

Vice-President (Administration)
Transition Report (2014-2015)
Prepared by: Jacob Brodka

Prepared for:
Giuliana Guarna
Vice-President (Administration) 2015-2016

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WELCOME

Giuliana,

Once again, congratulations on being elected as this year's Vice-President (Administration). I am confident that you are going to have a remarkable year. That said, prepare yourself for the adventure that will be the year ahead. Having already experienced the first 15-or-so days in office, I am sure you are starting to get a feel for the baseline responsibilities of the position. Work will come your way quickly, spontaneously and require your utmost attention - be sure to use your free time now to think thoroughly through your plans and the collective plans of your team. It will pay off later having a clear focus of what you want to accomplish.

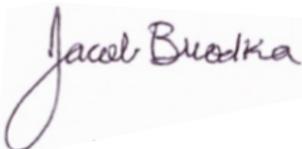
Throughout this report I have outlined for you as much information as possible relevant to the role. A lot of the core responsibilities of the VP-Admin position happen on an annual basis, which makes reports like this (and previous ones if you have a moment to scan them) valuable for historical context and lessons-learned. Beyond the information outlined in this report, I recommend taking a weekend or evening going through the computer server and binders left for you in your office. It is amazing what you can learn and see going through years of MSU history. If you are ever looking for inspiration for projects (training for example), skimming through past initiatives/ feedback is a great place to start.

The people around you is another important element (arguably the most important) of the position I want to emphasize: Part Time Managers, SRA, Commissioners, Full Time Staff, SOPs, Administrative Staff, university and community partners and administration - the list goes on and on. You interact with a very large number of groups and individuals, many of whom will come to you with questions, opportunities, etc - work hard, be attentive and be kind [be yourself] and these relationships will grow.

Lastly - be sure to not lose sight of your roots and reasons for being where you are. Have fun, take care of yourself and your team and embrace opportunities to learn and grow both personally and professionally. Remember to ask yourself, at this time next year, what will you be remembered for? Surely, it will be incredible things.

If you ever need me, feel free to email (brodkajm@mcmaster.ca) or text/ call: 289-880-7123. I am always available - please don't hesitate to ask!

Have a fantastic term,



Jacob Brodka
Vice-President (Administration) 2014-2015

THE MCMASTER STUDENTS UNION

This section will highlight aspects of your specific role as well as larger MSU practices, policies and procedures.

BOARD OF DIRECTORS

The Role:

As the VP (Administration) you are a member of the Board of Directors (sometimes referred to as BoD). This means that you are responsible for all aspects of the McMaster Students Union. As I previously mentioned, outside of the specific unique projects you will choose to take on this year, you are expected to be knowledgeable about and execute on various core duties and aspects of the organization. It is important to take time to understand the inner workings of the organization so that you can adequately support those you supervise and interact with. This is especially important when trying to follow due-process with tasks and responsibilities.

In your role you will primarily focus on four main things:

1. Part Time Managers:

These are the student-staff managers that you immediately supervise. While support exists, you are responsible for HR, risk management, discipline, oversight, conflict resolution and generally supporting the Part Time Managers. This aspect of the job is the most difficult given the scope and diversity of services. You may have heard many folks (even me) talk about a “management style.” I wouldn’t overthink trying to develop a personal style; this will develop over time. One thing I would remind you to be cognizant of is the balance between personal and professional relationships with colleagues you both supervise and surround yourself with. They will come to you as friends and they will come to you as employees - be aware of the peer-supervising-peer element of the job at all times, especially with matters pertaining to employment, confidentiality, etc.

2. SRA & Governance

You are the Deputy Chair of the SRA and EB (take some time to polish up your Robert’s Rules of Order knowledge base). Be available and check in with Commissioners and SRA members. This past year, I was fairly reactive (an SRA member would come to me for help with a project) - you may want to take a more proactive approach to supporting these governance positions. Note that in the absence of the President, you fulfill expected duties.

3. Welcome Week & Orientation

You sit on all planning committees associated with Welcome Week: Welcome Week Planning and Implementation Committee (WWPIC) and Welcome Week Advisory Committee (WWAC). As we had a chance to quickly discuss, you should meet regularly

with the MSU team working on Welcome Week (Campus Events, etc) as well as the Faculty Cup and Residence Cup committees.

4. General Student Life & Other

There will be a wide range of projects that you will work on this year. Some of them you can anticipate (McMaster Student Leadership Conference) and others will come in time. If there is something you are passionate about doing, definitely consider it! This year, Teddy took lead on Frost Week, Homecoming and the Faculty Society Link Conference - you may want to have more of a role in these depending on Ehima's plans.

5. Full Time Staff (Slowly Shifted Out of VP Admin Portfolio)

Looking at the position historically, the VP Admin used to have a larger role in Full Time Staff issues (supposedly until Katie Ferguson's year). Since 2011-2012, these responsibilities have largely shifted over to the VP Finance. That being said, you will surely interact with them regularly if you choose to. If you aren't necessarily working with Full Time Staff members, be sure to make time in your week to engage with them. We would "manage by walking around" - allotted time where we did a walk-through of the business units/ services to just check in. We would also organize small socials outside of regular monthly full time staff meetings. I encourage you to do something similar with your team - especially early in the term when work is quieter and relationships are being built. Note that full time staff-related duties and responsibilities may also change given the interest expressed in exploring HR. There is also a full time staff issues committee for your reference (ask John/ Jess for context related to dynamics of this committee).

UNIQUE TRADITIONS

There are some VP Admin traditions that you can choose to continue:

1. *Candy Bowl*: This is something that Anna D'Angela started. Stocking up a bowl in your office encourages visitors and is generally appreciated. One thing to note is that if you are going to have frequent visitors for a quick snack, be mindful of the confidential documents you may have lying around your desk/ the office. I also had many people break into my office to get candy - which was concerning for confidentiality-related reasons.
2. *Toy Shelf*: This shelf used to be to the right of the computer on your desk. It was overflowing with toys (a lot of junk too) - so I cleared it off and moved it to the large black shelf by the white board. Feel free to add to it if your heart desires. Whenever a visitor stopped by the office they would generally scope out the shelf and find something to play with. Funniest thing there is the small jar of mayonnaise (....I don't get it - but who am I to judge).
3. *Getting Dunked at the MSU Retreat*: This tradition may be lost but just in case, you get a heads up. The VP Admin always got thrown/ tipped out of their canoe into the water at the MSU Retreat. If it returns - be ready.

BOARD MEMBER INTERACTIONS

You will spend a lot of time working with each other, making decisions together, challenging each other, etc. ***I recommend having a frank conversation about “infringing on portfolio’s” early on.*** You may already be experiencing (or noticing the other board members) being protective of what they perceive as being something that is solely their’s to handle. This can create an awkward working dynamic if you are not upfront about your thoughts. This is especially true for advocacy related objectives. I would avoid a “silo” approach to lofty goals - but that is up to you all to decide and handle. Clarity and willingness to speak will equate to your collective success - I can’t stress this enough.

Beyond this, while every team is different, here are some of my thoughts and an outline of general interactions:

President:

As was previously noted, there are some regular duties that are shared (or done in lieu of the other being there) between the President and VP Admin. You fulfill presidential duties if Ehima is not present or is unable to do them. This includes chairing meetings (EB, etc) and making other executive decisions. Note that if you and Ehima are not present, EB can’t meet. Beyond these bylaw-related duties, it will be up to you to determine how much you want to assist or get involved in other presidential duties/projects. For example, this year I sat on the President’s Advisory Committee for Transportation and Parking because it was more of interest to me. Be sure not to take on too much and also remember that the President should not be prescribing duties to you. I suggest working with Ehima now on dividing up responsibilities.

Historical note: In previous years, the VP (Admin) was also advised to be “the first line of defence” for the President when it comes to things like the SRA (i.e. John McIntyre, 2011-2012 VP (Admin) believed that the President should never have to defend themselves or the organization at the SRA, but it should be the VP (Admin) taking charge). I am largely indifferent about this mindset. While it is important to have a united front for the majority of things you will push forward (sorting out concerns and questions behind closed doors) - you should also have personal principles that you uphold.

Your office is connected via the open window at the moment. It was closed for confidentiality; since the walls of your office don’t go up to the ceiling the impact was minimal. I will note that it was nice to chat through the window at the end of our term - but to each their own.

VP (Finance):

There is a running joke that the VP (Admin) and (Finance) run the MSU. Given the overlap in responsibilities - you should regularly be discussing service finances and services in general. If any issue arises, you should both be aware (especially related to

expenses). Part Time Managers in the past have gone to one for a decision, been rejected, then gone to the other. Be sure to have a united front on decisions associated with services and service budgets. One of the most difficult things to do is tell a PTM “no.” In general, PTMs are good - but you may encounter finance-related “no’s.” Since you are both on the same page with what services are up to, you may also find yourself using Dan as a soundboard for ideas and thinking through problems.

You will also work with the VP (Finance) on higher level Welcome Week matters since they sit on the Welcome Week Advisory Committee. This year, we were able to re-allocate the orientation levy; at the end of this year, be prepared to continue this discussion (it will surely be ongoing). The VP (Finance) also interacts with Faculty Societies to review levy expenditure prior to being sent to the University for review. Given that you and Dan have Welcome Week experience, I am confident you will do well. Remember to defend student autonomy and always keep in mind core principles related to student experience. Perfect example: Bed Racers - please don't give up on this.

VP (Education):

If you have had a chance to review past transition reports, they may be riddled with accounts of the VP Ed. being “on an island.” Please take interest in the work of the VP (Education) and do not let the perceived culture of isolation persist. If there is something that you would genuinely like to contribute to, talk to Spencer and coordinate how you can help. For me, I was very invested in the conversations surrounding our membership with CASA.

Something to think about is that advocacy is in no way restricted to the education portfolio. Examples: By running business units with low costs, we push the university to offer better value. By offering peer-to-peer services, we demonstrate student need to the university for essential services. Our services advocate for student interests each and every day through the work they do. I was active in opposing this restrictive thought process that has been handed down.

Beyond general contributions to advocacy-related goals you will need to coordinate with Spencer an approach to supervising and working with TAC and Advocacy Street Team. This year, Rodrigo drove vision and direction-related matters while I was there to assist in general housekeeping and HR related matters (conflict resolution, being paid, etc).

