

**YEAR PLAN**  
VP Administration  
Giuliana Guarna  
2015-2016



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## OFFICE OF THE *VP Administration* INTRODUCTION

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Thank you for taking the time to read over my YearPlan and become invested in the work that I hope to accomplish over the next year.

I ran for this position for a number of different reasons, but here I will identify two. The first was that I saw the immense value and opportunity that we provide to students through all of the work that our organization does. My initial engagement with the organization was through one of our services, Horizons, and that experience was truly a launching point for the success that I found throughout my undergraduate journey. By supporting our Part Time Managers, I know that our organization can continue to touch the lives of countless undergraduate students and positively influence their undergraduate journeys. The second reason was that I had identified some room for improvement within the organization that revolved around some of our organizational processes and general support structures.

One of the most important pieces of my job is the ability to manage staff and collaborate within the MSU and with other university stakeholders. I must also actively advocate on behalf of the thousands of students that the MSU represents. I believe that we must empower those around us to do better and appreciate the hard work that our countless staff and volunteers dedicate towards bettering the student experience. I am hoping that this YearPlan will both illustrate and help you to understand how I hope to achieve this sentiment throughout the year.

With that being said I am extremely excited for you to read through my YearPlan that will help guide my following year. I would also like to say that while this YearPlan will act as a guideline, this document is meant to be a jumping off point. Throughout the year a number of other projects or directions may present themselves which steer me away from these specific points, but each project I take on will be done with careful thought and consideration.

Giuliana

## GOALS

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### Planning for Success

Objective 1	<b><i>Better YearPlanning</i></b>
Description	Currently YearPlans are filled out by the PTM and then submitted to the VP Admin for feedback. Currently the YearPlans are filled out with only one year in mind. I would like to add a three year planning section to the YearPlan template to encourage thoughtful consideration of larger, more long-term projects.
Benefits	Continuity across years and thoughtful consideration of larger and longer-term projects.
Difficulties	None
Long-term implications	Continuity across years and thoughtful consideration of larger and longer-term projects.
How?	Addition of a three year planning section into the YearPlan template
Partners	Part Time Managers
Timeline	Note: this project was completed in early May

Objective 2	<b><i>Transition Reporting</i></b>
Description	Currently, transition reports are filled out by both PTM's, and SRA Caucuses near the end of their terms. This means that transition reporting requires people to reflect on their last year of work and may potentially cause the important, finer details to be missed. By increasing the frequency with which transition reports are completed, hopefully more robust and detailed reports can be completed.
Benefits	Continuity across years and PTM's. Thoughtful consideration of information to be included in a transition report.
Difficulties	Ensuring that reports are submitted frequently. Ensuring fluidity of the final transition report.
Long-term implications	Continuity across years and for the incoming PTM's. Allows incoming PTM to have thorough understanding of the challenges and nuances of the role.
How?	Modified transition template which is to be uploaded to the server every other month.
Partners	Part Time Managers Pauline Taggart - Network Administrator
Timeline	The first bi-monthly transition report will be due for summer PTM's in mid-July.

<b>Objective 3</b>	<b><i>Feedback Forms</i></b>
Description	<p>The job of the VP Admin is to manage and support the PTM's and SRA members. The only way for someone to improve is to receive feedback. I would like to implement bi-monthly feedback forms for all PTM's and SRA members. This would allow me to see the areas that people feel like they need more support in, as well as ways in which I can improve my own management and support strategies.</p> <p>NOTE: I have modified my original platform point. Originally I was going to institute monthly feedback forms, but thought it would be less stressful and more useful to have them bi-monthly.</p>
Benefits	Ensuring that PTM's and SRA members feel adequately supported in their roles.
Difficulties	<p>Ensuring that feedback is implemented.</p> <p>Ensuring that anonymity is maintained, especially if there is a specific incident that is alluded to within the feedback.</p>
Long-term implications	Improvement of support given to SRA members and PTMs.
How?	Online form that can be completed anonymously.
Partners	<p>Part Time Managers</p> <p>SRA Members</p> <p>Pauline Taggart - Network Administrator</p>
Timeline	The first feedback forms will be send with the first bi-monthly transition report at the end of June.

