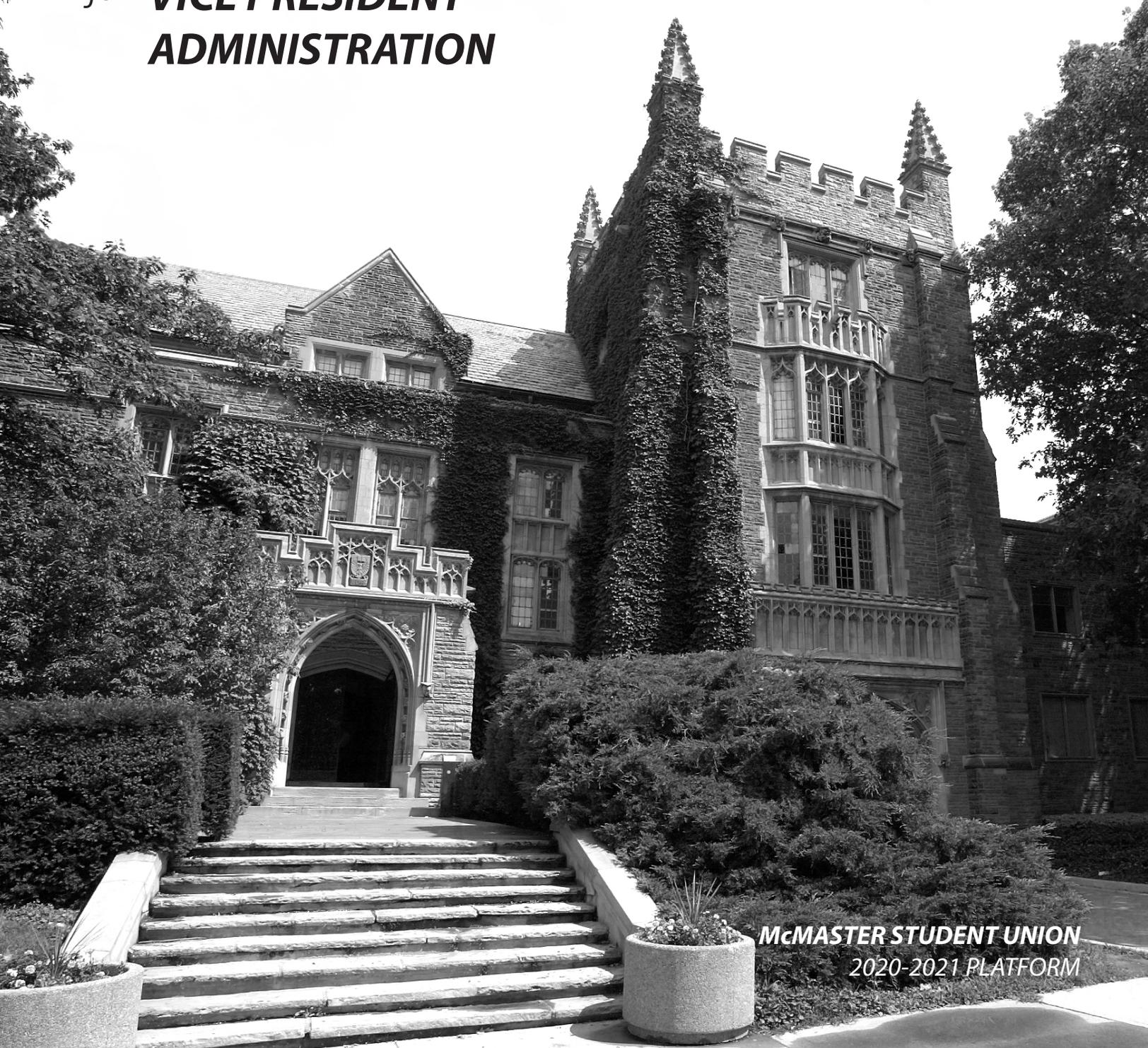


ANIKA 
SPASOV 

McMaster Students Union



for **VICE PRESIDENT
ADMINISTRATION**



McMASTER STUDENT UNION
2020-2021 PLATFORM

WELCOME

Dear Union,

Firstly, I would like to introduce myself. My name is Anika and I am finishing my final year here at McMaster in the Bachelors of Health Sciences program. I would also like to thank you all for providing me the opportunity to share my passions and ideas surrounding the MSU and how I see it growing in the future.