This year, Rodrigo and I also organized Change Camp alongside the Community Engagement Coordinator and a planning committee (Spencer's transition document will likely have more info on who from the Network and university administration was involved). I encourage you help with the vision of Change Camp this year, but find a way to house more general task responsibilities of with others - it took up a lot of our time doing tasks that could have been handled by someone else (room bookings, etc).

BOARD OF DIRECTORS MEETINGS (WEEKLY):

The BoD meets weekly for approximately 2 hours. The General Manager (John McGowan) and Corporate Secretary (Jess Bauman) also sit in on these meetings. Note that they can be asked to excuse themselves if you are discussing matters confidential to them (their employment, etc). These meetings are minuted for the Board's reference - these minutes are not public. For this reason, you can speak very candidly about matters at hand. This should be the room and place where you sort out concerns and questions related to decisions and projects prior to going public. Take the time to thoroughly update the others on what it is you are working on so that there are no surprise initiatives/ decisions that show up without notice. Without initial consultation, it is not prudent to work on an initiative. I would use the Board Meeting as an opportunity to think through decision that were more large-scale. Remember that many perceive your actions as collective (the Board is a unit). As you had a chance to observe, we would go through project updates, update our "*highs, lows, roadblocks and excited-for*" moments from our respective schedules and then go through agenda items and action items. John and Jess are great resources to provide historical context on matters at hand. Engage with them as needed. We had a rule that no phones (slipped slightly as year went on) and laptops were allowed at the meetings. This was simply to make sure we are all attentive and efficient - this worked well. There is no reason to be checking email/ Facebook while in a meeting.

During Board meetings, the BoD will address a few different types of items. This list was inspired in part by the list provided in the Transition Report created by David Campbell, 2012-2013 VP (Administration) and Anna D'Angela (2013-2014).

1. *Procedural*: The BoD receives many things that are more procedural in nature, such as annual staff wage increases due to inflation, requests for benefit usage, and late Health/Dental opt-outs.
 - a. **Opt Outs**: You may have students who do not opt-out from the Health and Dental Plan on time or they are looking for extra coverage/exceptions to the plan. As the BoD, you have the authority to grant these exceptions. Jess will bring all necessary documentation to a Board Meeting. It is important early on to discuss the reasons why someone would be approved for a late opt-out so that you are making consistent decisions throughout the year. When we were first faced with decisions regarding opt-outs or coverage exceptions, we would look to John and Jess for advice on past precedent. While it was difficult to say no at times when students clearly outlined a need related to their personal health, it is not good practice to stray from policy. Encourage SRA members, MSU PR and PTMs to help promote the opt-out period in September to people are aware of what they are getting if they stay with the plan and what they are opting-out of (especially to minimize confusion between opting out of the GSA plan and the MSU plan, which does happen).
 - b. **FT/PT Fee Transfers**: You may get requests from students who are looking to change from FT to PT (to get their money back) or vice versa. There are certain stipulations about this procedure, outlined on the transferability agreement we have with MAPS. There is information under the [Info](#) section of the website on what a student can do. Usually, the General Manager will take

- the lead on this, but it would be good to clarify what is available, especially if students email you to ask or if you need such information (e.g. who is eligible to vote at our GA).
2. *Discussion:* Generally any discussion coming forward to the EB/SRA, or anything that we want feedback from the group can come forward as a simple discussion item on the agenda. It is great to get on the same page about upcoming SRA-related matters prior to SRA meetings.
 3. *HR:* Anything relating to full-time staff employment, or significant part-time staff issues. As well any significant complaints from students will end up being discussed. For significant full-time employment issues that are resulting in discipline or termination, the Board will generally meet privately with the General Manager first, but approve it at the BoD meeting once a direction is set. The Corporate Secretary should not be present in any discussions involving discipline or termination of full-time staff.

YEAR PLANS:

You are required to submit a Year Plan to the SRA. Get started on this early as you and the other Board members should aim to have this completed in time for the first meeting in June. Be realistic about the Year Plan objectives you are bringing forward. While there is a large clause stating that objectives and priorities shift, many (aka the Silhouette) will see straying from this as failure to execute on your job. Include elements of your platform and any other collective initiatives you intend to work on. I would refer to my year plan throughout the term to get a feeling for progress. Hold the other board members accountable throughout the year by asking for updates. Also encourage other Board members to put thought into this document.

TRANSITION REPORTS AND TRANSITION WEEKEND:

You are just starting this role, but at this time next year, you will be expected to make a document just like this one. Keep a document on your desktop throughout the year called "Transition Report Reminders." Whenever I learned something or wished I had done something differently, I would add a bullet to that word document. The year is long and ever changing - you don't want to forget anything!

For transition weekend, in the past it has been semi-structured. This year, Teddy took main lead on creating an itinerary with Jess. Consider getting the President-Elect and incoming team more involved in the process of preparing this weekend to assess areas of focus. The weekend we experienced together was largely the same as what we received - perhaps your team should put more formal work into it.

EXPECTATIONS AS BOARD MEMBERS:

There are a number of general expectations you should sit down and discuss with the other board members early in the term. You are all representatives of the MSU, it is important to conduct yourselves similarly in whatever workspace a given day has you in.

Work Hours

- It is important for you to be in your office whenever possible for drop-ins, signing documents, etc. Get on the same page with your Part Time Managers early regarding times to stop by the office as it can be frustrating for them to stop by only to see you unavailable/ not there. While your schedule is posted outside your door, it may be good to block off time for drop-ins. If you are using lieu time or are coming in late, communicate with other full time staff and even PT staff (people notice and it can impact staff morale).
- Letting others know (even via text) that you are running late is good - you don't want the others guessing where you are. For me, mornings were toughest.
- Plan ahead of time for how you will handle lieu time after SRA meetings/ weekend initiatives.
- Accept that there will be times when you will feel overworked/ have to put in more hours.
- Use your outlook calendar and book time off using the "Attendance Calendar" - ask Pauline or Jess for assistance if you can't locate this.

Conduct and Professionalism

- My only point on this would be re-emphasizing the difficulty of separating the role from yourself in your personal time. I would try and avoid work-related conversations in social settings.

Vacation Time

- Book off time in advance (your schedule will fill up quickly). If you are going to be away for an extended period of time, make Part Time Managers aware and (attempt) to check emails. I would avoid taking time off around Welcome Week, January/ February (hiring will consume most of your time).

Office Procedures

- You have access to the MSU office (and many other MSU spaces) at all times. We would not allow folks to be in these spaces unsupervised by a board member.

Cell Phones/ Electronics

- It is up to you whether you want to give your personal cell phone number to the PTM's. This year I did, and would get work related messages at all times of day/ night. It is great to be connected 24/7 - but it is also nice to escape.
- Try and keep your phone away in meetings. While it can be difficult to avoid incoming emails and messages, be attentive in the meetings you choose to attend.

This year, and in previous years, the VP Admin would send out an email to full time staff indicating all the expectations we (the board) set for ourselves as a method of accountability. Ex. *If you are not 5 minutes early, you are late. No cell phones in meetings, etc.* Consider doing something similar.

DEFEND THE BRAND:

We have a visual identity guide. The communications team (Student Life Development Coordinator, Social Media Coordinator, Communications Officer, PR Assistant) take primary lead on branding and MSU representation. Branding and advertising is a huge for services. Keep an eye out for services and part time managers that are producing their own print and media materials that don't follow our guidelines. This past year, Maroons, SCSN, CLAY got a re-brand and WGEN had a logo created. Engage with Wooder to see what logos are left for updating.

STATE OF THE UNION:

Every year the communications team and Board of Directors does a State of the Union address. Keep a document on your desktop and add to it throughout the year highlighting the things you are working on/ plan to work on. This will save you A LOT of writing come time to prepare the booklet prior to the January delivery. This year, we moved the address into the MUSC atrium which I think helped with traffic. I would engage with the team early to encourage writing ahead of time as well as thinking of other ways to promote. For example: I was hoping to have more social media and online media leading up to the address. I believe Dan also wants to do Town Hall events for the budget - chat with him to see how this will fit in relation to SoTU. This event really sneaks up on you - be sure to keep on top of writing.

CONFIDENTIALITY:

As was noted previously, this is a very important element of the job given the supervisory and employment-related nature of tasks. There is a shredding box for documents you would like to destroy across from the communications officer's office. Lock your doors and consider locking confidential documents (hiring, contracts, etc) in the filing cabinet. Be mindful of notes and documents you leave around your office (if anything this encourages organization). Also be mindful of the things you say - the Board and family were who I would go to to vent.

HUMAN RESOURCES:

I won't speak much about this because this is a project you are planning on working on this year. Engage with John to discuss the history of HR in the MSU.

THE COMMITTEE ROOM:

Last summer we renovated the committee room and by doing so made it a much better workspace that staff and volunteers tend to use regularly. The boardroom in the committee room is bookable via Outlook so as to avoid conflict. Encourage cleaning up the space and ever so often do a quick clean of the space yourself. There is still quite a bit of junk behind the VP Finance and Ed offices from the renovation. Consider getting the PTMs to dispose of materials related to their service they no longer need. Example: The dishes from the old "dish-it-out" program by MacGreen can be donated somewhere.

The printer in this space works on and off. Consider replacing it or just encouraging use of the main office printer during regular business hours (which may be the better option to avoid excessive personal use for projects and assignments). There is a door code to get from the committee room to the main office - do not give it to anyone.

I didn't mind people using the space that weren't staff or volunteers as long as they were accompanied. That said, monitor personal use of the space as it is often these folks who leave behind garbage, etc.

COURTESY CARDS:

I believe you already have this in the works. For some reason, these are a HUGE deal. Ensure only those eligible receive the cards and have them printed in large sets (instead of one-off cards from people losing them). I had a few blanks that I would fill in and give if that happened.

