



YEAR-END REPORT

From the...

Vice-President (Administration)

TO: Student Representative Assembly
FROM: Preethi Anbalagan, VP Administration
SUBJECT: Final Report
DATE: March 25, 2018

Dearest assembly members,

I shared some sentiments in my last report but just wanted to say how thankful I am to each and every one of you who elected me into this role. I asked you for a shot, and you gave me one - I am nothing but appreciative of the opportunity you gave me to give back. I learned quite a bit in the job, but notably how fortunate we are to attend one of the best universities with bright and dedicated student leaders who build some of the strongest communities we see today. The power in these facts is limitless, so from the bottom of my heart - **thank you for all that you have done and will continue to do.**

It's been an incredible experience being the Vice President Administration this year, but I have the unique privilege of now looking forward to next year and the exciting things you each will embark on and accomplish.

As always, don't hesitate to reach me if you have any questions on my report.

Keep it fresh,

Preethi Anbalagan
Vice-President (Administration)
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During my election, I had said that it's difficult to measure a VP Administrations success. This is because my success will always be measured by the success of those I support. This year, I've had the fortune of befriending and managing a group of innately beautiful people and have to begin with a few Thank You's to my part-time managers.

Karan Chowdhry - Literally my heart and soul, who never fails to swing by the office to ask how I am or address me as Aunty Anbalagan in public. In truth, his position parallels mine in the sense that he has one of the largest teams to manage and support, I can't begin to tell you how difficult this can be at times. Yet, his unwavering support and limitless dedication to his team is the most inspiring thing about him. Thank you Karan for all that you do and more.

Sutina Chou - If you ever need an encyclopedia for the organization, Sutina is probably the person to go to. She has single-handedly turned her service around 180, with an overhaul to her executive structure, a re-brand and quadrupling her service usage every month. I have nothing but admiration for how much she has put into this service. One thing for certain is that those who came before her and those who will come after her will have so much to thank her for.

Lilian Obeng - I've thought a lot about the term "resilience," and what that means in my role, in the organization and in grander scheme of life. I think of Lilian a lot when I think of the term, she has undoubtedly faced so many adversities in her role and has always stayed above it. Addressing racism, bigotry, discrimination are not easy things. You often feel like the modern-day Sisyphus, yet the strides she continues to make is the most respectable thing about her. Thank you for all that you do and have done Lilian.

Hazra Chowdhury - If managing students isn't hard enough, try managing first-year students who are experiencing leadership roles for the first time. There's a level of appreciation I have for those who do the behind the scenes work. Her level of support to the First Year Council is why students will no longer have a lock out fee, have extended Centro hours and a first-year Olympics to look forward to. Everything Hazra has done, from her limitless support and leadership has not gone unnoticed. Thank you from the bottom of our hearts Hazra!

Lindsay D'Souza - My girl, stepping it up this year in so many capacities. I don't think many people realize the impact that our mentors have in our lives and how important it can be to thank them from time to time. The number of first year students, her executives and staff that will see her as a mentor today will be because of her dedication to giving back to her communities. I'm overwhelmingly grateful for the support and friend she's been to me this past year, thank you Lindsay.

Lucia Lee - I recognize this year has not been easy (to say the least). There's so much I've learned from Lucia - specifically what it means to put everything on the line for something you care for. Her kindness and dedication to her team is unparalleled and I'm wholly appreciative of everything she has done this year. Thank you Lucia.

Carly Van Egdome - If you were to ask me which service I may have been a part of had I not been elected, I'd have told you SWHAT. Carly has been a literal trailblazer this year, from breaking a record during their November Walk-a-thon to hosting a Community Safety Week. Carly pushed boundaries and took what was originally an operational service to it's potential for advocacy. I am so proud of all her accomplishments and strides this year, thank you Carly for all that you've done this year.

Emmanuel Appiah - There was a time when the Board and I were in our offices at 8PM chipping away at our e-mails and the SCSN's Bylaws Video appeared on each of our timelines

at the exact same time. The sheer level of coordination and creativity it took to translating bylaw knowledge was mind-blowing. The work Manny and his team have done this year surpassed all our expectations and we couldn't be more appreciative of his dedication to our community. Thank you Manny, you've been so incredible.

Chloe Deraiche & Sarah Figueiredo - Elections Department truly had a wild ride this year. I can't count how many times I've seen both Chloe and Sarah working tirelessly in the office at late hours. Being the messenger of bad news is not the easiest gig, and I recognize that in their roles. Thank you Chloe and Sarah for all the work you both have done this year. I can't name a better duo.