Over the course of my entire undergraduate degree, I have been involved with the MSU and University to varying degrees. As a first year student coming from a very rural area, I was unsure of everything and was intimidated by the magnitude of the school. As I have gotten older, and hopefully wiser, I have had multiple individuals and groups help me navigate, literally and figuratively, throughout this maze we call McMaster University. As I created my own support network, I was able to grow and become self-confident. I eventually found myself answering the very same questions I used to ask others. I attribute much of my development to my experiences with the MSU, SSC and my faculty, however, it is through these experiences I also see opportunities for these organizations to grow.

As Vice-President Administration, I hope to better support MSU staff/volunteers, SRA Members and Clubs so they feel more empowered in their roles and can better serve the entire McMaster community. To do this, I plan to redesign training and pull from my experiences. Another point of improvement is the overall perception students have of the MSU. I want the MSU to further engage with the McMaster community, including forging new partnerships within the University, strengthening previous connections and reaching out to the greater student body population. Currently, I also believe the MSU can improve its transparency and inclusiveness. If granted this job opportunity, I hope to foster a positive environment for all students and staff through a lens of social accountability and equity. This would include changes to Operating Policies, marketing and hiring processes.

Finally, the Vice-President Administration for the past two years has greatly supported me as a student, volunteer and university staff. I hope I can continue this legacy and empower others to pursue their goals and form a community here. Thank you for taking the time to read through my ideas and please do not hesitate to ever reach out to me about any questions or concerns.

Take care,



Anika Spasov

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QUALIFICATIONS

MSU SERVICES

Spark

Part-Time Manager/Coordinator	2019-2020
*Awarded Part-Time Manager of the Year	
Sessions Coordinator	2018-2019
Team Leader	2017-2019

Student Health Education Centre (SHEC)

Peer Support Volunteer	2019-2020
Research & Advocacy Committee	2019-2020

Maroons

Representative	2017-2019
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First Year Council

Vice-President Internal Candidate	2016
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CLUBS & SOCIETIES

Frontier College

Student Mentor & Tutor	2016-2018
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Stem Cell Club

Volunteer	2016/2017
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Bachelor of Health Sciences Society

Upper-Year Buddy	2017-2020
Academic Committee	2017-2020
Events Committee	2018-2019
Health Science Musical Props Builder	2016-2017

MCMMASTER UNIVERSITY

Student Success Centre

Transition & Orientation Planner 2019-2020
*Standing Member on Welcome Week Strategic Themes Advisory Committee (WWSTAPC), Welcome Week Planning & Implementation Committee (WWPIC) and Special Projects Funding (SPF)
Orientation Play Production Coordinator 2019
NODA Orientation, Transition, Retention Conference Attendee 2019

Faculty of Health Sciences

Ontario University Fair Volunteer 2019
Fall Preview Day Volunteer & Speaker 2017 & 2019

OTHER RELATED EXPERIENCES

4th Line Theatre

Interim Company Manager 2016
Assistant Stage Manager 2013-2016

Market Hall Performing Arts Centre

Administrator & Box Office Attendant 2012-2016

SUPPORT, TRAINING & TRANSITION

PART-TIME MANAGERS

Reintroduce PTM Clusters

Two years ago, Part Time Managers (PTMs) were divided into related 'clusters' (i.e. peer-support services, leadership services etc.) who met roughly once a month with the AVP Services. This year they did not run and PTMs felt quite fragmented. I would like to reintroduce clusters to encourage cross-service collaborations and aid in PTMs creating a community of support amongst each other

Schedule Required One-on-Ones with PTMs

The VP Admin is always available to schedule a meeting with, but often PTMs feel intimidated approaching them. I plan to schedule one-on-one meetings with each PTM at least once each semester (summer, fall and winter). The first summer meeting would include in-person feedback on their year plans, rather than just emailing the feedback directly. I also plan to have the PTMs send in advance an outline of how their service functions daily so I can get a better understanding of services I may have less personal experience with. Additionally, for each meeting I will have PTMs email me two questions of their own in advance for me to answer. Given I have previous PTM experience, I believe I can be a useful resource for questions surrounding budgeting, volunteer management, promotions, event planning and other PTM responsibilities.

