



REPORT

From the office of the...
Vice President (Administration)

TO: Members of the Student Representative Assembly
FROM: Sarah Figueiredo, Vice President (Administration)
SUBJECT: SRA 19H Report
DATE: September 17th, 2019

It has been a busy two months! Though most of my time was focused on Welcome Week, I did take on a few projects such as PTM September training, and peer support training. Outlined below is my progress on my year plan, what I've been up to lately, and what I will be working on for the next few months.

PROGRESS ON YEAR PLAN

Welcome Week

In case you didn't know, Welcome Week happened. As VP Admin I took on more of a support role as we progressed through the summer, though I did have the opportunity to plan a few events. Alongside the ROP, OCOP, WWFC and Anika (The Spark Coordinator) we brought Farrah Khan in to discuss consent and it's importance in her talk called 'the pleasure principal'. We saw pretty decent turn out compared to past year, but I think more work needs to be done to make this event inviting to first year students. I also headed the project to get consent buttons and stickers, the substance use lawn signs, and the ways to wellness lawn signs. Though most "disappeared" by the Wednesday of Welcome Week, I have saved a few to put up this weekend (September 20th).

Shine's focus shifted slight this year. Planner were encouraged to plan shine events that gave back to the community (such as the Engineering bus pull). Under the direction of shine, creative events such as grocery bagging, car washes, street side coffee houses, and craft markets were held for shine. Another change this year, was that residences participated in a dodgeball tournament instead of Shining in the Hamilton community. I think these were welcomed changes to the somewhat dated Shine format.

The rep application night was also reimagined. Instead of doing a club night a drop-in dinner was held for all reps on Wednesday September 4th. WWAC Special Projects funding was used to fund the event. The event was a great success – we served around 400 reps a full meal at TwelvEighty! Next year I would love to see the Welcome Week team expand this event to encompass more reps, and more activities (such as board games or a photo booth).

Peer Support Training

This past weekend September 14th to 16th, 2019 peer support took place for our ~200 peer support volunteers that staff SHEC, WGEN, The Pride Community Centre, and Maccess*. In the absence of the Training and Resource Research Coordinator I took on the coordination of training. This allowed me to be more of a support to the PTMs of the aforementioned services, but also provide to be a big undertaking. Next year, I hope to see this taken on by the AVP Equity.

The following training sessions were held:

- Anti-Opressive Practices Training facilitated by Khadejia from the Equity and Inclusion Office (EIO)
- Two Accessibility Training Sessions provided by Brittany from Maccess and Kate Brown from the EIO
- Peer Support Training provided by Nealob from the Women and Gender Equity Network (WGEN)
- Pronouns Training Provided by Drew from the Pride Community Centre (PCC)
- Sexual Violence Prevention & Response Training provided by Tolu (EIO)
- Service specific training created facilitated by each service part-time manager

**Due to a delay in hiring, Diversity Services will be holding a separate training sessions for their volunteers.*

Check-Ins

I almost completed one on ones for all part time managers. In these meetings I have been asking them about their success and challenges, and how I can best support them as we enter the school year. These one on ones allowed me to gauge where PTMs are at in regards to needing support, but also helped me gauge when busy periods will be for them as a service manager, but also as a student (and a human).

PTM Training

September Welcome Back Training happened on Saturday September 7th. In this training session we had:

- Accessibility training provided by Maccess
- Peer Support Training provided by WGEN
- Events Training provided by Martino (AVP Services)
- Finance Re-cap Training provided by Alex (VP Finance)
- Conflict Management, Disciplinary Procedures, Committee Room Etiquette and Hiring Training provided by myself

This training session offered an opportunity for PTMs to build upon the training they received on May 7th, and provided a space for PTMs to share what they have learned and experienced up until this point. January revival training will offer a space for PTMs to learn from each other, rather than from a presenter.

PTM will also be having monthly training sessions. The first will be with Tolu from EIO who will facilitate Sexual Violence Prevention and Response training. One will be with Kate Brown from EIO that focuses on accessibility. Lastly, I am looking into having the PTMs do a blanket exercise facilitated by KAIROS on the effects of colonization on community.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

AVP Equity

This position has been renamed “Admin Team Research Assistant” and will be sent to EB on Wednesday September 25th. Their forecasted start date will be on November 1st. The name change is taking place as by-law says all AVPs must have a committee. I do not think it would be beneficial for this role to have a committee, so for as of this year this role will not be an AVP. Shemar and I will be reviewing the role of AVPs

Re-Evaluating MSU HR Resources

Over the summer months I have been working with John McGowan and the Board to review our admin team operating policy, as well as the individual job descriptions. We are currently assessing Maddison’s job title to ensure it encapsulates the HR nature of her jobs but does not leave out the clubs support aspect of the role. We hope to have this finished up in the coming month.

Maroons Review

The Maroons Review is still underway, we have chosen to prioritize ensuring community members have the space to share their story rather than having the review done quickly. I will touch base with the SRA once the report is released about next steps moving forward.

Strategic Themes Advisory Committee

Now that Welcome Week 2019 is done, I will begin planning for Welcome Week 2020. During the next few months we will be reviewing our Terms of Reference for STAC, where I will begin conversations about including the PCC Coordinator on the panel of student leaders who evaluate events.

Hiring Training

A hiring schedule has been tentatively created, with three hiring cycles taking place to hire ~20 positions. Cycles will take place in October, January, and February. Along with this, I have been creating hiring training that will be distributed to all hiring panel at the beginning of each cycle.

SRA Training Sessions

I have been working with council chamber to see when we can get GH 111 booked for training. I will be touching base with presenters this week to solidify a schedule. As of right now, it looks like our first session will be on October 3rd.

CURRENT CHALLENGES

I am currently having trouble drawing the line between work hours and non-work hours. I often get personal messages after hours, or emails late at night. Often the response is rather simple, and I can address it in a few minutes but this leaves me feeling consistently "on". I will be making more of a conscious effort not to respond to messages or emails after hours or on my time off as I feel like it may be leading to some feelings of burnout. Only 7 months left!

SUCCESSSES

Nothing went horribly wrong during welcome week – no fires! I consider this a win!

PTMs are really starting to become comfortable in their roles. It is really great to see them begin to reach out to each other for support, and feel confident enough in their own abilities to offer advice.

Warm Regards,

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