WELCOME WEEK:

Having been involved in welcome week in the past in a variety of roles, you certainly are in a good spot to support the programming and general direction. My pieces of advice:

- Ensure that we are always equally represented in forms of communication. We have a new standardized welcome week logo, but the MSU logo should also be present.
- At the higher level WWAC, ensure that you are protecting the autonomy of student groups on campus (namely faculty societies). The purpose of the committee and the parameters they set in place should not be to interfere, rather, to set up and empower student groups and organizations to succeed. Have a keen eye for this when looking over policies.
- MOU on Faculty Society Support and MOU on Orientation Levy were both updated this year. Ask Eva to send you an electronic copy for your records. You will be working with Jeremy (and the rest of WWAC) this year to continue work on a general welcome week policy.
- Risk Management is going to be a large topic of conversation this year for Welcome Week. Areas of focus that come to mind are bed racers, concerts, etc. Communicate with AI and the rest of the MSU team prior to heading into meetings and never make assumptions.
- WWAC reviews the expenditure of Welcome Week orientation spending.
- Golf carts - don't break them and consider ordering less (talk to AI about this).
- Engage with AI and campus events early to figure out a game plan for events during orientation that were typically geared towards more than just first year students. With the new move-in, upper year students will probably not be on campus until after the long weekend. This may mean events like sidewalk sale should not occur until the first week of school (something to think about).
- You know about the three strategic priorities. Engage with the working groups as this is the first year we set up bodies like this to execute on programming (which should help a lot). Traditionally, the priorities would get a little bit lost in the mix of general planning.

- The Special Projects Application is new this year - 11k to support programs and initiatives by groups who apply. At first we needed to clarify who could apply for this funding as it was not clear. Expect applications primarily from Faculty Societies and be sure to review with Jeremy and the rest of the WWAC committee once more how this will all unfold (you were at the meeting with Daniel when we discussed procedure).
- Contact Daymon (SCSN) and Spencer early to discuss what you would like to do for the community clean-up. This year it went well despite the fact that an angry community member chased students back to campus (this is a story for another day if you haven't heard it). Early in the summer we tried to re-imagine the event, but ended up sticking with the traditional set-up. The university loves this event because it is a good opportunity for positive community PR during a generally energetic time in immediate neighbourhoods surrounding McMaster. That said - let your imagination run wild!
- Faculty Society Coordinator - Have an active role in Laura's work over the summer. Outside of general support, look for ways to seek more potential. Recall how the ROP is meant to support ROAs. The MSU received more funding from the levy to pay for this position's salary.
- Football Game - I am not sure when the game is scheduled for (or if there is one during welcome week). The primary goal is to have as many first year students as possible attend the game. Athletics tends to make this very difficult as they want to have committed numbers. Do your best to see this through.
- SWAG - We distribute a SWAG bag each year (black bags) that contain an Almanac, calendar and any other materials you manage to acquire over the summer. Avoid loading it up with junk and advertising materials (students don't want this). We also print an MSU guidebook and print a Welcome Week Preview paper. Talk with Wooder and Sandro early in the summer to assess the value of these items. While some generate revenue - the staff time to produce them and relevance should also be factors to consider. Companies will reach out to you to ask to include things in the bag - assess the value and talk to Sandro from underground/ Wooder.
- Promotions Coordinator - I did not hire a promotions coordinator this year because I did not think it was necessary. This person would essentially help with calendar and swag distribution in conjunction with the Maroons. While we got the job done, I know the Maroons felt like they had more responsibility than in previous years. Whatever you decide to do, talk to the Maroons Coordinator and get on the same page.
- Maroons - the Board is all automatically Maroons. Try your best to get out and engage with them. We didn't do a great job at this, and as a result didn't develop a very strong sense of team with them.
- Shinerama - Shinerama money is stored in the accounting office at the end of each business day. Chat with Riley early on to ensure planning is going well and connect her with the Maroons Coordinator to set up an effective counting system. It often ends up being counting coins into the early hours of the morning. Shinerama is extremely competitive, be sure to stick to the deadline for money submission that you set in place. With Marn leaving, I would ask her for advice on how money should be organized. Busses for Shinerama Shine Day were not planned well this year in part due to the HSR. Try and secure busses as soon as possible - the day relies on them.

Also confirm the size and quantity multiple times throughout the summer. The board was up until 2am the day before trying to create a plan for Shine Day busses with the limited transportation resources we ended up getting. This year, there was a little bit more of a push for online donations as well - consider expanding this. Consider re-imagining or getting rid of Shine Off.

- Cups - Check the bylaws and meet with the respective committees over the summer or as welcome week approaches. You know how these work. Get the rules and expectations out as early as possible so that you can field questions in advance. Consider only releasing the top three in the standings at any given time. Some folks indicated it was discouraging to see their faculty or hall in last place. Establish a plan with the other board members, committee members and the communications officer to count points. This surprisingly took a lot of time. I heavily relied on Alex, but consider taking more of a role in this. During the week, you will have to film a brief video for closing ceremonies. Talk to AI who will put you in contact with the video company we usually use. The video does not take long to film as it is usually just over a minute or so.
- Welcome Week Assessment and Review - If you plan on changing something, set yourself up with information to be successful. The Welcome Week Survey is a great opportunity to get useful information to leverage your points. For example, this year we separated out programming and swag to determine that students like programs more. Therefore, the committee was in favour of shifting that funding towards faculty societies.
- Mac Connector - Lucas and I facilitated this. My thought process was that if we have qualified individuals to facilitate the program, why pay someone a few thousand dollars to come? I think it is more inspiring to have a student facilitate instead of someone first year students will never see again.

WELCOME DAY aka NEW MARAUDER ORIENTATION:

- Talk to the SSC early to see what the plan is for this.
- Traditionally the MSU has helped lead sessions (I did a session with a professor that I have run for a number of years as well as a “Debunking Myths” panel).
- The debunking the myths panel was kept relatively informal and participant driven (we fielded questions that audience members had). It ended up being very enjoyable. During this session, there were staff reporters from the Spectator - we did not know media was going to be in attendance. You may remember that we had some pretty hilarious quotes in the paper that were taken completely out of context - so ensure you know who is in the room to avoid embarrassment.
- If there is going to be a service fair, ensure that services and the SRA have a prominent presence.
- If this day still has room for changes, try and work with the SSC to give the MSU more opportunities to showcase itself. That said, don't over commit. I had a weak response from PTMs to initially fill table spots (especially for services not operating over the summer). Reach out to PTMs early to tell them about orientation-related opportunities so that they can plan.

- The MSU has funded a BBQ for volunteers at 1280 in the past. Consider keeping this going and refer to past P/Os for order size. Talk to Rachel/ Chalene from the SSC to coordinate if this is necessary. This year, I put the MSU's logo on the lunch tickets to ensure we were being recognized for our contribution.

PHONE AND EMAIL:

- You are reimbursed for your phone once every 4 months. Get a good data plan so that you are able to regularly google, check email, etc.
- Avoid letting this take over your life as there will be peak times when you feel overwhelmed with emails. This generally happens when your days are full of meetings and you don't get to emails until the evening. Establish expectations with PTMs about what an appropriate time frame is for responding to or acknowledging emails. This was the bane of my existence - get creative about ways to tackle this portion of the job.
- My last piece of advice would be to use down time during the day between meetings, etc to fire off a few emails.

BENEFITS:

Note: Most of these benefits don't become available to you until you have worked for three months. John should facilitate a meeting with the Board and SOPs to review what is covered.

1. *Expense Account* – each board member is given an allocated amount to spend. The VP (Admin) account is \$750. There was also a general Board Expense line that you can use for things that the Board does together, such as Board Meals. Remember that this is student money you are spending. However, don't hesitate to spend it on things that you believe will help you do your job better or go back to students (e.g. taking a PTM out for lunch). Things you can spend it on include:
 - a. Work-related meals (e.g. with PTMs, with fellow BoD, with University Administrators)
 - b. Conference/Event fees
 - c. Parking (if you have to go to an event)
 - d. Buying candy for the candy bowl
2. *Health and Dental Plan* – it is different than the plan we give to students. Kevin O'Mara, Accounts Payable Supervisor (direct all questions about this plan to him). I set up an online account to submit health plan claims which was super quick and easy to use - consider doing the same.
3. *Vacation Time* – You are eligible for up to 3 weeks vacation (plus the Christmas closure, which you decide as a BoD). Use this time to keep yourself sane. I had a very hard time taking complete days off because I knew there was work that needed to be done. Consider booking half days to sleep in or take off early for the weekend.

4. Summer Hours – this is determined each year by the BoD. Essentially, the Board is able to approve a plan whereby staff work a different set of hours during the week to result in the MSU Office closing at 2pm on Fridays. As long as you are putting in the required hours during the week, don't feel the need to stay later than the closure. This is one of the perks of the summer.
5. *Other Benefits* – There are other miscellaneous benefits that I would recommend you take advantage of. Speak to Jess Bauman, Administrative Assistant or John who can give you more information/correct amounts:
 - a. \$400 Education Allowance – use this to take professional and personal development courses. A note about this - some people will submit really random course requests...set expectations early.
 - b. 4% matched funds to an [RRSP](#) – you are eligible to contribute 4% of your salary to an RRSP and then the MSU will match you with another 4%. It might seem silly to consider saving now, but it is totally worth it. Someone from the Investors Group (the company that the MSU was with at the time of my job ending) will meet with you 1:1 to determine what type of account you should have.
 - c. Interest Free Computer Loans – if you want to update your computer, you can. The payment will just come of your paycheque in instalments which you can set up with Kevin. I purchased a new laptop and had the price deducted from my pay cheques over the course of the year - which was very small.
 - d. Cell Phone Reimbursement – as I mentioned, you need to be available 24/7 (talk, text, data) so you might want to invest in a good plan. This reimburses you for the amount you will use your phone over the course of your job.
 - e. Free McMaster Pulse Membership – you get a 12 month pass by going over to the pulse office in DBAC and setting it up.
 - f. Business Cards – not really a benefit, more a requirement of the job (however it is quite sweet). Keep them with you, especially at events. You never know when you will need to give one away. Anyways, if you ever need more, Underground can run them off.

MONEY

As the VP (Admin) and more generally as a corporate officer of the MSU, you have the ability to expend funds on behalf of the organization. If you are unsure about which budget line to use ask Dan or accounting. If you want some historical context for expenditure, there are folders in the office with past P/Os - this information can also be pulled up electronically by accounting. I would do this for large scale things like training.

Budget

This will hopefully give you a good idea of where money should be expended:

Exec 6147-0305: Volunteer Recognition: could pay for Student Recognition Night (confirm this with Jess) and any expenses that Campus Events can't pay for from their budget lines for Egnog or Sangria. Could also pay for other volunteer recognition events you dream up!

