board members of when I’d ideally be hiring for the vacant positions over the summer. When hiring periods during the school year begin, they are aware that hiring may potentially be</td>
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during evening hours or on the weekend.

| Creative Recruitment Strategies | It’s been communicated to part-time managers that all interview questions must be approved by either the VP Admin or AVP Services (in the absence of our Operations Coordinator). We’ve let part-time managers explore the option of asking for assignments, hosting group interviews, etc. I intend to continue working with Kristina in identifying other creative strategies that our part-time managers could consider for hiring. |

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<tr>
<th>Human Resources</th>
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<tbody>
<tr>
<td>Navigating Key HR Issues</td>
<td>I’ve filed two incident reports since my term has begun and will continue populating my files throughout the term.</td>
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<tr>
<td>Employment Equity Statement</td>
<td>Will begin once the Operations Coordinator steps into their role and has settled in.</td>
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<tr>
<td>Workplace Accommodation Policy</td>
<td>Will begin once the Operations Coordinator steps into their role and has settled in.</td>
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<th>Welcome Week</th>
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<td>Bystander Intervention</td>
<td>Will be facilitated by Crickett &amp; Meaghan in the latter half of August for campus event representatives, maroons and 1280 security guards. The opportunity will also be extended to other student groups who would like their primary event organizers to receive training.</td>
</tr>
<tr>
<td>Off-campus Students</td>
<td>Unfortunately, the version of off-campus student support that I presented is no longer an interest of the relevant partners I intended to work with. Alternatively, I will be aiming to host a couple events throughout the next couple months (i.e. movie-screening in the hollow) for off-campus students, summer school students, work-study students in collaboration with campus events and maroons (potentially, SOCs). While this isn’t directly welcome-week oriented, it does speak to the support of off-campus students who are looking to engage with other students.</td>
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| Governance & | 1. Governance: have ordered shirts for welcome |
Service Visibility

*On-going*

week, booked space for tabling and will extend invites to all SRA members to engage with students during the alternate faculty night event.

2. Service: booked space for tabling, most of our peer support managers will be assisting with the wellness fair and the rest will have an opportunity to table during the week.

GENERAL UPDATES

Over the summer, we have hired both my associate vice-presidents whom you’ve all had quite a bit of interactions with. Three other individuals who have been hired are Aditya Harchand (QSCC Coordinator), Merima Menzildzic (TRRA), and Chloe Deraiche (Chief Returning Officer). If you see any of these folks, please give them a warm welcome as they join our team.

Best,

Preethi Anbalagan
Vice-President (Administration) & CAO
McMaster Students Union
vpadmin@msu.mcmaster.ca