



Report

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

To: Members of the Student Representative Assembly (SRA)
From: Graeme Noble, Vice-President (Administration)
Subject: SRA 20G Report
Date: September 27, 2020

Introduction

Hey folks,

As you can imagine, or perhaps as you've heard, lots has happened in the last month and a half since I started. Here's a brief summary, with more comprehensive updates to come in my year plan. In light of that news, I've solely included updates from the last time a report was submitted from this role back in July.

Progress

Reintroduce Part-Time Manager (PTM) Clusters: Cluster meetings have continued, with some exceptions due to availability constraints. So far, I've heard that the clusters don't function well for many PTMs and I'll be working with Martino to review the process in future.

Schedule Required One-on-Ones with PTMs: Still doing this.

Hire Volunteers in the Summer: Still in progress, since I gave PTMs more time to complete training to allow for the extension of volunteer hiring

Write a New Sponsorship Policy for MSU Services: In the works. I have a meeting to discuss this in late-September.

Provide Sponsorship Training: Still not done since the policy isn't drafted yet.

Provide Hiring Training for PTMs: Happened over the Summer.

Executive Board (EB) Reporting: EB reports are being redesigned. Stay tuned for updates.

Provide More Comprehensive Disclosure Training: This training is done.

Diversity Services Peer Support Space: Conversations are in progress.

Improve PTM Accountability: I'll be discussing job description (JD) updates with PTMs

Improve Service Collaboration: PTMs are generally very amicable and collaborative this year. I think they just need to know what's happening concurrently in other Services to know when's appropriate to collaborate, which I've addressed in my one-on-one meetings and will continue to facilitate.

MSU-Wide Anti-Oppressive Practice (AOP) and By-Stander Training & Increased Training Engagement: Training has been brought into Avenue2Learn, with synchronous and asynchronous options available to all volunteers.

Executive Team Training: Executives were required to complete MSU-wide training alongside volunteers.

Schedule Regular Associate Vice-President (AVP) Meetings: Regular AVP meetings haven't been done yet, but the AVPs now have a direct channel of communication with one another to collaborate through.

Working Relationship between SRA Speaker, VP Admin and President: I now meet weekly with the Speaker, with the President acting as an advisor and continuing to front SRA questions where appropriate.

SRA Caucus Leader Training: This is a work in progress.

SRA Member Training: Training modules are in development.

Improve Document Access: I am in the midst of redesigning our document management system. This is a long-term project that I hope to share with the SRA in the near future.

SRA Support: SRA training is done for the most part, but I'd like to create an online repository to be made available early in the next term as a refresher.

Offer More Online Support: Services are currently almost setup for completely online delivery models through chat, audio, and video channels.

More Holistic Service Feedback: Standards for data collection for Service reviews and for volunteer/executive feedback are being revisited and bolstered this term.

More Transparent SRA Meeting Minutes: SRA post-meeting infographics have been a success so far. I hope that they will be complemented well by the new SRA report templates with more info to come soon.

Improve Relationship with McMaster University Student Centre (MUSC): This was never in my portfolio and continues to be one of the President's priorities.

Emergency First Response Team (EFRT) Advisory Board: The board is keeping its ears open for any signs of when EFRT might be back on call, but no recent news has indicated that this will come anytime soon.

Community Needs Assessment: This is a Winter term priority, so no news here other than that it hasn't been forgotten.

Continue Update of the Workplace Anti-Violence, Harassment and Sexual Assault Prevention Policy: The MSU's lawyer is looking this over before it is reviewed by PTMs, the AVP (Internal Governance; IG), and a final look from the Equity and Inclusion Office (EIO).

Accessible Documents: The website is being prepared to include accessible drafts of policies that are screen-reader friendly. The same will be done with our internal documents (e.g., reports, year plans, etc.).

Peer Support: I have contacted peer support agencies regarding module development but will continue to establish this priority throughout the year as the training system gets refined.

Equitable Hiring: Nothing has been done yet, as this issue has so far only illuminated various other issues within our hiring system and JD assessments that must be reviewed first. However, I have scheduled meetings with university partners to discuss the potential adoption of new hiring software and how that could provide a temporary boost to the objectivity of our hiring practices.

Welcome Week (WW): WW was, overall, a resounding success! Through implementation of the Presence website and late nights spent collaborating with the Student Success Centre (SSC), MSU staff (namely Trish Vardon, Khaleel Gandhi, and Maddie Raad) pulled off a positive and engaging experience for first-year students within an entirely digital environment. I now have weekly meetings with RezLife and the SSC to determine next steps for WW given the recent external review done in the last year.

Policy Update Process: Lots of huge things coming your way in the near future. Updates to come.

PTM Training: Complete. Looking to get feedback on this.

AVP Training: Complete. Looking to get feedback on this.

PTM/AVP/Student Staff Socials: I'm looking into this, but no updates yet. Unfortunately, a lot of this sort of projects have slipped my mind lately with everything else going on.

Weekly Meetings: I meet once a week with each AVP and also the WWFC. I also meet weekly with the Human Resources Generalist and Administrative Services Coordinator.

Biweekly Meetings: I meet biweekly with the Admin Team Research Assistant and SSC Orientation & Transition Director.

Online SRA Meetings: Looking to incorporate MS Forms into the motions process, but this may not work out as planned and may get scrapped.

PTM Year Plans: The First-Year Council (FYC) and Elections Department year plans have been reviewed.

PTM and Service Support: JDs are under review and conversations are ongoing about hour usage and organizational support structures.

Welcome Week Charitable Givings: Policy in review. It will be submitted shortly.

PCC Relations: Things are good. Christian's great.

Supplies Distribution System: The FCC's programs are approved and near-operational, while other distribution plans are currently in the works with other Services.

Naloxone: The provincial government rejected this request. Use of fentanyl testing has been suggested as an alternative and is currently under review.

Zoom and Otter AI: All set and ready to go. Not the best system, but definitely better than nothing.

Elections Department: The DRO has been hired and the elections cycle is underway for FYC.

PPE and Return-to-Work: Updates on service delivery limits and procedures have been circulated through Marketing & Comms.

Archway: I update Archway on a biweekly basis with any updates.

Overall, I look forward to providing more detail on these items and more in my yearplan submission.

Best wishes,

A handwritten signature in cursive script that reads "Graeme Noble". The signature is written in a light grey or blue ink.

Graeme Noble