Exec 6301-0305 – SRA – Annual Campaigns; Exec 6303-0305 – SRA Special Projects: These two lines are used by SRA members (especially Commissioners) for any campaigns they are looking to run or ideas they may have. Let SRA members know that it is available, but it is up to the discretion of the BoD (in particular the VP Finance) what it gets spent on. Regardless, communicate early that the same rules apply for spending from this line as with any other line (e.g. seeking approval BEFORE spending).

Exec 6402-0305 – Awards & Meetings - SRA: pays for any food bought for SRA meetings and any supplies needed. You witnessed the pizza debacle - set clear expectation prior to long meetings to avoid this unnecessary expense.

Exec 6403-0305 – SRA Summer Meetings: this is the line that paid for SRA training in June and any expense that arise for the Summer SRA meetings. Confirm with Dan and the Accounting Office to see if this line still exists and if so, how much is allocated. I know we re-jigged the budget lines related to training (they may now be consolidated).

Exec 6405-0305 – Exec Meetings: apparently this pays for Executive Board (EB) transition meetings. Confirm that it still exists for 2014-2015. Victoria and John took lead on EB orientation.

Exec 6410-0305 – PT Merit: Self explanatory - confirm with accounting how much is in this line.

Exec 6603-0305 – Special Projects: The catch all page for the BoD, this page is used for any of the projects the BoD may take on that need to be paid for. A lot of the MSU's Welcome Week expenses that you control can come for this line. Have very clear expectations about this budget line with your fellow board members as there have been instances where board members would commit funding from this line without consulting others.

Exec 6612-0305 – Expense Account: each BoD has their own expense account, but I classified this line as paying for any BoD expenses where we were a larger group (e.g. transition dinner with the new BoD, events you may all attend, etc.).

Exec 6615-0305 – VP Admin Expense Account: your personal expense account. Use it to pay for conference/event fees you may attend, taking SRA members or PTMs out to lunch and buying candy for the candy bowl.

Exec 6801-0305 – MGMT Training: pays for PTM Training (for summer) and also for

the Student Leadership Conference delegate fee for all of the PTMs and the SRA, given that it was a required training for the PTMs (about \$12 a person if I recall correctly). Again, review with accounting and Dan what has happened with budget line consolidation for training.

Exec 6802-0305 – March Transition Training: pays for BoD Transition Weekend

Exec 6901-0305 – Travel – BoD: the line where you would pay for any travel you may do (i.e. gas reimbursement if you drive somewhere)

Adm 5715-0305 – Rent expense – Equipment: pays for any equipment rentals (i.e. Welcome Week walkie-talkies, golf carts, projectors)

Adm 6402-0101 – Awards and Meetings: pays for any other organization awards or meetings as needed

Adm 6801-0101 – MGMT Training: pays for any FT staff training

SIGNING CHEQUES/ STANDING ORDERS AND PURCHASE ORDERS

It is important that you understand how the PO system works so that you can communicate to your PTMs (or at least know who they should talk to for help). If you are unclear, ask Kevin, Marn or an Accounting Clerk to explain. It also helps if you know the system so that when you need to pay for things, you are able to do it yourself.

As a member of the BoD, you have the authority to sign cheques, standing orders and POs. However, it is usually best if you let the VP (Finance)/GM sign all of these things and only sign as a last resort. I would sign the off cheque if the others were not around. This also ensures that no expenses that were previously turned down are sneaking through another board member (which would surprisingly happen). If you do end up signing, or something seems suspicious - hold off and talk to Dan and/ or John.

KEYS

Do not lose your keys or lend them to anyone (they may lose them or go into spaces they are not authorized to be in). You will get a swipe card to access all swipe card areas as well as keys to your cubicle, all MSU owned and operated spaces (except 1280) and cabinets. There are also a number of door codes (for places like CFMU, SRA Office) that you can get from Victoria (I also left you a sticky note with them). You will pay a deposit to cover your keys which will be returned to you at the end of the year should you still possess the keys.

OFFICE SUPPLIES

If you feel like you are missing office supplies, the first line of defence is asking the Office Clerk. You can also place orders with Lyreco. The Office Clerks at the front desk

have the catalogue – just return it when you borrow it. I think I only did this twice as we generally had supplies around the office.

EGGNOG & SANGRIA

The VP (Admin) is the Board member responsible for planning these events. Al and Jess did most of the work. The biggest thing I would highlight about these would be:

1. Set the dates **EARLY** and communicate them in advance. Sangria this year was advertised extremely late. I had a fairly inactive role in assisting with these, consider having more of a role to help.
2. Some people keep suggesting that volunteers (hundreds...) should attend Student Rec Night. It may be better to re-imagine these two events to better recognize volunteers.
3. Consider how you can shift away from these being alcohol-centric. Attendance may increase if there is more to do outside of socializing, pictures and karaoke.

Historical Note on Sangria: It was created in lieu of a traditional (and unnecessary) Student Recognition Night after-party. This after-party was held either after SRN or on another night. Ask Al/ Jess for context if you plan on brainstorming a better way to host a volunteer-related event.

RELATIONS WITH OTHER ORGANIZATIONS

IRC - They are in a period of “renewal” for lack of a better term. Engage with Residence Life and the rest of the Welcome Week Advisory Committee to address gaps related to IRC and orientation (should there be any). Do all that you can to ensure Bed Racers survives. Consider asking Alumni to participate in the conversation.

SOCS - Every year they ask for us to sponsor their Sleepover during Welcome Week. Since this happens annually, I don’t understand why they don’t budget for it. Generally the board has an opportunity to run over and speak to the students - but it may not be necessary. I pulled the history of our support for this event last year, consider doing the same and reviewing whether or not we should support with monetary or kind contributions (or at all). This year and last year, we provided snacks from UM. I also encourage you to go directly to the SOCS president and exec when that is who you want to chat with. Jennifer Kleven (Manager of OCRC) is not necessarily the person to go to for SOCS related business.

MAPS - I didn’t have any VP-Admin specific interactions with them. Majority of interactions and conversations involved the whole board. Consider continuing conversations related to service-usage by part time (and grad) students.

GSA - See above...similar to MAPS, I didn’t deal with them directly. They are relevant for CAF agreement-related discussions which you and the Board will surely continue with Sean V. and the GSA. Recall the presentation at SRA from Sean and Teddy.

NETWORK

I had a pretty cluttered desktop this year and wouldn't really organize my files into folders on the server. I encourage you to keep organized so that future VP Admins can easily make reference to past information. I often found myself going into past folders for information and inspiration.

Encourage part time managers and commissioners to save their information on the servers. When I was commissioner, I remember having nothing to work with and it was incredibly frustrating. For PTM's this can be done as a reminder during a PTM meeting.

There is a lot of spam and malware that comes through the network. Be conscious and encourage others to be conscious of what they are clicking, downloading, etc.

OFFICE WINDOW BANNERS

You are responsible for this. This year I put numbers on the windows which made it easier for me to communicate via email what spaces were booked and available. Alex (Communications Officer) also helped a lot with window bookings. Something we didn't get around to doing is creating an email account (similar to the meeting rooms) on outlook so that spaces can be booked through outlook (office clerks could just approve it and monitor). This is a simple task that would get very frustrating at times - I highly recommend moving forward with this idea (or another if you can think of one).

SPACE ALLOCATION AND AUDIT

All of the review documents are available in your office. Have a look through them to get a feel for the positives and negatives associated with each of the organization's work spaces. With respect to shifting spaces around, you were present at the Board meeting when we discussed giving WGEN MSU owned and operated space to operate out of full-time. I recommend bringing this forward to the first EB meeting.

AODA & RISK MANAGEMENT

This year we shifted to online approval through the EOHSS online portal. Ask John for the password and link to the portal (I don't remember off the top of my head since I had the password auto-saved). The MSU has been in charge of our own risk management since 2013. I encourage you to get well versed with the portal and ensure PTMs feel comfortable using it. A neat feature is the opportunity to offer feedback. Check this portal out regularly as sometimes you do not get an email notification about new events.

As part of a larger discussion, Risk Management is something that the university and we want to continue to work on. Essentially, the EOHSS office is overloaded with lower-level approval and they are looking for ways we can mitigate this. Work with John to ensure that all departments are going through the risk management process to cover yourself from a liability standpoint. It is amazing what one person can miss.

PLANNING FOR ACCESSIBILITY CHECKLIST

HRES developed one that is a bit outdated. I tried to enforce that it be completed similar to Risk Management forms. Consider revamping this as it proved to be useful a number of times.

SWIPE CARDS vs TRADITIONAL KEYS + A NOTE ON SECURITY

Talk to Victoria about the potential to keep moving towards more swipe access doors. The last five (including myself) VP Admins did not add any additional swipe access points. Security suggested to me that we plug the key holes in on the main office doors so as to only allow swipe card entry. Every time someone opens that door by key security is notified and must be sent over to ensure there wasn't a break in. I would not follow this recommendation because it is extremely convenient to have key access in case of emergency to the main office. Furthermore, if you are going to access other spaces after business hours (such a Underground) - there are silent alarms that go off. Give security a call to let them know who you are, when you are going to enter the space and how long you will be. They may still send someone, but it helps.

STUDENT RECOGNITION NIGHT (SRN)

I did not do much of the planning for Student Recognition Night - Jess took lead on this project. I was involved in decision making (food, etc), award decision making, table assignments, site visits. That said, you can take more of an active role if you choose to. This was the first year that we took the event off campus for purposes of capacity and charm. I think the move was positive and generally well received. The only complication that arose was with shuttle busses which were booked through HSR (but didn't come...).

One discussion piece is who should be in attendance. The focus is students - but we also invite university administration.

Invite the Master of Ceremonies in September so that they are aware of the event. They sort of know it is coming but a formal invite and letter is always nice to receive. That way, you can spend a lot of time prepping them on their roles and responsibilities. Also, consider sending out a "Save the Date" to people whose calendars fill up early or who are important guests (e.g. Honorary MSU Members) so that you know they are available.

You will request a donation from Karen and the Office of the President. Template letters are in my files. They never say no and technically the Office of the President co-hosts the event so it really is a formality. Alumni sponsored to no-show shuttle busses.

You will run the J. Lynn Watson Award and MSU Spirit Award selection committees. Arrange a meeting with the Speaker (Inna) to discuss how these awards and the others will be advertised and coordinated. For me, Mike was a huge asset as he took lead on promotion and organization all in one go. Organize a meeting with all of the committee

members for about 1-2 hours. Once you have decided a winner, let Victoria/ Jess know so that she can order the awards and let Jess know so that she can invite nominees to the event.