Encourage PTMs to Hire Volunteers in the Summer

Each service has their own hiring process and timeline for both Executive and Volunteer teams. Some services hire in the spring, others in the summer and some in the fall. Unfortunately, when services hire in the fall they cannot open their spaces or run events during the critical first few weeks of the school year. As VP Admin I will require services to begin hiring in the spring and summer, so they have enough volunteers to begin in September. This enables them to be fully functioning at the start of the school year and also allows them to promote themselves during Welcome Week and Clubsfest. If they wish, services can then have a smaller hiring round at the start of September for first year volunteers or other students who were unable to apply earlier. Of course, there are challenges associated with summer hiring, including promotions and online interviews. Fortunately, I have lots of experience with both of these through Spark. This past year we increased our hiring promotions exponentially and also were the first MSU service to ever offer online group interviews. This will mean I will be able to fully support PTMs through their hiring processes.

Hire PTMs Earlier

This year, in part due to SCI, PTM hiring began much later than previously. This has then pushed back Executive Hiring and caused transitions to be very rushed. As VP Admin, I plan to begin the first PTM hiring round in October and have a second wave in November to compensate in-case some positions remain unfilled and to allow longer transition periods.

Schedule Transition Meet n' Greet

After hiring PTMs earlier in the school year, I will organize a meeting where all incoming and outgoing PTMs can meet. The transition of PTMs each year varies greatly, and a rocky transition can mean PTMs feel unprepared for their roles. To mitigate this, I will tour all incoming PTMs through the MSU office and introduce them to key support staff they may work with, such as Kevin O'Mara, the Accounts Payable Administrator. Outgoing PTMs will then come in and can share some key things they learned during their year through a structured Q&A.

Write a New Sponsorship Policy for MSU Services

With an ongoing SCI appeal, its important the MSU begins exploring new financial outlets. For Spark this year, I introduced sponsorship for the first time and we successfully raised over \$1300 additional dollars for the service to use. I would love to scale this up to other services, however, its important we have the appropriate policy framework and guiding principles in place beforehand. Parameters need to be written regarding who the MSU will accept sponsorships from, what deliverables services can offer for sponsorships, who would approve sponsorships, etc. Given there are some foundational principles already set-up within the Underground, this policy would likely be completed during the summer. By having this policy in place, it will help maintain public trust in the MSU and guide services surrounding their sponsorship decisions.

Provide Sponsorship Training

After the policy surrounding sponsorship is complete, I would provide sponsorship training to PTMs during their fall training session. I would ask the VP Finance to discuss things such as Mosaic Chartstrings, and the difference between sponsorships and donations. Likely, the majority of sponsorship training would then be provided during the Communications and Promotional training each service PTM receives from the Communications team. This way, their training can be individualized and PTMs will feel less pressure around expectations.

Provide Hiring Training for PTMs

This year, the VP Admin offered hiring training prior to PTM hiring and I felt it was extremely useful. I would like to move this training up earlier, to the first PTM training date to allow PTMs to apply it to their volunteer hiring procedures. I also would like to further work with Maddison Hampel to include training on standardized application marking and introduce PTMs to 'mock marking' applications with their Executive Teams. Further, I would have the AVP Services help with this training and introduce them to the PTMs as a potential member of their hiring board for their Executive Teams.

Provide Social Media and Interpersonal Relations Training

The Operating Policy- Communications Strategy has been changed over this past year and will likely be finalized this April. This will have to be introduced in training for PTMs. Further, if PTMs have feedback for other services I would encourage they approach me as the VP Admin, where I can then share that feedback if needed, rather than approaching other PTMs directly. To do this, I want to make an effort to make PTMs feel comfortable approaching me as a PTM and remind them of 'up, not out'. I also would like to touch on topics such as PTM burn-out and define what is expected as a PTM, and what is not expected. Often PTMs may feel obligated to respond to external online posts and this can add a great deal of stress on them. I want to reiterate to them this is not something they are expected to take on and can refer to the MSU Communications Team and VP admin for support.

Provide EB Report Training and Change Perception of EB Meetings

PTMs are required to write reports for the Executive Board roughly 9 times a year. There is a huge discrepancy in quality of reports submitted and to mitigate this, I would like to offer more comprehensive EB training and highlight the importance of it to PTMs. As part of this training, I would offer some examples of good quality reports. Further, I will set the deadline for report submission to be a full week before the scheduled meeting, rather than two days. This allows the VP Admin more follow-up time for missing reports. Additionally, I will ensure PTMs are held accountable for reports that are never submitted. A part of the issue of missing EB reports also stems from the overall perception of EB. During yearlong training, I would like to highlight the importance of EB and explain the supervisory role of EB and as a PTM it is important to stay accountable in the reporting. Further, I would like to encourage PTMs to reach out to the VP Admin if they have a point or question they would like to discuss during EB. This way, it can be officially added to the Agenda and EB members can be prepared in advance with the relevant information.