<b>Objective 4</b>	<b><i>Caucus Meetings</i></b>
Description	Year after year we see the SRA developing ambitious platforms. Being on the SRA for the last two years, I found finding the right avenues to implement your ideas was one of the biggest challenges. I would like to have meetings with individual caucuses to touch base with them and get a feeling for what projects they're working on, where they need support, and to help keep them accountable to the ideas they ran on.
Benefits	<p>Ensuring that SRA members feel adequately supported in their roles.</p> <p>Ensuring that SRA members feel as though they understand the avenues they can utilize to accomplish their platforms.</p>
Difficulties	Ensuring that the caucus can all meet at the same time.
Long-term implications	Improvement of support given to SRA members in completing their platforms in a limited time frame .
How?	Rotating schedule of meetings for all caucuses, that can occur on a regular basis.
Partners	SRA Members

Timeline	Caucus Meetings will begin on a rotating schedule in September.
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## Fostering Collaboration

Objective 5	<b>Clustered Think Tanks</b>
Description	<ul style="list-style-type: none"> <li>• Our services appear to fit into four clustered areas: 1) Outreach, 2) Programming, 3) Peer Support/Health, and 4) Sustainability</li> <li>• Currently PTM's have monthly meetings where they deliver updates to the VP Admin and the other PTM's. By having monthly Think Tanks we will foster a culture of collaboration from the initial stages of planning. This will allow services to contribute their expertise and best practices to one another, as well as allow services to leverage the similarities that they share between one another.</li> <li>• One great example of this was the "Do You Want to Become a Better Applicant" workshop that was run in collaboration between CLAY, Spark, and Horizons.</li> </ul>
Benefits	Ensuring that collaboration is meaningful and that PTM's feel supported by their colleagues.
Difficulties	By creating "clusters" I do not want to silo services into thinking that they cannot collaborate with services outside of their "cluster".
Long-term implications	Innovative programming, advocacy, and events for students.
How?	Rotating schedule of clustered meetings, creating clusters that accentuate similarities between services.
Partners	Part-time managers VP Admin SRA Standing Committees (where appropriate)
Timeline	Clustered think tanks will begin in the summer and continue throughout the school year.

Objective 6	<b>Exec Mixers</b>
Description	I would like to hold informal mixers specifically for service executives that allow them to meet other individuals within the organization. Meeting other executives and creating friendships, will organically foster collaborative relationships. As one of my friends recently tweeted "those who are appreciated go beyond expectations". It is important that in an organization of our size, we invest time in appreciating our sta- and volunteers, so that they feel empowered within, and connected to, the organization as a whole.
Benefits	Ensuring that SRA members feel adequately supported in their roles. Ensuring that SRA members feel as though they understand the avenues they can utilize to accomplish their platforms.

Difficulties	Ensuring that the caucus can all meet at the same time.
Long-term implications	Improvement of support given to SRA members in completing their platforms in a limited time frame .
How?	Rotating schedule of meetings for all caucuses, that can occur on a regular basis.
Partners	SRA Members
Timeline	Caucus Meetings will begin on a rotating schedule in September.

## Improving Service Provision

Objective 7	<b><i>Improved Anti-Oppression Training</i></b>
Description	<p>Currently the MSU has a general policy entitled "Anti-Oppression Policy" which recommends that the SRA receive Anti-Oppression training. Since the institution of this policy, a number of other campus groups and services have elected to receive anti-oppression training, which has had a significant impact on the HRES office.</p> <p>By improving the delivery of Anti-Oppression training in tandem with our campus partners, we can ensure that we are maintaining positive relationships with campus partners whilst ensuring that our staff and volunteers are adequately trained for their roles.</p> <p>Following initial conversations with the Diversity Services Director (Nishan) and staff in the HRES office, we have decided that a co-facilitation model that is a mixture of AOP, Inclusivity, and Diversity training would best meet the needs of our organization. Nishan will co-ordinate student co-facilitators and Glenn from HRES will co-ordinate HRES staff who will participate in the co-facilitation.</p>
Benefits	Ensuring that SRA members, MSU staff, and volunteers, feel adequately supported in their roles.
Difficulties	Ensuring that HRES has enough staff to meet all of our training needs. Ensuring that peer facilitators are knowledgeable and capable of co-facilitating
Long-term implications	Improvement of support and training that is received by our staff and volunteers.
How?	When a service requires AOP training they will contact the VP Administration <u>at least</u> 4 weeks in advance. The person requesting the training must also specify if there are particular topics that they wish the training to focus on. The VP Admin will then email the Diversity Services Director and HRES to create relevant training that will be co-facilitated by a student and a member of the HRES office.

Partners	HRES Diversity Services
Timeline	The first co-facilitated training was conducted in May with preliminary feedback gathered. Co-facilitated training sessions will continue to run throughout the summer, and will be modified according to the feedback that is received from participants.

