



REPORT

From the office of the...

Vice President (Administration)

TO: Members of the Student Representative Assembly
FROM: Sarah Figueiredo, Vice President (Administration)
SUBJECT: SRA 19L Report
DATE: November 13th, 2019

Hey, Folks! A lot has gone on since my last report so below are the highlights!

PROGRESS ON YEAR PLAN

Create Year Long Learning Opportunities for PTMS: This year PTMs have completed training in May, September, and during a few of our PTM meetings. More information on this is outlined below, but in summary I have found that the group really thrives in a small group setting. Moving forward, I will try and facilitate trainings that cater towards this style of participation.

Create A Sense Of Community Amongst PTMS: Having the PTMs convene more often has led to a greater sense of community. I find that they prefer to contribute to conversation in smaller groups, so I will be adapting the next PTM meeting to incorporate more of that style of sharing. We had a PTM dinner at the end of October where about half of all PTMs on contract were able to come. I will be planning a dinner for them before exams to celebrate first semester – I hope having frequent face to face interactions with each other will strengthen their sense of community.

Improve PTM Transitions: I have begun working towards making a PTM transition worksheet for incoming and outgoing PTMs to fill out. I plan to have the completed by December.

Improve Peer Support Department Support: The Admin Team Research Assistant has been hired. This is a new evolution of the AVP Equity that was proposed in my year plan. Currently our by-laws state that all AVPs must chair their committee – implying that an AVP must have a committee. I do not think it would be beneficial for this AVP to have a committee. So in an effort to ensure work in the scope of this role is completed the role has been changed to a research assistant. I will be reviewing support staff structure with Shemar later this month where we hope to clarify the role of an AVP which may result in this Admin Team Research Assistant role becoming an AVP.

This new role will be taking on three projects to start:

- Reviewing and updating the *MSU Workplace Anti-Violence, Harassment, and Sexual Harassment Policy*
- Conduct a Needs Assessment for both full-time and part-time staff training
- Conduct a Needs Assessment for out peer support sector

If completed, I would like the role to also take on updating our *Students in Crisis Protocol* and our *Peer Support Space Guidelines*.

Reevaluate MSU Volunteer Appreciation: This year we are changing the way we show appreciation to our volunteers. To move away from a club night format, I have been working with campus events, WWAC, and Alex to change up our appreciation events. This year Rep Night was changed to a free dinner, Eggnog will take on a chill hang out vibe, Sangria will be cancelled in exchange for getting a small gift for all our volunteers. Student Recognition Night has been cut down significantly to fund other staff appreciation events with the number of invites going from 400 to 170. We are currently looking for other ways to show thanks to those who will not be invited.

Increase Transparency Between the VP Admin and PTMs: I have been doing bi-weekly updates with PTMs via emails, I believe that this has been going well – as it documents tasks to be completed, things to consider, and cool events that they may be interested in. I also have an open-door policy. Many staff members are utilizing it. I prefer face to face interactions over emails, so I am very happy staff feel comfortable popping by when they have a question.

Create A Sense of Community Between Full Time Staff and Part Time Staff: We had our first full time and part time staff event – a Halloween potluck. Unfortunately, no part time staff showed up. I hope to do some sort of small lunch get together in December for PTMs and full time staff. Nothing like the holidays to bring people together!

Create A VP Admin Role That Is Sustainable and Specific: This year I have been trying to critically evaluate this role – I find that a lot of things fall into this portfolio simply because other don't know where they should go, or nobody is willing to take them on. I have been attempting to sort what falls into this portfolio and what doesn't – one thing that I have been attempting to balance is my role within the SRA. This year Josh has been a big help in taking on a lot of the SRA support – a task that more so fits into his portfolio. I think further discussion with the Speaker will hopefully lead to lightening the SRA load on the VP Admin portfolio.

PAST EVENTS, PROJECTS & ACTIVITIES

Central Admin Operating Policy: I have been working with the Board, John, and our Central Admin Team to update our Central Admin Operating Policy. We have made changes to clarify roles of our support staff. The Operations Coordinator title has changed to Human Resources Generalist and Clubs Support – I hope this will make staff and volunteers feel more comfortable approaching the role for support as their mandate is now represented more clearly in their job title.

Clubs Review: The AVP Internal Governance has been working on clubs review with their committee, Josh, and myself. We are currently evaluating clubs structure and ratification terms. If individuals are hoping to get involved with clubs policy review I would suggest reaching out to the AVP Internal Governance as all work will be going through them.

PTM Mid-Year Evaluations: Mid-year evaluations were sent to direct reports for the Board of Directors, and to PTMs to disseminate to services executives. These are due December 3rd. I will be having one on ones with all PTMs in January to go over their feedback, and I will be sending board feedback to the specific board member.

PTM Hiring: We have successfully hired two new PTM positions – Horizons and the WWFC. During this smaller cycle we were able to test out our new PTM hiring system that includes in person training and resume review. This was a huge success! I am looking forward to seeing this system play out on a larger scale in January!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

January Training: January Training for PTMs will be hiring training. Given that we are hiring 10 positions, the training schedule will be quite hectic. I am currently working out a system to accommodate a multitude of schedules.

Incoming PTM Training: I have begun booking incoming PTM training. This year, all incoming PTMs will be trained on April 8th, 2020. It will contain AOP training, Accessibility Training, and Sexual Violence Response and Prevention training. Coming into my role this year, I found it very difficult to plan incoming PTM training as I have been in the role for less than two weeks when training happened. I hope to lighten the incoming VP Admin's load by planning this training ahead of time for them.

PTM Hiring: We will be having an MSU Hiring fair to promote PTM and SOP hiring on November 28th, 2019 in MUSC atrium. Our services will be present to promote their services, and chat about what it means to be a PTM. I hope that this will make the PTM role more accessible to those who have valuable experience that may not have direct service experience, but have all the necessary soft skills to be a PTM. Please tell your friends!

Planner Equity: WWAC has created a sub committee that will be evaluating Planner Equity that is comprised of myself, Alex, and the Director of Campus Events. After our initial meeting we have found that we are likely going to be able to fund the project, but need extensive buy-in from the faculty societies as the reporting and organizational structure of planner positions is likely going to have to change. We hope to have a solidified plan by March 2020, with implementation happening for Welcome Week 2021.

Additional Services Review: Given the nature of SCI, Alex and myself have taken on the task of reviewing a few additional services. I will be reviewing Shinereama with the AVP Services, and Alex will be reviewing Farmstand. We will update you folks when we have more information!

CURRENT CHALLENGES

As staff and students get more accustomed to their role, I find it rather difficult to step away from work, which has been taking a toll on my mental health. I find individuals are consistently need something whether that be via email, Facebook messenger, or simply by popping by. I am very happy to help and love that students feel comfortable contacting me for support, but understandably being on all the time does take its toll.

Additionally, due to the nature of my role I am often also consulted by university staff on programming relating to heavy topics, such as mental illness and sexual violence. There is not real way to separate this from my role, so I am attempting to be more aware of my own feelings and energy levels when entering and leaving conversations. I have taken off the week before holiday break to try and catch up on sleep and life – I hope that during this time I am able to fully disconnect from work.

SUCSESSES

The rest of the Board is such an amazing support – I consider the fact that I get to work with them everyday to be a success 😊

OTHER

I hope midterms, papers, and exams are going well for all of you!!

Best,

A handwritten signature in black ink that reads "S. Figueiredo". The signature is written in a cursive, flowing style.

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