Provide More Comprehensive Disclosure Training

Receiving and responding to disclosures is not a part of any PTM job description, but unfortunately, currently many PTMs have faced this situation and felt drained and unprepared. In case such a situation occurs during their time in the role, I want PTMs to feel comfortable. To do this, I'd like to have training specifically dedicated to responding to disclosures and also highlight the limits of their role as PTM - it is okay for PTMs to say they are unable to support someone in that moment and refer them to other resources. Further, during PTM and MSU-wide volunteer training, I will explicitly highlight the protocols the MSU and University have in place. During this, I will ask Maddison Hampel to also introduce herself, so volunteers may feel more comfortable approaching her directly if they have any concerns.

Work with Diversity Services to Find a Peer Support Space

Diversity Services is planning on offering formal peer support in the coming years and open up a space explicitly dedicated for BIPOC students. The new VP Admin will need to look for new potential spaces for this. Potential locations could be: SAB, PGCLL, basement of Bridges (after FCC moves into new location), previous SWC location in MUSC.

Improve PTM Accountability

This year, I will have Maddison Hampel send out PTM feedback forms to Executive volunteers and other service volunteers directly. Historically, the PTM has been responsible for sending feedback forms to their volunteers, but this has not always been successful. While PTM accountability is important as they are paid positions, it's also important to remember they are students as well. During training, I would love to share my experiences as a PTM and highlight strategies I found helpful, such as scheduling out chunks of time dedicated to my PTM responsibilities and using the Committee Room as a work space.

Improve Service Collaboration

During PTM training, I would like to have each PTM explain another PTM's service (similar to 'Introduce Your Neighbour Game'). Small actions like this will educate PTMs on how other services function. Further, I would like to continue the Skills Workshops and socials the VP Admin began this year. This helps PTMs work together and encourage services to cross-collaborate.

SERVICE VOLUNTEERS

MSU-Wide AOP and By-stander Training

Historically, AOP training has been provided to each service individually, with the exception of peer-support services who all receive AOP volunteer training together. This means, folks who volunteer with multiple services often receive the same training multiple times within the same month. I plan to offer AOP and By-stander training to all MSU volunteers at the same time. Consequently, services will have more time to contextualize their AOP training and will have more time available to go over service-specific training. This MSU-wide training would have the added benefit of setting a firm deadline for PTMs to hire their teams and further encourage summer hiring.

Increase Training Engagement

Often during volunteer training, students can become disengaged as it is presented in lecture format and many have received the same training year after year. Unfortunately, this means the training is not as effective as it could be. This year, I plan to work with Khadijeh Rakie from the Equity & Inclusion Office (EIO), to update the AOP training format. This would include more case-based scenarios to encourage discussions during training, for both new and returning volunteers, and have discussions surrounding cancel-culture.

Encourage PTMs to Provide Executive Team Training

Each MSU service also has an Executive Team of roughly 5-9 individuals. It is the responsibility of the PTM to train their Executive Team and the level of this training varies from service to service. This year, I would like to encourage all PTMs to offer training specifically for their Executive Team upon hiring them and offer the AVP Services as a potential resource for this.

Executive Team Volunteer Appreciation

Executive volunteers put in a lot of time, some working just as many hours as a PTM. To thank them fully, I would like to offer a thank you gift or lunch just for them, in coordination with the VP Finance. This may be offered through a budget for PTMs to provide a dinner for the Executives directly.

AVPS

Schedule Regular AVP Meetings

AVPs shared feedback that they felt very supported in their roles individually this year, however, they felt disconnected from each other. I think it would be beneficial for AVPs to know each other more, to promote collaboration and transparency, and to support each other through similar challenges they face. Meetings could be scheduled monthly for all AVPs and the BoD to meet and update one another and build skills including: managing committees, how to handle confidential information and research abilities.

SRA

Improve Working Relationship between SRA Speaker, VP Admin and President

In the past, the communication between the SRA Speaker and BoD has been fairly limited throughout the school year. I hope to improve this by having meetings with them on a regular basis and working together to support SRA Members.

More In-Depth SRA Caucus Leader Training

Currently, SRA Caucus Leaders receive very little training apart from their general SRA training. I am hoping to expand this by mimicking some of the training PTMs receive. This would include event planning training, team management training, SRA report training and accessibility training. This would be done in collaboration with the BoD, full-time MSU staff and SRA Speaker. With the ongoing pandemic, this should also be offered online. This could be accomplished by writing scenarios SRA Caucus Leaders may encounter and ask them to write a response identifying some challenges in the situation, potential resources and possible solutions. This case-based training is an engaging way to share information that allows individuals to actively use and practice the knowledge they are learning. This could be a good addition to online training materials being disseminated.