Objective 8	<b>Accessibility Checklists for Event Planning</b>
Description	Human Rights and Equity Services currently has a Planning for Accessibility Checklist available on line. In talking to the outgoing Abilities Coordinator of Diversity Services, as well as the incoming Clubs Administrator, we discussed adapting this checklist to be more relevant to the types of events that are typically held by the MSU. I would also like to create an additional document that includes all fully-accessible rooms on campus, and their relevant capacities, to facilitate the hosting of physically accessible events within the MSU.
Benefits	Inclusive programming that all students can access.
Difficulties	Ensuring that all students are included in MSU programming.
Long-term implications	Improvement of support and training that is received by our staff and volunteers.
How?	Modification of the existing checklist in partnership with HRES, the Abilities pillar of Diversity Services, and students that may be interested in this project.
Partners	HRES Diversity Services Other interested students
Timeline	The checklist will be made available for the fall term to assist services in providing accessible programming.

## Long-term planning

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*Below is an example of something that you could plan for longer than one year. This is quite a simple example, but you can choose to use this for simple tasks (such as increasing Facebook likes) or for broader visions (planning a multi-school conference for example)*

Overarching Vision ( <i>what is the ultimate goal?</i> )	<b>Centralization of Peer Support Services</b>
Description	<ul style="list-style-type: none"> <li>• centralized and codified training process for all peer-support services</li> <li>• centralized support structure for peer-support volunteers and part-</li> </ul>

	time managers
Benefits	<ul style="list-style-type: none"> <li>• student volunteers have a centralized means of receiving support</li> <li>• training is consistent across peer-support services. Students that are accessing the peer-support can feel rest assured knowing that they will receive a consistent level of service provision no matter which service they access peer-support through.</li> </ul>
Year 1	<ul style="list-style-type: none"> <li>• codified peer-support training weekend including various campus and community stakeholders.</li> <li>• peer support orientation, whereby peer support volunteers are enabled to meet and collaborate with one another.</li> <li>• evaluate the need and desire for a "peer-support network"</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• potential creation of a new student position to oversee and manage the peer-support services</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• amalgamation of the four peer-support services into a "peer-support network" and the re-evaluation of peer support services for overlap and redundancies</li> </ul>
Partners	<p><b>SHEC</b>  <b>PSL</b>  <b>QSCC</b>  <b>WGEN</b>  <b>SWC</b>  <b>SACHA</b>  <b>HRES</b>  <b>The WELL</b>  <b>Other Stakeholders</b></p>

Overarching Vision ( <i>what is the ultimate goal?</i> )	<b><i>Improved Human Resources</i></b>
Description	<ul style="list-style-type: none"> <li>• Many human resources departments are tasked with employee relations. While we currently have guidelines in place for dealing with incidents of harassment, discrimination, or other employee relations within our organization, there is no clear path for escalating these issues to the appropriate bodies.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• volunteers and staff know the appropriate pathway to take when reporting incidents of harassment, discrimination, or other employment related problems</li> <li>• the organization has a clear method of tracking employment related</li> </ul>

	issues within the organization
Year 1	<ul style="list-style-type: none"> <li>• creation of posters/documents to be hung in all workplaces that explain the mechanisms in place for reporting incidents of harassment, discrimination, and other employment related issues.</li> <li>• research into</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• creation and/or implementation of either new positions or advisory groups in accordance with the recommendations as put forth by the current BoD.</li> </ul>
Partners	<b>Jess Bauman</b> <b>John McGowan</b> <b>Board of Directors</b> <b>Other Student Unions</b> <b>Relevant Stakeholders</b>

## **GOALS to strive for**

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### **List things that you would like to have completed during the summer**

- 1) Hold a summer PTM mixer (completed in May)
- 2) Hold a summer exec mixer (tentatively happening for late June/early July)
- 3) Plan and execute SRA Orientation (scheduled for June 19-21)
- 4) Plan and execute MSU Orientation (scheduled for July 17-19)
- 5) Plan and execute PTM Training (to occur in August)

### **List 5 things that you would like to have prepared for the beginning of September**

- 1) **Feedback Forms**
- 2) **Bi-monthly transition documents**
- 3) **Modified AOP training**
- 4) **Initiation of clustered think tanks**
- 5) **approval of YearPlans for all services**

### **List 5 things you would like to have completed during the fall term (1<sup>st</sup>)**

- 1) **Improved AOP training based on feedback received from the summer and early fall**
- 2) **Report on the status of HR in the organization**
- 3) **Completion of a codified peer-support training**
- 4) **Completion of a service/business unit training operating policy**
- 5) **exec mixers**

**List things you would like to have completed during the winter term (2<sup>nd</sup>)**

- 1) creation of a PTM on-boarding package**
- 2) miscellaneous projects that come up**
- 3) Assist in the planning and execution of Student Recognition Night**
- 4) Complete and present the State of the Union**

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