Ive Velikova - I cried real tears when Ive and her team released the Resources Hub. I've seen nothing but good things come out of Macademics this year and it's entirely thanks to Ive's dedication and leadership amongst her team. Thank you for all that you've done!

Paddy Sreeram - A woman of distinction in my heart. The intersectional lens that Paddy brings to training, program development and service delivery has set an example for a number of services. Notably, there's something to be said about WGEN's approach to programming for transfolk because for the first time we're seeing our services treat transfolk as far more than footnotes in conversations. I'm so incredibly proud of Paddy and all that she's been able to give back to the WGEN community. You're pleasure to work with, thank you for everything.

Lauren McClinton -When Maccess was incepted, the recurring ideas from the accessibility forum and service creation process was the idea of delivering various support groups for the range of disabilities experienced. To see it come to fruition in the way it was intended has been so inspiring and rewarding. Thank you Lauren for your limitless love and support.

Sam Aung - Sam has been the most exceptional human to work alongside this year. EFRT is always said to be a self-sustaining service. While that may be true, I think a lot of credit is due to the service's leadership and their direction for the year. Sam has been incredible year-round and I have no doubt she'll be excellent the following year. Thank you for everything Sam.

Nicole Yan - Nicole was a trailblazer from the beginning. Funny story is that Nicole's purchase order for rep suits was accidentally approved, giving Shinerama its first volunteer rep team. Yet, I saw her seamlessly step into the role of a manager and lead a team of 20+ towards raising over \$100,000 for cystic fibrosis research. Thank you Nicole!

Taylor Mertens - My dearest Baguette Bucket has been an absolute superstar this year. With Taylor's leadership, we now have a strengthened relationship with Hospitality Services, a fully operating Food Collective Center, and established direction for the service. We owe this complete 180 to Taylor and his sincere dedication to the service and his team. Thank you Taylor!

Shailee Siddhpuria - Mac Farmstand is a service near and dear to me and I couldn't be more proud of how it was executed this year with Shailee's leadership. I have the utmost confidence in her and her vision to see her do it again this year. Shailee, you have a bright future ahead and it's just waiting to be claimed. Thank you for all that you've done this year.

Rachel Persaud - Rachel is going to be a stellar CLAY Coordinator and there's no doubt in our minds that the conference will likely be the best one yet. I am so confident in her leadership and can't wait to see all that she does despite the hand she was dealt. Rachel, you're going to be transcendental - thank you for your tireless efforts and dedication.

Josh Yachouh - I'm more confident in Josh than I am in anything else really. He's going to be a phenomenal Horizons Coordinator and I'm ecstatic to see how this year's conference will unfold under his leadership. Good luck and thank you for being a lovely being to work with.

With that said, here are some year-plan updates.

Objective 1	Strengthening Training Delivery & Orientation
Description	<p>Our organization is transitional in nature so there is always a chasm between our expectations of elected leaders or staff and their preparedness for their roles. The following are ways I intend to strengthen previous training delivered and developed:</p> <ul style="list-style-type: none"> • Host a conference-style MSU Orientation, opposed to retreat • Specializing SRA Training through feedback mechanisms • Create on-boarding package for SRA Members • Develop a formalized Safe(r) Training model with campus partners, staff and community partners • Introducing peer support training modules • Offering SRA In-Transition Training
Explanation	<p>A training program for students, staff, Campus Security, external security, internal security and campus events staff has been difficult to get going because there are many external organizations supporting and delivering sexual violence response training that we can always utilize. An in-house program didn't seem to be a viable option this year due to other competing interests and initiatives.</p>
Recommendations	<ol style="list-style-type: none"> 1. Do not facilitate three on-campus weekend trainings - it is largely unnecessary. It provides benefit to attendees because they have down time to socialize and build rapport with their peers; however, does not effectively use their time well as a 1-day training session will suffice. Orientation 2. Utilize the Administrative Services Coordinator and Marketing & Communications Director (formerly the Student Life Development Coordinator) to facilitate training on the VP Admin's behalf. Let them be key players in training as not all training components need to be delivered by a VP Admin, especially since summer will be exceptionally busy with transition, supporting part-time managers in preparation for the school year as well as WELCOME WEEK! 3. Ask SRA and PTMs what they wish to see in training, the difficulty here is that many of them don't know what they don't know until they begin their roles. However, it always helps letting them provide input in what they want to take away from training. 4. Create an Avenue Portal or Website Tab for training sessions on How To Be A Manager, Budgets, Executive Board, and Employee Policies (to name a few). Digitizing training with how-to videos can be exceptionally helpful because we need something more standard year after year, opposed to training being contingent on whoever is the VP Administration that year. Let it be something VP Admin's and full-time staff build on as an