Expand SRA Member Training

After speaking with numerous outgoing SRA members, many provided feedback stating they felt unprepared in the role and felt more training could be offered. To do this, I plan to work with the SRA Speaker and Underground to create a guidebook on Roberts Rules for all SRA Members. Later in the year, I also plan on working with the Communications Team to make a video which demonstrates a mock SRA meeting. In this video, Roberts Rules and SRA processes would be demonstrated, in addition to some situations which may

occur; for example, 'point of privilege' scenario. Further, all the AVPs will be asked to come to the training and introduce themselves. They will go over each of their respective committees to provide SRA Members with more insight on which committees they may be interested in joining. Additionally, this year a larger training session on club ratification will be needed as it will be undergoing some changes this year. The new full-time Clubs Assistant will hopefully also be there to explain some of the clubs processes and teach the SRA about the new Clubs Advisory Committee (CAC). Further, given the current global circumstances, it's important to find alternative ways to provide training from home. This could include utilizing Zoom or Microsoft Teams and going over slides together. In order to keep this training engaging and also allow SRA members to bond and feel comfortable, an online video version of 'Caucus Wars' can occur. This could mean during breaks between training segments, Caucuses can get together in teams and compete in an online version of charades or something to that like.

Improve Document Access

Upon feedback from previous SRA members, SRA report templates and reporting schedules will be provided on a shared One Drive connected to the SRA email addresses. I also hope to empower SRA members to seek out further information in regards to any decision-making they have and help identify potential resources for them.

Improve SRA Support

Past SRA members have shared they do not always know who to ask to get more background information on discussions and how to get feedback on the feasibility of their year plans. During training this year, as different topics are discussed and presenters introduced, I plan to highlight the roles of different MSU and McMaster positions and what they can be a resource for. I would also like to add a training segment on how to have a productive consultation with someone and add a part to the SRA training guidebook highlighting different individuals and offices, what topics they can be a resource for, and how to contact them. In this, I also plan to ask outgoing SRA members to write about their experiences and some lessons they learned along the way.

Review Job Description of SRA Caucus Leader

The Caucus Leader job description should be reviewed and a copy of it added to the Nomination Packages for SRA elections. This way SRA Members are more prepared to choose their Caucus Leaders. Further, the job description should include the responsibility of disseminating Meeting Minute summaries. Each meeting, a Caucus Leader can take notes on the meeting and write a short summary of important decisions and discussions from the meeting. This can then be put into a template that's easily shared, such as on Canva, and then shared on all the SRA social media platforms. The responsibility of this note taking can rotate between each of the Caucus Leaders so no one person is overwhelmed.

BETTER ENGAGE WITH THE MCMMASTER COMMUNITY

FURTHER STUDENT ENGAGEMENT

Offer More Online Support

This year, I would like to work with services to explore how they can further provide online and remote support. In light of global events, I believe it's important to increase the MSU's online presence and allow students to access our support even if the school is closed or if they are abroad on exchange. Some services are already doing this: Maccess is currently exploring online peer support, SHEC this year also implemented anonymous pregnancy test orders in collaboration with FCC, Spark provided livestreams for incoming students in the summer. I would love to further explore how our services could move to an online platform.

Schedule and Promote 'Open Office Hours'

While individuals are always free to schedule a meeting with the BoD, it can be very intimidating. As VP Admin, I would like to schedule regular 'office hours' where staff, volunteers, SRA members, or students could drop-in and ask any questions. This could be particularly beneficial for SRA members if there is a discussion coming up in a meeting which they are unfamiliar with and the VP Admin could help provide more information for them. In offering this, it's important to have accurate and strategic marketing for this, stating if individuals are discussing a confidential matter, they should proceed with scheduling a meeting privately.

Highlight MSU Peer Support Services

I will work with the Communications Team and peer-support service PTMs to create a series of videos highlighting the services. This would be similar to SHEC's video campaign this past year and include tours of the spaces. Currently, many students are unaware of these services or are afraid of accessing them. Through this promotional campaign, I hope to increase student engagement with the peer support the MSU offers.

Create a PTM Hiring Video

I will work with the Communications Team to produce a hiring video, similar to the AVP video this year, to promote PTM hiring in the fall. This year multiple services had to re-open PTM hiring, because they were unable to hire a qualified candidate during the first round. A video would be able to further our outreach and be recycled for a few years if needed.