The video slideshow that announces nominees gives the evening a special feel in my opinion. Work with AI and Jess to coordinate and continue this.

Meet with the past MSU-President host in advance to go over the itinerary AND video slideshow in advance. This year, he kept saying things were being skipped over and that the video was having technical difficulties - meanwhile there were no issues.

Jess can help you find a photographer for the night. Pictures are a MUST. Find someone who is relatively low in cost yet still takes high quality pictures.

FULL TIME STAFF

HIRING:

The excerpt below is from 2012-2013 - it does a good job outlining your options and things to work on in this process.

There are two ways to hire new FT Staff: Public Posting or a Head Hunter.

- 1) Public Posting: John will coordinate the posting of the position on websites like Charity Village, localwork.ca and in the Hamilton Spectator, and you'll generally have it open for 2-3 weeks. For some context, you will usually receive between 100 and 300 applications for FT positions, so it definitely takes a lot of reviewing and shortlisting, but you'll find that it's not that hard to get it down to 5 candidates, as long as you set out criteria for what you are looking for beforehand. The hiring committee generally consists of McGowan (or the supervisor), a Board of Directors member and either a second BoD member or the outgoing staff – depends on whether they are leaving on their own accord and the relationship with that staff member. John will help with interview questions and has a very strong interview process that he likes to follow.*
- 2) Head Hunter: This is a bit rarer, but is especially important with some positions. Basically, this is hiring an external company to search for potentially strong candidates for you. This is absolutely necessary if hiring for the General Manager position, and it was also done for the Food and Beverage Manager the second time around to try to find someone stronger with specific skills. You have to pay a flat fee retainer in case they find no one, and generally a percentage of the salary if they do find someone.*

Always consider their skills, but also their potential and how they would work in this environment. It is a lot easier to make more money anywhere else, and so the MSU is often a stepping stone for younger staff. Consider this in your hiring process, as it is doubtful you will find a perfect candidate. The most important thing in the hiring process

is supporting them once they begin, which is something we do poorly. There should be training sessions and there should be regular check-ups, which is where we often fall short as an organization.

DISCIPLINE AND EVALUATION

We would bring up discipline-related inquiries in Board meetings. John, as the direct supervisor of full time staff should be involved in all conversations and actions associated with full time staff discipline. We do have an operating policy that you can reference that outlines our procedures (verbal warning, written warning then further action - while more serious cases can jump steps). While you are generally disconnected from the operations end of the business units, ask questions about how things are going to Full Time staff (the other board members should do the same). It helps build a positive relationship with them and gives them access points to air grievances they may not necessarily want to bring to John.

Note that if you are unsure about how to handle discipline with Part Time Staff - ask the Board for assistance and talk through your plan to address the issue at hand.

CHILD CARE CENTRE:

I will be quite honest in saying I didn't engage with the Child Care Centre often and don't know much about their operations, problems, etc. If you are curious about plans for the future and the current state of the centre - ask John.

MSU & YOU RADIO SHOW:

This show is hosted by you and the other members of the Board every Monday from noon-1pm. At first we were very concerned about content, but it ended up being more comfortable as time went on. The staff at CFMU is very helpful if you have questions about how to run the controls, play advertisements, etc. If you are not able to make a time slot, record the show in advance (just let Ingie/ Jamie know).

FULL TIME STAFF ISSUES COMMITTEE:

There is supposed to be an SOP on this committee which I don't think happened this year (or the year before). I am also not sure how often they met (perhaps ask Dan as Scott may have passed along more information about this committee). Chat with John and Jess to get some insight into the specifics of the committee and some their past work - there could be room for improvement. I would also check past transition reports to look for themes related to this committee. While I didn't have any formal role on the committee this year, it is important to have some context should it be brought up in a Full Time Staff meeting.

PUBLIC RELATIONS:

Summer Letters - The print materials associated with orientation will need a letter from each board member. This doesn't need to be too long, but be sure to communicate with the others so that you are not delivering the same message. First year students will look to you as leaders, give them something inspiring!

President's Page - We would meet as a board with the communications and PR team every week after our Board meetings to discuss the President's Page in the Silhouette as well as any other relevant topic. We pay for this page each week as it is useful for communicating messages, upcoming projects and initiatives, successes, etc. In general, we would brainstorm topics for the weeks ahead so that we know what is coming down the pipeline. The team will have deadlines for you - try and meet them so that they have time to do the work they need to do, such as design work, prior to submission (we were all pretty bad at times). At times these meetings also became quite silly. Try and stay on track as this really extended meeting times for no reason.

Social Media - Part of the communications team is the Social Media Coordinator. Watch the social media channels to alert them about spelling errors and broken links that would come up from automated tweets/ posts. If this becomes a big problem, talk to Wooder. Also be mindful of things you are posting on your personal accounts - I am sure you have seen social media explode into debates after major MSU happenings.

Website - You have access to every part of the website. Keep your section up-to-date. This was something I got flak from the Sil for - regular SRA updates are not enough. The public wants more regular communication and interaction with students - think of creative ways to do this with the website (Pauline is a great resource for this). Teddy was good at keeping a blog, not a bad idea - just don't let it take up too much of your time.

STAFF SOCIALS AND OCCASIONS

Jess takes responsibility for planning Staff Socials and does a really good job of planning unique experiences. These staff socials are a great opportunity to bond with Full-Time Staff outside of the office and get to know them personally. Go to as many as you possibly can! As well, ensure FT staff are invited to events like Egnog, Sangria and Student Recognition Night. Beyond these excursions, take lead with Jess on organizing small on campus get-togethers (something as simple as baked goods and coffee). We did this early on in the term, which really helped connect the staff.

In terms of recognizing personal and professional milestones (e.g. birth of a baby, working for the MSU for X number of years), there is a policy that outlines the procedure for it. We would generally discuss forms of recognition at Board meetings to ensure we were all on the same page. Usually there is a donation or a gift given to this person or a cause. Again, Jess does a good job tracking this information and will usually let YOU know what needs to be done.

CHARITY GOLF TOURNAMENT

This is planned by the Shine team, Maroons, Wooder and AI. Ask if there is anything you can do to support this initiative. I didn't have any formal role in organizing it and was also unable to attend due to sickness. Regardless of your skill level, get out there as it is a great opportunity to interact with the staff team.

BIRTHDAY CARDS

These are circulated for signatures and a few times got lost. Try and avoid dropping off cards amongst piles of paperwork for someone to find weeks later.

PART-TIME STAFF

Make sure you are aware of when service managers start and end for transition, hiring and pay-related reasons (CLAY starts in October, Farmstand ends in November, etc). There should be a few template documents on the server that outline terms. Something I found interesting was trying to handle PTMs who were doing work for their service AFTER their term had ended. For example: Horizons was hosting reunions. This did not go through risk management approval and technically should not be funded. Have an upfront discussion about this should it occur.

HIRING

This will consume your January - February. Chat with Jess, EB and the PTMs early on to outline how exactly this will work (reviewing applications, posting dates, closing dates, etc). Release the schedule for hiring as soon as possible as there will be folks who may want to get involved in presidential elections (candidates, volunteers, etc).

Once you have confirmed the schedule, then take it to EB to strike the hiring committees (most committees have at least 1 EB member, 2 if a PTM is reapplying). In advance of the meeting, I would recommend sending out to EB the schedule and asking them to think about what positions they want to hire for or are available for. We created a google doc to coordinate all of this.

Use one of your PTM meetings to talk about hiring and take time to review Job Descriptions. Some of them are outdated and you will not hear complaints until they are live on the website (too late).

Try and organize interview training with the PTMs and EB. Some may never have been through this process before and it is important that they do a good job and are professional. An important note to include would be an emphasis on confidentiality. For some reason, people on hiring boards feel the need to talk to their peers - which is completely unacceptable and compromises the integrity and professionalism of the process.

Before interviews happen, give hiring boards an opportunity to chat about the interview questions. I tried changing questions to be more behaviour- description focussed. I would consider continuing to improve the process.

For reviewing applications, have the EB member and PTM review applications in your office. Do not let them take applications outside of this space. If we were running a perfect system, unless a candidate told people they have applied - the only people who should know are those on the hiring board. Aim to interview no more than 3 candidates. There were a number of times this year that PTMs or members of EB couldn't narrow down their selections - so I had to step in. While it would be great to interview everyone, that is not logistically feasible. Remind the PTMs and hiring board about the quantity of interviews for other positions that have to be conducted.

Once you have selected a candidate (which either happens immediately after all the interviews are done or after a bit of reflection time), inform the successful candidate first. I let Jess take care of this. Some past VP Admins have called successful candidates. Try and make a decision relatively close to when you conducted interviews. Some hiring boards wanted to "go off and think for a few days" - that is not needed. As a group review pros and cons, etc - often it will be you that needs to facilitate the decision making process. Once the successful candidate has accepted let all the non-successful candidates know the outcome of the interview. They may want feedback which I gave via in person meetings (I think I did two this year) and email. If you and your fellow hiring committee members take good interview notes, providing this feedback isn't that challenging.

Have a meeting with Jess before hiring begins to divide up responsibilities - it is essential for you to be on the same page. Don't assume that certain things will get done as every VP Admin takes different levels of responsibility for facilitating hiring.

This year, we had an awkward situation where there was one applicant and they knew because someone on the hiring board said so to their peers. Again, emphasize confidentiality and interview single applicants - they should not know they are the only one.

Some hiring boards require folks from university partners (student wellness, security, etc). Reach out to them early to ensure they are available prior to booking time slots.

If you interview candidates and they are all not suitable for the position - discuss with the hiring board coaching one of the better applicants or re-opening. While re-opening can be awkward, it is essential that the right people are in these positions. If you do re-open encourage advertisement as the quality of applicants may be diluted the more you re-open (until you find a diamond amongst the rubble).

A PTM can reapply for their job. Should they choose to do so, they must still apply online and go through the process. Ask them to let you know should they choose to do so, so that you find a replacement for them on the hiring board (usually another EB

member). However, they do not technically have to do this until after they have applied. If a returner is hired, still have them complete a transition report for record-purposes.

Once the new team is hired, invite them to the office to sign and review their contracts. I had the office clerks do this so that incoming PTMs could come in and sign regardless of if I was present in the office. That said, if you do this, leave a document at the front desk outlining everything that has to be done step-by-step for the office clerks to follow.