	online training library.
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Objective 2	Increased Support for the Student Representative Assembly
Description	<p>With a relatively new assembly members, it's important that the SRA is provided the baseline foundation in navigating their roles and how to access resources. The following are ways I intend to support the assembly:</p> <ul style="list-style-type: none"> • Resource Library • Clustering Platforms • Opportunities to Lead • Caucus Leader Support • Skill-building workshops
Explanation	The AVP structure was exceptionally useful; and the AVP Internal Governance should continue to function as a role that supports the caucus leaders. This is something I piloted this year with Kamini to see where her role can support the VP Admin's responsibilities as deputy speaker of the assembly.
Recommendations	<ol style="list-style-type: none"> 1. Continue caucus leaders support with regular meetings. This can be exceptionally important in receiving feedback for the Board to improve in communications and general support to the assembly. This year Kamini had helped in meeting with caucus leaders one-on-one to compile a report of recommendations for the Board - this helped significantly to see where we could be better. 2. Utilize the speaker, they can be a great resource for facilitating SRA training on assembly procedures and Robert's Rules. They can also support SRA members who are elected during by-election periods if there is a lot of turnover throughout the year. 3. Supporting the newly elected should be a strategy next year for the VP Admin and Speaker as newly elected members in March should be provided training in preparation to Vice Presidential elections. This will set up members to elect candidates based on merit and competency.

Objective 3	Supporting Part-Time Managers
Description	<p>The Vice President Administration supervises an upwards of twenty part-time managers and it's the largest, most integral component of my role. I intend to provide support in the following ways:</p> <ul style="list-style-type: none"> • One-on-ones • Collab-space • Hosting roundtable PTM meetings • Debrief meetings with the Peer Support Department • Providing professional development opportunities • Developing an upward feedback mechanism
Explanation	The Collab-space is something I wasn't able to get to due to a long wait

	<p>period to hear back from our office renovation contractors. The budget of \$5000 will remain for whoever wishes to upgrade aspects of the committee room albeit, the place will remain messy regardless of what you do to change it.</p>
<p>Recommendations</p>	<ol style="list-style-type: none"> 1. Don't try to be universally liked, being disliked is inherent and inevitable in a managerial position because the VP Admin position is the easiest to blame when decisions are made. It is in the job description to facilitate feedback for part-time managers and for yourself. This year, they've been digitized and can be recreated using Microsoft Forms. 2. Maintain constant communication no matter what, one on ones were exceptionally useful for part-time managers but some will not schedule these meetings with you and will forget to respond. But continue to communicate through casual Facebook messages and in-person check-ins as they can also suffice as one-on-ones. 3. Roundtable meetings were appreciated by a number of part-time managers because they liked hearing what other services were up to and felt as though they were a bit more connected to each other despite running vastly different services. 4. Summer part-time managers, ensuring these individuals are provided support right away as their operations begin the moment the VP Admin does. There are also part-time managers who experience a transition in leadership (i.e. CLAY, Horizons, WWFC, Macycle, and PCC), so they must be uniquely supported and building rapport with each of them will be critical in their success.

<p>Objective 4</p>	<p>Supporting Associate Vice-Presidents</p>
<p>Description</p>	<p>Associate Vice-Presidents are new to our organization and are the first individuals to pilot this structural change and some of the ways I intend to support the preparedness of incoming AVPS are:</p> <ul style="list-style-type: none"> • Making the transition: crafting an onboarding package alongside the VP Finance and VP Education • Connecting them to full-time staff: AVP Internal Governance to work closely with the operations coordinator and AVP Services to work closely with the administrative services coordinator
<p>Recommendations</p>	<ol style="list-style-type: none"> 1. Define boundaries for the AVP Services as they often become a complaints box about the VP Admin. Utilize the Administrative Services Coordinator and ensure the AVP is directing any concerns PTMs may have to full-time staff who can address them appropriately. Continue having the AVP Services conduct risk management, service reviews and assisting PTMs with event planning. 2. Utilize the AVP Internal Governance for WW programming, the role can be used for project development. Strategic themes will require a lot of support over the summer and the SRA will only meet twice, so transfer their responsibilities