More Holistic Service Feedback

This year the VP Admin and AVP Services began work on creating a standard review process for PTMs. I hope to add to this, by piloting feedback groups as a part of some service reviews this upcoming year. Currently, our feedback surveys primarily engage with current volunteers and provide little opportunity for students to share open-ended feedback on how services could grow in the future. In-person focus groups could engage with a larger pool of students and offer greater quality insight. through the SSC, I ran multiple feedback groups and was trained in the appropriate protocols, and feel the MSU could improve their review process in this way.

Post More Transparent SRA Meeting Minutes

Currently, SRA meeting minutes are very difficult to find online and the jargon used in them make them challenging to read. In addition to the launch of the new MSU website, I plan to have the SRA post the main decision outcomes of each SRA meeting on their social media (i.e. main SRA page and shared to Caucus Leader pages). The responsibility of taking key notes during each meeting can be rotated between the Caucus Leaders and applied to a pre-made digital template. These meeting minutes would be posted similar to election results, with a note stating that all results are unofficial until fully ratified. This way students are more likely to read the results and become more engaged in SRA procedures and events. Further, I can explore options with the Reporting Secretary to change the way SRA Meeting Minutes are written, such as adding a brief summary to the start of the file which just highlights the results of any votes taken.

Update Social Media Promotional Strategy

Work with Michael Wooder, the Marketing & Communications Director, and the Social Media Coordinator to further the MSU's outreach. I hope to utilize the MSU Instagram page to promote service events further and think of unique marketing campaigns. This year, the Spark Instagram page increased followship by over 2750 new followers. This greatly improved our event attendance and I hope to utilize this experience and help apply this to other aspects of the MSU. This year, the MSU will have a greater capacity to create videos and I would love to use this opportunity, especially given videos often get more engagement online. Further, it is important to tailor messages to platforms (e.g. event promotions on Instagram and policy changes on Facebook) and emphasize on story-telling as a marketing technique.

BUILD MORE CONNECTIONS WITH THE UNIVERSITY

Improve Relationship with MUSC

Some services, including SWHAT, Spark and Horizons, have expressed challenges with booking spaces with MUSC. These services have unique interactions with MUSC as they must use the spaces on a more regular basis or require more rooms. In order to clearly identify expectations and accountability in advance, I hope to have formal contracts between these services and MUSC/MAPS. This would require further consultation with the MUSC Board of Management, which the MSU President and VP Finance both stand on. Ultimately, I hope to have a better understanding of the agreements made between these services and MUSC prior to their services opening to help mitigate potential challenges later in the school year.

Establish Regular Meetings with the EFRT Advisory Board

EFRT is a unique service in that it receives funding from both the MSU and McMaster University. It also has a close relationship with Security Services and its Medical Director who works at Sunnybrook Hospital in Toronto. Currently, there is an EFRT Advisory Board composed of the multiple stakeholders, but they do not meet regularly. I hope to create a regular schedule for this Board, rather than calling meetings as needed. Further, I hope to improve the communication between the VP Admin and the EFRT Director through regularly scheduled check-ins and offering my support.

SOCIAL ACCOUNTABILITY & EQUITY

FOSTER POSITIVE ENVIRONMENT FOR ALL STUDENTS & STAFF

Complete a Community Needs Assessment

Work with the Admin Team Research Assistant to review gaps in the overall supports the MSU provides. The last time one was completed, was about 5 years ago and it seems appropriate to undergo a holistic review again. Some potential areas of focus include Indigenous students, financial accessibility and religious/spiritual spaces.

Provide Further Accessibility Training to PTMs and SRA

As a part of SRA Caucus Leader training and PTM training, I would like to add a section dedicated to accessible event planning. This would overlook how to view events from a universal design framework, train volunteers in accessibility and provide accessible promotions and marketing. As an organization, I think the MSU still has lots of room to improve our accessibility standards and ensure we can accommodate all students. Last year, I was able to have in-depth accessibility training at NODA and hope to consult with Michelle Brown at Student Accessibility Services (SAS) to further the training we currently offer to our staff.