My final note on hiring would be about consensus. Rarely (if ever) did we go into a “vote” as a hiring board. Instead, if there is disagreement, take the time to get on the same page. If there is a case where this is not possible, do what needs to be done.

DISCIPLINE

This is something we have discussed. Essentially my pointers are:

- Treat every Part Time Manager the same with respect to discipline-related expectations.
- Set expectations early with the PTMs and consider getting them involved and invested in setting expectations (I did this as part of PTM training).
- I have sample letters in the file folders for services - there are also past ones available on the server. Depending on the context and level of discipline consider getting another board member involved in the process (for example, if a PTM spent 6000% of their budget - perhaps you and Dan could have a conversation/ write a written warning).
- When I did a written warning, I would meet with the PTM to review the letter with them, then give it to them. I would candidly discuss what has happened and then we would chat about how it could be different moving forward. I recommend delivering it in person instead of sending it via email.
- Document all of your conversations clearly for your records. This is important for liability and discipline. You want to be able to make reference to expectations and decisions you have set out in the past.
- If you are unsure about how to handle sensitive personal issues, ask John and HRES for advice. HRES was a fantastic resource for me this year when PT employment issues arose that were more sensitive in nature.

YEAR PLANS

You may have already circulated the template that has existed for quite some time. Use summer training as an opportunity for PTMs to network and think about what they want to work on for the year. Consider taking time to implement a mid-year review of these documents. I was not a huge fan of them simply because it is very difficult in the early stages of your job to outline what you hope to accomplish over the course of a year (you get new inspiration, opportunities, learn more, etc).

EB REPORTING

Work with Victoria or see past templates to set up a PTM reporting schedule. Send out the schedule to PTMs as early as possible along with report expectations, a sample report and any other advice you have. A lot of PTMs are very anxious about these reports early-on, do your best to make them feel comfortable. I told PTMs that they could send their reports to me in advance if they wanted me to take a look before it was circulated to EB. Have them submit final reports to you AND Victoria. Sometimes I would get it and Victoria wouldn't - which created a communication mess/ incorrect agendas, etc.

MID YEAR EVALUATIONS

Decide how you want to facilitate these. I had service executives evaluate PTMs and PTMs evaluate me. This information was then used by me to provide feedback where necessary. Schedule 1v1 meetings with PTMs early and use these as an opportunity to touch base, provide feedback, solve problems, etc. It was VERY difficult to get service executives to fill out feedback forms. Ask PTMs to make this part of an exec meeting and have them fill it out on the spot. These can remain anonymous - service executives could bring their forms to the front desk in the MSU office and office clerks would put the forms in my mailbox. The feedback you get as VP Admin is also very grounding. Take it seriously and brainstorm ways to fix highlighted problems or areas of improvement. I was very candid with PTMs at our monthly meetings about perceived areas of improvement - there is no need to be defensive or awkward - the only way to address areas of improvement is to openly discuss solutions or provide context. You can find templates for feedback forms on the server - they haven't been updated, feel free to tweak if necessary. Coinciding with this internal mid year evaluation period was the Silhouette report card evaluation - they reached out to selective managers and asked very pointed questions. I don't have any advice, just giving you the heads up.

MONTHLY MEETINGS

This year, this was continued. They would generally occur at the end of every month on Sunday at 6pm (on the weekend without an SRA meeting). Give as much notice as possible as PTMs get upset if they don't have multiple weeks notice. These meetings were difficult at times. Outside of housekeeping and general updates, I would try to facilitate sessions about management that were received with varying enthusiasm. The meetings would be about 1.5 hours. Set up a plan for bringing snacks - I ended up bringing snacks to meetings because that is what the team preferred. In the past they cycled through everyone to provide snacks. Our final meeting was a potluck. These meetings can be EXTREMELY awkward and I don't know why. Perhaps it is the peer-to-peer management dynamic. There was always moments of awkward silence, or times when an activity I organized was met with little investment from the team. Remember that they are all students coming in on a Sunday - make sure what you have planned for them has purpose and avoid meeting "fillers." I found activities that got them talking about their experiences and learning worked best.

TRAINING

APRIL TRAINING

This is the first year in recent history where this training was shifted to allow the incoming (you) VP Admin and SLDC facilitate. There have also been years where outgoing VP Admins have been heavily involved and not involved at all. I think it is best to have the incoming VP Admin have a large role in the facilitation of this - it is just hard to coordinate given the transition and timing. I would avoid at all costs just having the SLDC coordinator facilitate this training - it is important to position the VP Admin in a leadership role and as the go-to person. Traditionally full time staff are also introduced to the team during this training. Collect feedback afterwards to gauge how this year goes and engage with Wooder mid-way through term 2 to start planning for this training come time for you to finish the job.

MAY TRAINING

This is an idea that was discussed last year. If you are not able to cover everything you need to cover in the "April" training - consider inviting the summer PTMs (and potentially others) to another training that could focus on finances, communications, etc. Ultimately, better prepared PTMs makes your job easier.

JULY TRAINING – MSU REREAT

Allot time during the retreat to do PTM-specific session(s). Also use it as an opportunity to have PTMs interact with the governance wing of the MSU. The SRA meeting is usually optional for PTMs - consider making it mandatory. Aside from this, it is up to your team to decide what to focus on for PTMs during this weekend. I used this weekend to set expectations, set large goals and start brainstorming ways for services to collaborate.

AUGUST TRAINING – PTM TRAINING

This training has varied in length from 1.5 days - 2.5 days. I would take some time to sit down, look at past itineraries and then think through everything you want to cover. Then try and fit that into whatever time works best (don't restrict yourself). I booked rooms for this with housing and conference services - check in if you want to switch the day, etc. Don't lead the training by yourself. The other board members facilitated sessions and socialized during down time. I also had the communications officer facilitate a session on communications during dinner. I used 1280 for the majority of meals and set up a projector screen in the space to facilitate sessions. This was well received as people get tired of sitting in MUSC rooms.

Try and organize some social time - this year we went to festival of friends in Dundas. Also enforce mandatory attendance. There will always be a number of people that request missing it for reasons ranging from family vacation to medical emergencies. Let them know about the date well in advance.

PAYROLL

As the Corporate Secretary, Jess will help you with the creation of contracts for the PTMs. Kevin O'Mara deals with all payroll questions, comments or concerns. If a PTM ever has any payroll specific questions, direct them to Kevin. If a person's job status changes at all (e.g. fired, leave of absence, etc.), inform Kevin right away. Encourage staff to get all payroll information in on time to make Kevin's job easier.

There are several periods where most of the PTMs are not paid – Reading Week, Christmas Break, and Spring Break (in April). Only SWHAT, EFRT, and PSL are paid during those times as the services run. Confirm before these periods begin with Jess about who is and isn't getting paid and remind Kevin.

If at any point you suspect a PTM is not doing their job, try to be more proactive about suspending their pay. It can be very difficult to keep tabs on the work of everyone - but do your best and consult with the board if you are ever unsure about how to proceed with a situation.

This year I also made sure that PTMs were paid for mandatory summer training - in past years they did not get paid (which I think is a poor practice as an employer). Ensure that only hours that are spent in session are counted - they are not paid for social time. Review this with Kevin.

BUDGETS

It is important for you and Dan to communicate and have a strong understanding of the service budgets, trends in expenditure, etc. I would direct the majority of questions to Scott as he ultimately had final say. If there is a decision that is made regarding expenditure (for example - saying no to a purchase), make sure that you and Dan are on the same page to avoid miscommunication. We also continued term two budgeting documents for PTMs to identify risks and opportunities associated with their services. On this document we also inquired about volunteer recognition expenditure in case you want to take a look (should be on Dan's server).

1v1 MEETINGS

I would attempt to keep PTMs after the monthly meeting to organize these all in one go. It can be very hard coordinating meetings that work with everyone in a timely manner, but it is necessary for more formal one-on-one check ins outside of casual check ins and less frequent reporting. Stress that these are mandatory to maintain a sense of formality.

SOCIALS

I did not take lead on any socials - this could be something for you to look into. Consider this and other forms of recognition that we offer. Secret Santa or “Holiday Gift Exchange” is a tradition - with the swap usually taking place at Eggnog.

SERVICE EXECUTIVES

Stress the importance of proper training of these individuals and offer assistance to PTMs if they are having trouble developing proper training. I only formally interacted with these individuals in discipline-related situations. Be sure to review discipline-related processes with the PTMs and always be available to assist them with this (as it can be difficult to handle). I don't remember if it was you or another person who suggested organizing socials or a conference like meeting of service executives - it could be beneficial for sharing tips and best practices. One of the major things that I noticed was service executives hired for design and communications not following the style guide or branding standards - keep on top of this. I made “exemptions” a few times to save some money on printing multiple colours as per the request of PTMs - thinking back, I never should have done that because it opened up a floodgate of requests to break our standards.

TRANSITION

Use one of your monthly meetings to go over transition criteria and details with part time managers. If a PTM completes their transition report by a certain date and to a satisfactory standard, they are eligible for one week “transition pay”. You set the date (I would suggest beginning/mid-April to allow for buffer room for the people who don't do it on time) and you set the standard. I would recommend that this continues because money is a good incentive and a good transition report can be a critical document to ensuring a new PTM's success.

LEAVES OF ABSENCE

This year during elections PTMs were not required to take a leave of absence as long as they were not a candidate. It was an expectation that they were to not be campaigning while actively fulfilling their duties as a PTM. Converse with elections department when they are discussing rules to make sure you are on the same page with respect to what you would like to see.

KEY DEPOSITS AND CONTRACTS

When PTMs (as well as SRA Commissioners and Caucus Leaders) first receive their keys, they are required to give a deposit to Victoria. Victoria will ask you to set a deadline for when keys should be returned for most PTMs and SRA Commissioners and Caucus (excluding a few that work during April). Be firm with this timeline as much as possible. These folks sign a contract and need to follow it.

This year I revamped with Victoria the expectations on the contract for space usage - it was the SRA/ SWHAT office that sparked the change thanks to the difficulties of having a shared space. It is important to have people sign these contracts so that you can make reference to them if rules are violated (people sleeping and leaving garbage in the SRA office).

