**VP Administration Executive Report for 2021-2022 Academic Year**

 The 2nd half of 2021 brought with it unique administrative challenges for the entire executive. The potential for a return to campus was constantly in flux as a result of the pandemic, creating the need for transitional programs to assist graduate students in returning to their studies in the Fall semester alongside a host of related challenges for the Phoenix operations. In addition to this were outstanding concerns related to the GSA finances and HR policies. This cumulated in a substantial workload for me as the newly elected VP Administration. However, I am pleased to report that substantial progress was made on virtually all these fronts, and that the GSA is in as strong an administrative position as it’s ever been. While some concerns and challenges for the future VP Administration remain, I look back at the organization’s progress over the past year with optimism.

 The 2021-2022 portfolio of executive actions undertaken were as follows:

* Organized, sought funding, and executed the delivery of a COVID-relief fund for overtime graduate students who faced substantial delays to their studies and required additional funding as a result of the pandemic. Through cooperation with the School of Graduate Studies – and aided by a generous donation by the Alumni Association - $1500-$3000 per eligible student was distributed on a basis of need to 38 applicants early in the winter 2022 term.
* Organized the implementation of an Executive Compensation policy to account for inflation and the growing responsibilities associated with GSA executive roles.
* Finalized and passed the GSAs first Investment Policy as part of the organization’s Bylaws, as well as establishing and implementing a new investment strategy. This was important work that finished a process started by my predecessor and was well-timed with the GSA being eligible for wage subsidies provided by the federal government that put it in a very strong financial position in terms of cash despite the circumstances surrounding the COVID-19 pandemic.
* Adjusted budgetary expectations for the Phoenix based on pandemic-related issues, as well as overseeing changes made by management in response to minimum wage increases, helping to ensure the business’ survival throughout the remainder of the COVID-19 pandemic and beyond.
* Facilitated early progress on reforming the GSA’s HR policies in response to past concerns. While still a work in progress, important first steps were taken to begin a process of modernizing HR policies for GSA employees.

The outstanding issues for future concern are as follows:

* Finalizing changes to the GSA’s HR policies.
* Renegotiating the GSA’s relationship to HSR in the wake of substantially lowered usage rates of the bus pass by graduate students.
* Continuing discussions with the university on contested fees and policy jurisdiction.

It has been my pleasure to serve as the VP Administration over the past year and wish all the best to my future successor.

Spencer Naylor
VP Administration
Graduate Student Association
McMaster University