	and channel their efforts towards assisting with event planning and strategic themes coordination. Allow them to be a resource to the assembly in the way the AVP services is a resource to the PTMs. Have them review a set number of operating policies and bylaws per term.
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Objective 5	MSU Hiring Practices, Improvements & Additions
Description	Administered the hiring process for the organization.
Explanation	Accommodations are provided with a person-centered approach. To that effect, we have a policy that states we will provide accommodations if asked for. As of right now, if an accommodation is required in the workplace - the request should be forwarded to Maddison, the Operations Coordinator.
Recommendations	1. Prep for hiring in the September month , this will provide enough time to sort out scheduling, reviewing interview questions and collaborating with the Operations Coordinator.

Objective 6	Strengthening Welcome Week Programming
Description	The VP Admin sits on both the Welcome Week Planning and Implementation Committee (WWPIC) and co-chairs the Welcome Week Advisory Committee (WWAC). It's one of the only project-based components to my role and having been a part of welcome week for three years in the past, I'm excited to see a few changes in the upcoming year: <ul style="list-style-type: none"> • Delivery of strategic priorities programming • Bystander Intervention training for student groups • Supporting the off-campus student population during orientation • Garnering visibility for both our governance branch and our services throughout welcome week
Explanation	There were some conversations regarding SOCS offering support in different cities, but there was no follow-up to see if it actually occurred so I redirected my focus to strategic themes.
Recommendations	Strategic themes will be a priority again; there is a new theme on Community Engagement that will likely be led by the VP Admin. In addition, there is a new committee structure for strategic themes that involve our campus partners in decision-making regarding event development and budget allocations. Bystander Intervention training should be facilitated by Project Soundcheck again - especially to address last year's concert concerns.

Beyond my platform there were also a number of projects that came under my radar as the year progressed. I'm grateful to have seen some projects from inception to completion, and to have been involved in the process for many of them. I've gone into detail regarding a few in my previous reports, so I'll highlight only the recent updates on projects.

MSU Pride Community Center

Formerly titled, "Queer Students Community Center," there has been a number of changes brought forward to revitalizing and reforming this service. Ryan and myself had begun

preliminary work in the re-brand and soliciting feedback on space renovations. I am ecstatic to see the incoming coordinator carry this forward, from operating policy changes to frosted flamingos on their windows. It's going to be an exciting year ahead.

Peer Support Promotions Working Group

This working group will be critical in ensuring the evolution of the department is supported and the resources that exist for students in crisis, in need of support and kindness are widely promoted. I'm excited to share with the working group some initiatives they can run in the following year and provide guidance to how they can potentially operate.

Full-time Staff Trans-Inclusion Training

I'm beyond excited that our main offices have gender-neutral washrooms (thanks to Chukky for following up on it). However, trans-inclusivity doesn't end here. With Emma and John's help, we've been able to organize the first Trans-Inclusion Training session facilitated by 519 Community Center for our full-time staff. There will be another session occurring in mid-April, for incoming SOP's to take part.

Part-time Staff 2018-2019 Hiring

Hiring is almost complete! Applications for both DRO and Diversity Services Director have closed and we're currently in the interview process.

Name	Position
Joshua Marando	Welcome Week Faculties Coordinator
Hannah Philip	Mac Bread Bin Director
Swaleh Hussain	Mac Bread Bin Assistant Director
Angel Huang	Macademic Coordinator
David Zaslavsky	Macycle Director
Rachel Persaud	CLAY Coordinator
Josh Yachouh	Horizons Coordinator
Lauren Liu	Shinerama Coordinator
Shailee Siddhpuria	Mac Farmstand Coordinator
Samantha Aung	EFRT Director
Dan La France	Maroons Coordinator
Iku Nwosu	Chief Returning Officer
	Deputy Returning Officer
Jocelyn Heaton	WGEN Coordinator
Sowmya Karthikeyan	SWHAT Coordinator
Rohan Lohana	SCSN Coordinator
Hilary Zorgdrager	Maccess Coordinator
Adrianna Michell	SHEC Coordinator
Miranda Clayton	Pride Community Center Coordinator
Jane Luft	Spark Coordinator
	Diversity Services Director
	Diversity Services Assistant Director

That's all folks!