SUMMER VARIABLE CAPPED HOURS

We discussed this during transition. Make sure you have a clear understanding of all those who are eligible (Operating Policy 2.2). I created a google doc spreadsheet for each eligible manager to track their hours. This was useful because I could monitor the work and hours instead of waiting for surprise excel document submissions via email. I recommend communicating with the PTMs when the approval date will be for summer hours. Approving them twice over the summer works well for efficiency while still taking into consideration the cash-flow of student employees eligible for compensation. Be sure to send these hours to Kevin so they can be incorporated into payroll and don't forget to pay managers for mandatory training.

REFERENCE LETTERS

I found myself reminding PTMs near the end of our terms that they could reach out to me for references. I wrote a few and was also a reference for professional schools.

FRONT DESK STAFF

The office clerks report to Victoria. Consult with Victoria when you want to delegate tasks to them. Moreover, think of creative ways to use them as they are often sitting and reading a book. I got them to assist with assembling packages for conferences, amongst other small tasks. To be honest, I think it is appreciated when they engaged and have something to do.

GOVERNANCE

In this section are some of the nuances of the Student Representative Assembly (SRA), MSU Inc., Executive Board (EB) and the standing committees.

SRA:

- Sharpen your Roberts Rules of Order skills and call members of the assembly out if it is not properly used and the Speaker doesn't enforce it.

Part of your role as the VP (Admin) with the SRA involves documentation and ensuring that meetings run smoothly. This includes things like:

- YearPlans and Transition Reports for Caucuses and Committees (templates are available on the server).
- Preparing Training (SRA training and the MSU retreat).

- Setting the Meeting Dates (coordinate times with Victoria in the summer and she will take care of booking council chambers - which we almost lost this year because of the condition it was left in after very long meetings).
- Order food for late meetings (this shouldn't be necessary in my opinion - if you give enough notice people can come with food).
- Member accountability - do not be afraid to ask questions of other members (encourage it!). I wish I did more proactive accountability checks this year. I think the house leader position that existed in the past and was suggested again is a terrible idea. We have mechanisms in place to hold members accountable as elected public representatives. If anyone has issues with these mechanisms, perhaps they should avoid public office [*end rant*].
- You are the deputy speaker of the SRA and MSU Inc. You will chair meetings if a ruling is challenged, the chair is deferred (for MSU Inc. the president may want to be involved in the discussion) or if the speaker is not present. If you are ever unsure about proceedings, the Administrative assistants are a fantastic resource.

SPEAKER

- Work with Inna early on to make sure she is comfortable with the Assembly or has any questions. Near the end of the term, Mike had studied the rules so much that I would go to him for advice.
- Get the Speaker involved in SRA training. Go over RROO and other essential skills with the Assembly. Consider working with the speaker to create a take-away resource for members to use in meetings as training is often forgotten over the summer. The rules on the back of the name cards is a great step towards more proper proceedings.
- Variable capped hours for the Speaker are brought to the SRA for approval. I recommend giving them the same template PTMs are using. You can then bring these hours forward for approval to the SRA at the end of the summer.
- The speaker also has a large role in GA planning. I didn't really have a role in this - but make yourself available for support.

CAUCUSES AND COMMITTEES

- As a past caucus leader, you know the level of interaction that takes place with VPs. Ultimately it will vary based on the projects the caucus or committee is working on.
- With Commissioners and their Committees, each VP has their own relevant committee that they will work with.
- It is a little bit of an awkward dynamic because you do not supervise them, you should however support them. I was more reactive than proactive this year outside of training and initial preparations.
- Consider asking the commissioners for your four respective standing committees to cc you on committee meeting emails so you can see what they are discussing and attend if you choose.
- Consider meeting with all of the commissioners for housekeeping purposes. This is something I did not do, but may help with everyone being on the same page and accountability.

YEAR PLANS AND TRANSITION REPORTS

These things should be done by both Caucus Leaders and Commissioners. There are templates for both of these on the server.

For YearPlans, give time to plan these out at SRA Orientation and more time at MSU Retreat (if needed). As well, they go to the Assembly for approval so that other members know what these groups are doing. Some of the Year Plans were EXTREMELY weak. If that is the case, don't be afraid to contest passing them.

For transition reports - I wish I was more active in asking for them and had circulated templates so that they could be completed for early/ mid March. If you do coordinate meetings for commissioners - this would be an opportune place to get everyone invested in this process.

MEETING TIMES

SRA meetings have regularly taken place approximately every other Sunday during the school year (along with two summer meetings). Sit down with Victoria to set up the schedule and try and take into consideration major events (Super Bowl Sunday, etc). Council Chambers is the room that we use. Perhaps this year you should consider looking into an alternative space. That room can get quite hot and is not ideal for large turnouts. We almost lost the room in the final meetings of this year because people were not cleaning up their garbage. After everyone leaves, do a quick scan of the room with the Speaker and Administrative Assistant. In a perfect world, there should be nothing left to grab. For meetings that are expected to run late, either you or the speaker should give clear notice. People felt entitled to pizza this year when they knew well in advance that the meeting would be running longer than usual (with campus eateries still open). Encourage packed meals and lunches for those complaining about the cost of food on campus. If you run longer than the HSR operates for, have taxi chits prepared or ask people to hang on to their receipts.

For the summer meetings in June and July - attendance is still in effect. They normally take place at SRA training and the MSU retreat. Develop a schedule so as to maximize on-time attendance. Regardless - the speaker should start at the scheduled time (I still laugh thinking about the time Mike started the meeting at the retreat with barely anyone in the room).

Something to consider for all meetings, especially LONG meetings, is that you need to be cognizant of the Administrative Assistants and the Speaker, ensuring they take breaks (especially the Administrative Assistants). Legally speaking, the Admin Assistants aren't allowed to work more than 12 hours straight and they are not required to work past midnight. So, if it looks like its going long, remind the SRA of this.

EMERGENCY MEETINGS

An emergency meeting can be called by the Vice-President (Administration) or by a petition of the SRA (this is outlined in our Bylaws). These meetings are different because attendance does not count at these meetings and there is no “10 days notice” required for the meeting as per usual. Near the end of the year there is always a lot of projects people are trying to cram through for approval. If you add another meeting, recall that that meeting will likely also get loaded with agenda items. I would avoid using this unless it truly is an “emergency.”

OFFICE HOURS

Every year this is a topic of debate. I am honestly indifferent at this point so long as caucuses are demonstrating that they are working to engage with students (whatever that method may be). Removing the SRA space at Executive Board in conjunction to the WGEN switch we discussed may make this debate more focused - allowing members to engage students on campus wherever they choose. If you can think of a creative solution for this, implement it early and attempt to hold members accountable.

SRA ORIENTATION (SRA AND MSU RETREAT WEEKEND)

Again, take a look at past itineraries and feedback + consult with your Board to establish the tone and direction you want to take. Consider asking the SRA what types of things they would like to see in the training as that may give you a good indication of where to focus (especially since it is a very new assembly). Send the dates out early so that you can avoid scheduling conflicts. It was also very frustrating to book rooms on campus and have people sleep at home. I think there is still a benefit to booking rooms - just be prepared to have members bail or have a prepared response when they “ask permission” to go home.

JUNE TRAINING - SRA ORIENTATION

During Anna’s year, the name was changed to Orientation instead of training for the following reason (which I agree with):

The reason why we moved away from SRA Training to SRA Orientation was because we felt as a BoD that while there is some ‘training’ that goes on, this weekend should be spent more so engaging members in discussion and preparing them for success. It is a subtle change but I think it made a difference in the approach we took to building sessions.

Coordinate with housing and conference services to establish days for the training and give advance notice. I held dates for you - inquire and make changes if necessary. For the past two years, the length was extended to two nights which allows for more material and sessions to be incorporated.

Get the Speaker involved in this training to go over Assembly procedures. Also think about building in breakout sessions on whatever timely feedback topics are at hand.

This is also a good opportunity for the Board to teach about the MSU as an organization in general (it has a lot of intricacies). Finally, consider building in time for caucuses and committees to start working on their plans for the year.

Similar to any meeting you run, avoid “filler” sessions and ensure that what you are doing always has a purpose. While these trainings have varied slightly from year-to-year, don’t be afraid to do something new. For example, past transition reports make reference to guest speakers, etc.

My final note (which is relevant to all trainings) is to not forget about social time and to consider planning social activities that are not necessarily alcohol-centric (which has been raised as a concern in the past).

JULY TRAINING – MSU RETREAT

- There is an SRA meeting this weekend as well.
- Collaboration between PTMs and the SRA is essential during this time as it is one of the few times during the year that everyone will be together.
- Find a venue that you like as soon as possible and place a hold on the date. During the summer these space book very quickly. The Kempenfelt Conference Centre worked really well for the price and accommodations. Regardless of where you go, make sure they are truly (site visit if you have to) accessible and willing to accommodate dietary restrictions.
- Anti-Oppression training should happen during this weekend since everyone is together. I won’t get too much into this as we have discussed this and I believe you are starting to establish a game plan with HRES.
- SOPs & Campus Events Assistant have been invited in the past. If these individuals are going to come, be sure to create sessions and programming for them - otherwise, it is just a vacation paid for by the MSU. This is especially true for the Campus Events Assistant.

BY-ELECTION TRAINING

The Speaker took lead on this, but that does not necessarily need to be the case this year. Chat with the speaker to figure out a plan for supporting members of the assembly that will join late.

VLOGS

This is also something that comes up every year with varying interest. Our policies indicate that they should be completed - so technically they should be done. That said, if you don’t plan on enforcing these, make a move to eliminate them from policies. My personal opinion - as long as members are reaching out to their constituents, the medium doesn’t really matter. VLOGS also bogged down the communications officer with a lot of work so as to avoid low quality videos being released. Chat with the

communications officer and introduce them to the assembly should they need any media related help.

READING MINUTES

Victoria and Jess will take minutes. They are usually completed on time and are a great resource for referencing past conversations. Try your best to read to minutes to make sure they are accurate (they most likely will be). I started strong and got worse as the year went on - do your best to keep up!

APRIL ELECTIONS

My only advice for VP Elections is to make yourself open and available to prospective candidates and always be available to the new Assembly should they have questions about your position. Your job is to have the best person elected as your successor (subjective - but it is the task at hand). Prepare questions for candidates in advance instead of scrambling during the actual meeting.

O CANADA

The VP-Admin plays the national anthem at the start of every meeting. Show up early to load it on your laptop and skip YouTube ads - or sing it a cappella!

MSU Inc.