Continue Update of the Workplace Anti-Violence, Harassment, and Sexual Assault Prevention Policy (Prevention & Response Plan) and Update the Operating Policy: Anti-Discrimination and Sexual Harassment and Continue Update of the Workplace Policy

This past year, the outgoing VP Admin and Admin Team Research Assistant have been updating the Workplace Policy. This will need to be completed by the incoming VP Admin and then reviewed by EIO. After this, the Operating Policy will need to be reviewed and updated. This Operating Policy was last updated in 2012 and last fully reviewed in 2015. It also refers to the Human Rights Office which is now called the Equity & Inclusion Office. I also want to add segments regarding equitable hiring processes and social accountability mandates dedicated to removing barriers to students, staff and applicants. This may result in the creation of an additional policy or inclusivity practice and will all be done in consultation with the Human Resources

department of the MSU and EIO. However, I am aware of the limited time I would have in the role of VP Admin and this would likely become a long term goal. In order to accomplish this and make systemic change, I would make a 5 Year Strategic Plan for Equity and Accountability. This would put the infrastructure in place for future VP Admin's to complete the work and define the next-steps which need to be taken.

Accessible Documents

This year, the new MSU website is set to launch. I want to take this as an opportunity to update all MSU documents on the website and make them screen-reader friendly. Since most of the documents online are policies, by-laws and meeting minutes they often use bullet points. This makes them less screen-reader friendly, however, this can quickly be remedied by editing the screen-reader listings/settings on the documents themselves. This year we implemented this on all our Spark sessions documents and it is quite a quick process to do. Along with this, I hope to add Adobe Pro to the Committee Room computer to provide the technology to do this to all PTMs, volunteers, AVPs and SRA members. This way, folks can be trained on this and can make all of their PDFs screen-reader friendly as well.

Consult with EIO and SWC

Dr. Munn at McMaster has a vast knowledge on student wellness practices and runs a committee on basic guidelines for Peer Support. I hope to consult with her to improve the training offered to our peer support services.

Equitable Hiring

As VP Admin, I plan to work with Maddison Hampel, EIO and the AVP Services to outline Executive Team hiring processes which are more equitable. Currently, this process is entirely up to the discretion of the PTM of the service and unfortunately can provide an opportunity for bias and nepotism. This year, I hope to outline who should stand on Executive Team hiring boards, appropriate questions to ask during interviews and how to promote a greater representation of the McMaster community. One idea is to write in an Operating Policy the breakdown of who should sit on Executive Team hiring boards, likely the incoming and outgoing PTMs and a current AVP who is external to the service. This would reduce nepotism and ideally help the perception of the MSU from an organizational stand-point.

WELCOME WEEK

Thanks to my past experience working at the SSC, I am uniquely qualified to support Welcome Week through the role of VP Admin. I have already previously stood on committees the VP Admin co-chairs (including WWSTAPC and WWPIC) and have positive working relationships with many Welcome Week stakeholders including Residence Life, Off-Campus Resource Centre and Campus Events. Due to this, and my high level understanding of Welcome Week logistics, I believe I could easily transition into this role and effectively implement changes to Welcome Week. Usually, Welcome Week is a large challenge to incoming VP Admins, as they are thrown into planning on their very first day on the job. Additionally, the rotation of the role each year makes it difficult for longer term projects to be accomplished. Given I already have a year of experience in Planning Welcome Week, including the beginning stages of planning for Welcome Week 2020, I hope to bring relevant skills and knowledge to this aspect of the VP Admin's role.

Continue Work on Forming More Engaging Rep Training

The past year, Michele Corbeil and the Welcome Week Faculty Coordinator (WWFC), have been exploring new ways to engage Reps during training. I hope to continue working with them in offering unique training to returning Reps and provide scenario-based training. With much of Welcome Week training likely being moved online this year, I believe this could be utilized as an opportunity to change training. Online lecture-based training would likely be less effective, consequently I hope to offer online small-group training where Reps act out and respond to situations they may encounter during Welcome Week.

Advocate for Improved Parking Options During Welcome Week

In a November WWPIC meeting, I had brought up the idea of offering parking passes to Reps and students or opening up some parking lots during Welcome Week. I believe it is unfair to ask volunteers to pay for parking during Welcome Week, and many Reps commute in the mornings as many student leases do not start until September 1st. Additionally, off-campus student engagement has consistently been low and has been outlined as a Strategic Priority year after year. Having free-parking for these students would likely improve their attendance at Welcome Week events and better support their transition to university.

Planner Equity

For the better part of the past two years, the SSC and McMaster University have been hoping to begin paying Faculty Welcome Week Planners. Residence Life Orientation Advisors are paid, so it is only fair their Faculty counterparts are as well. With this, there are obstacles, including standardizing the hiring process across Faculties. Through my experience, I well-versed in this topic and believe I can finalize these discussions with Associate Deans of the Faculties, Sean Van Koughnett and other stakeholders.