Essentially, MSU Inc. is the SRA. The only difference is that the President chairs MSU Inc. (and you are the Deputy Speaker of this body). Anytime you see "Full Members" in bylaws or policies, it is referring to MSU Inc. Anything that is coming forward related to the corporation or large financial matters (e.g. expenditures), you would be in MSU Inc. Review [Corporate Bylaw 3](#) for more details on the purpose and role of MSU Inc. versus other governance bodies (such as EB or SRA).

Take some time to familiarize yourself with corporate bylaws and general policies. The Board of Directors has the power to approve certain policies. For example: This year we approved an *Accessible Customer Service Plan (AODA Policy)* which very few people knew about - see the bottom of the General Policies web page on the MSU website for reference.

EXECUTIVE BOARD

You are a voting member of EB and the deputy chair. If you and the president are not available, this meeting can't occur. This meeting follows Roberts Rules of Order but is more relaxed. Sometimes, it is too relaxed, so ensure that meetings are moving along efficiently. The President, alongside Victoria Scott, keeps track of attendance of members. If members are showing up late or not at all, they will lose their seat. This information will be communicated to members at the training, but it is important to

check-in with the President and encourage them to remind members who are getting close to that point of losing their seats. Victoria is very helpful in keeping track of this information but it isn't your responsibility to inform members (that is the role of the President as Chair).

EB reports to the SRA at every meeting. The report writing will rotate through all the members of the committee. The quality of these reports has varied in the past, try and set clear expectations and perhaps develop a template so that there is some continuity. Naturally, the committee talks about a lot and I found that members would report with varying levels of detail.

Every member of EB will sign a confidentiality contract for when you go into closed session to discuss things such as employment matters (discipline, wages, etc).

As I previously mentioned, you are also responsible for creating an EB report schedule for PTMs with Victoria. Give them a template and sample reports. Also offer advice and be willing to accept reports early to provide feedback. Outline for PTMs exactly how these meetings will work (some PTMs were very nervous) and also let them know that they can leave after they are finished presenting. Try and encourage PTMs to be present to deliver the report so you don't always have to do it on their behalf. This helps if there are questions - they can be answered on the spot. This should be mandatory unless you have a legitimate reason like class. It may be good to schedule reminder emails or send them in general as sometimes PTMs would forget to submit.

Committee of the whole, as you have seen, is where we discuss the reports that were presented to us from services (questions, concerns, thoughts and forward thinking are the prompts I generally used). If there is feedback from this portion of the meeting, be sure to relay it to PTMs. We tried doing committee of the whole for reports from just the current week and just the previous week - decide with the committee what would work best for your thought processes.

EB in the past has been very "service" focussed. This year we introduced committee of the whole for advocacy. I recommend continuing this. Also, encourage John and Dan to give updates about the business units.

EB "RETREAT" - On Campus

John and Victoria will take lead on this. If you are interested, ask about getting involved in itinerary development. In general, this is handled well by both of them and positions them as being resources if needed. I had no role in planning or developing this retreat and actually learned a bit by participating.

JOB DESCRIPTIONS

These tend to be a little bit messy. In advance of posting positions, communicate with Part Time Managers and personally review JD's so that you can make relevant changes

and get it passed at EB. Jess is a good resource if you are unsure what to look for/ include. In the past, job descriptions for new positions have passed prior to changing the executive structure in the operating policy. This is a bad HR practice. Also, avoid posting job descriptions that are “pending EB approval” - by engaging with managers in advance, this can be avoided.

The hours and wage associated with positions on Job Descriptions are handled by EB and the finance committee respectively.

BYLAWS AND POLICIES

Take some time to familiarize yourself with them so that you can make reference to them when items of business are trying to be passed that are either redundant or in conflict. Again, ask to be cc'd on committee business so that you can stay up to date with what they are working on (avoid surprise SRA agenda items).

McMASTER UNIVERSITY STAFF AND DEPARTMENTS

This section highlights the personnel and departments who you will work with or encounter in your role, as well as any projects that you may work on with the institution.

As the VP (Admin), you do interact with some members of University Administration but not as much as other members of the BoD. You will mostly work with people on Welcome Week or other collaborative projects that come up.

As we discussed, I found myself interacting primarily with senior administration at Admin-Con or social events (Ex. David Wilkinson). That said, your projects may warrant a closer working relationship

During the summer, you will likely have many introductory meetings - use them as an opportunity to chat about your vision for the year.

STUDENT AFFAIRS

Sean van Koughnett, Dean of Students and AVP Student and Learning

I worked with Sean primarily on space for WGEN, higher level Welcome Week discussions and through the Student Services Committee. He is a great asset for Student Affairs and is very open to meeting should you have a problem that needs to be addressed.

Gina Robinson, Director of the SSC and Associate Dean of Student Affairs

Gina co-chaired WWAC with me this year. Since this is no longer happening, you will likely interact with her much less.

Eva Bodrozic, Executive Assistant

Eva can help you set up meetings with Sean and provide historical context for SLEF and USIF projects at the Student Services Committee. She keeps minutes at this committee - be sure to review them to make sure that conversations and decisions are accurately reflected in records.

Michele Corbell - Student Success Centre (SSC)

You will interact with Michele quite a bit at all levels of Welcome Week planning. She is also a resource when seeking historical context related to orientation.

Jeremy Sandor, Manager of Student Leadership and Development at the SSC

You will co-chair WWAC with Jeremy this year and work with him when developing the McMaster Student Leadership Conference. He and I met outside of regularly scheduled meetings to get on the same page with respect to certain aspects of orientation policy. You will also be working with him on a Welcome Week general policy which we did not get around to completing.

UNIVERSITY ADVANCEMENT**Karen McQuigge, Director of Alumni Advancement**

I primarily interacted with Karen when looking for ways to incorporate Alumni into the various events and initiatives that the MSU does (and vice-versa). Teddy probably interacted with her the most given Alumni's involvement in Frost Week and Light Up the Night amongst other traditional events (Homecoming, etc). I attempted to start a conversation about the MSU getting involved in Mission2Mac early in the summer - but this conversation fell to the wayside.

Gord Arbeau, Associate Director of Public Relations

I didn't interact with Gord very much. As a note for public relations - monitor the daily news and other forms of media to ensure that the MSU is being recognized for events and initiatives. He is supposedly also responsible for signage on campus (possibly in conjunction with Roger) - which may be important for you to know for MACycle (Wooder and I discussed upgraded overhead signage).

ADMINISTRATION**Roger Couldry, VP Administration**

Similar to some of the others, I had very little interaction with Roger outside of Admin Con and social events. Depending on how you choose to divide up tasks and projects

amongst the board - you may interact with him more. Big items of business would include Risk Management as well as the Community Rink project funded through SLEF.

SECURITY SERVICES

Terry Sullivan, Director of Security and Parking Services

Cathy O'Donnell, Manager of Security and Parking Services

Cathy and Terry are good resources for large scale events on campus. It is good to keep them in the loop if something out of the ordinary is happening (it will be appreciated). I had a chance to interact with them at President's Advisory Committee meetings for Transportation and Parking (I attended these meetings instead of Teddy) - consider doing the same thing as I often had insight to offer with respect to services. I also had a chance to sit on a hiring board for Special Constables which was a very cool experience. They truly appreciate the student perspective and want to create a positive atmosphere for students on campus. Reach out to Cathy early to make sure she is available to sit on relevant hiring boards.

EVENT ATTENDANCE

Try and attend (or have at least one Board member attend) the events that you are invited to. They are generally a good opportunity to network and stay updated with campus campus and community initiatives. You are also the keeper of the prized MSU pins should you or anyone else from the organization attending events/ meetings need one.

SUSTAINABILITY

- I never got around to completing a sustainability audit. I tasked it to MACGreen and it was never completed. Consider reviving this as it could give life to MACGreen and highlight areas in our work spaces and business units where we can improve practices. I am almost positive as I type this that our policies suggest that this happens annually.
- The MSU Office is a plastic bottle free zone - call people out on this.
- There have been a number of failed sustainability initiatives in the past (composting, etc). If you are looking for advice, contact the Office of Sustainability. Kate Whalen was my point of contact early in the term - but her position changed to be more academic focussed. If you are interested in chatting with her - I am sure she would be up for it. I also interacted with Shaheed from facility services to clear accounts associated with the closing of the MSU's role with the Teaching and Community Garden.

COMMITTEES:

ADMIN-CON

“The Student-Administration Consultation Committee”, known as “AdminCon” is a meeting that happens every two months with the MSU BoD, MAPS, GSA, University Administrators (the President, Provost, VPs and AVPs when available) as well as the IRC. For Admin-Con, take some time to prepare what priorities you would like to collectively mention and prioritize with the Board.

STUDENT SERVICES COMMITTEE

The voting members of this committee are the four BoD and four University Administrators (Gina, Sean, as well as the AVP Faculty Susan Searls-Giroux and the University Librarian Vivian Lewis). Currently, John attends as well and Eva (who takes minutes). This year, the committee worked through SLEF recommendations, approved Welcome Week Levy changes and worked on the CAF agreement (which will be an ongoing discussion this year).

STUDENT RELATIONS COMMITTEE

This committee will be chaired by Scott (cool!) and has representation from the MSU (Clubs, Campus Events, Maroons), A&R, the SSC and Res Life. Teddy took lead on dealing with committee since his projects were heavily related (Frost Week, etc). Continue to push for this committee to actually work together to accomplish strong programming as past years have been unproductive (updates on what each respective area is doing).

HAMILTON COMMUNITY:

The *Leadership Summit for Women* and *Change Camp* immediately come to mind:

LSW - Teddy was on the planning committee for this and I helped on the actual day of the conference since he was unable to attend. Discuss amongst yourselves who will sit on the planning committee and continue to support its growth.

Change Camp - Rodrigo is likely giving Spencer an in depth outline of transition related notes for Change Camp as the Community Engagement Coordinator had a large role. The event was very successful and there is interest from Susan Searls-Giroux and Network to continue it this year. Similar to the LSW, chat amongst yourselves to discuss who will sit on the planning committee. The committee will also be able to provide context for how things went this past year (Dave H. and Shiela Sammon from the Network for Community Campus Partnerships are fantastic).

FINAL THOUGHTS

If there is one thing this year taught me, it is that dreams don't work unless you do. You are a hustler, and I excited to see all the amazing things you will do this year!