Improve Representation on WWSTAPC

Currently, all the identity-based services are represented on WWSTAPC, except Diversity Services. I believe they are needed on the committee to offer nuanced insight on the strategic themes discussed including Responding to Sexual Violence. In my role at the SSC I already began these discussions regarding the addition of the PCC, which has been implemented successfully thanks to the outgoing VP Admin, and given my positive relationship with the other co-chair on WWSTAPC, I believe I can successfully add the PTM of Diversity Services to the Committee during its next review time this year.

Advocate for All Services to Have Access to WWSTAPC Funds

WWSTAPC is still a relatively new committee and its Terms of Reference have regularly been updated. This past year, Spark was able to receive funding which greatly helped the service. I plan to advocate for all services to be able to access the funds and be sponsored by a standing member of the committee.

Work with WWAC to Plan Contingency Plan for Welcome Week

With the ongoing global crisis, it's important we come up with back-up plans in case Welcome Week can not be done in-person or if event planning is severely hindered during the summer months. As VP Admin, you are a co-chair on the Welcome Week Advisory Committee (WWAC) and thus should help create various plans that can be applied to a number of potential outcomes this year. Some potential ideas include online concerts and paint nights. Further, live streams could be used to help orientate students and geocaching could be used as a way to give campus-tours while social distancing. I would love to continue brainstorming online orientation strategies for incoming students and look at using this as an opportunity to introduce smaller, more personalized supports between Reps and students. Currently, no one can predict what the circumstances surrounding Welcome Week will be, so we must prepare for any outcome, including if Welcome Week proceeds as normal, if it must proceed with small events only or if it will be completely shifted to online support.

Advocate for a Review of Welcome Week Finances

Currently, incoming students are charged roughly \$130 through the Welcome Week levy, however, I think we can work towards reducing this cost. This past year, Welcome Week cost roughly \$750,000 and I truly believe we can use student money in more efficient ways. As a co-chair of WWAC, I hope to continue advocating for transparency of Welcome Week costs and removing financial barriers for our first year students through levy reduction.

THANK YOU

***Thank you to everyone who helped me in the consultation of this platform.
Please note that the following does not indicate an endorsement:***

Sarah Figueiredo, MSU Vice President Administration 2019/2020
Giancarlo Da-Ré, MSU President-Elect, Clay PTM 2019, ROA 2018-2020
Alex Johnson, MSU Vice President Finance 2019/2020
Martino Salciccioli, AVP Services 2019/2020, SRA Humanities 2018/2019
Graeme Noble, AVP Internal Governance 2019/2020
Raquel Munoz, Welcome Week Faculty Coordinator 2019
Christian Barborini, Pride Community Centre PTM 2020/2021
Nealob Kakar, Women Gender & Equity Network PTM 2019/2020
Oliver Chow, Food Collective Centre PTM 2019/2020
Prarthna Sakhuja, Diversity Services PTM 2019/2020
Swaleh Hussain, Student Walk Home Attendant Team PTM 2019/2020
Albert Huynh, Emergency First Response Team PTM 2019/2020
Fairuz Karim, Macademics PTM 2019/2020
Brittany Allan, Maccess PTM 2019/2020
Jovan Sahi, Maroons PTM 2019/2020
Lynaea Filbey, Student Health Education Centre PTM 2019/2020
Emma Tomas, Horizons PTM 2019
Stephanie Dephoure, Deputy Returning Officer 2019/2020, Club President 2019/2020
Larissa Turco, Charity Ball Coordinator 2019/2020
Maryanne Oketch, SRA Speaker 2019/2020
Sarah Homsy, SRA Nursing 2019/2020
Arzoo Alam, SRA Health Sciences 2019/2020
Rhea Jangra, SRA Health Sciences 2019/2020
Simranjeet Singh, SRA Science 2019/2020
Nicolas Belliveau, SRA Science 2019/2020
Salsabil Sarhan, SRA Social Sciences 2019/2020
Justin Lee, SRA Social Sciences 2019/2020
Selene Florean, SRA Commerce 2018/2019
Aditi Sharma, Clubs Administrator 2019/2020, Clubs Assistant 2018/2019
Connor MacLean, Communications Officer 2019/2020, SRA Science 2018/2019
Victoria Scott, Administrative Services Coordinator
Maddison Hampel, Human Resources Generalist & Clubs Support
Michael Wooder, Marketing & Communications Director

... and everyone who has provided me with support throughout this process!

Thank you for your time!