

# SFSS BOARD WORK REPORT

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This report reflects the Board work from  
**October 1-15, 2016**

## **VP STUDENT SERVICES & INTERIM PRESIDENT (Chen)**

### **Named SFSS Committee Work & Action Items**

- Web Development
  - Discussed SFSS web development survey questions with Ballistic arts
- Build SFU
  - SUB AV/IT brainstorming session
- Governance
  - Reviewed fee structure
- Accessibility x2
  - Reviewed accessibility accommodation requests from Out on Campus
  - Reviewed accessibility accommodation requests from Committee to End Ableism & SFPIRG
  - Updates & approval of the SFSS accessibility designated assistant
  - Discussion of Disability Awareness Week
  - Update on Rick Hansen Foundation grant opportunity
  - Further research on recommended physical accessibility changes
  - Reviewed committee's recommendations for accessibility fund proposal changes and relayed to respective staff members
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- Board
  - Meetings x2
  - Chaired meeting
- Sexual Violence Policy Advisory Group
  - Surrey campus open session consultation
  - International students consultation
  - Burnaby campus open session consultation
  - Reviewed existing sexual assault policies from other BC post-secondary institutions
  - Distributed schedules and Health & Counselling resources
  - Reviewed meeting minutes & consultation notes

### **Meetings & Action Items**

- SFSS Health Science Representative re: Holiday Campaign
- Copy Centre Coordinator re: office supplies & quotes
- Meet & Greet with Student Union Groups & DSU/FSU
- Phone meeting with Studentcare re: Fall Health/Dental plan survey
- SFSS CEO
- Monthly meeting with President Petter, Tim Rahilly & GSS

### **Projects**

- Disability Awareness Week
  - Met with Committee to End Ableism representative to discuss accessibility accommodations
  - Confirmed room bookings & grant proposals for Oct 21 Board event
- Holiday Campaign
  - Proposal in progress, collaboration with HSCI representative
  - Reached out to SFU International Students re: refugee programs at SFU or within community
- Student Union Office Meet & Greet with FSU/DSU Event
  - Invitation sent to student union executives
  - Room bookings, activities & catering confirmed
- Studentcare Health & Dental Plan Fall 2016 survey
  - Relayed survey questions to Board & staff for review
  - Compiled suggested changes & sent to Studentcare
  - Suggested health-related questions to be included

#### **Office/Engagement Hours**

- Office hours
  - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
  - Thursday (2PM - 4PM) [Burnaby: MBC2220]
- Student inquiry re: Food & Beverage Services
- Student inquiries re: U-Pass BC Program

#### **Events**

- President's Dinner with SFSS, GSS & SFU
- SFU Vancouver Open House 2016

#### **Administrative**

- Communications Work Order Form: The Schedule Comedy Night
- Prepared for meetings: reviewed agenda items, minutes & documents
- Emails

## **VP EXTERNAL**

### **Named SFSS Committee Work & Action Items**

#### **Board**

- Meeting x 2
- Compiled agenda, reviewed minutes, reviewed additional documents

#### **Advocacy**

- Meeting x 1
- Reviewed and approved Sexual assault policy campaign, compiled work order forms, met with FBS manager, set up sign in Coffee Shop, followed up with SFU regarding sexual assault policy consultations, followed up with HCS regarding #consentmatterssfu campaign, answered questions from the Peak regarding consultations, direct outreach with students, worked on #TextbookBrokeBC proposal

#### **Governance**

- Meeting x 1
- Reviewed full time vs. part time fee structure

#### **Accessibility**

- Meeting x 2

- Reviewed and approved accessibility grant proposals

#### **Meetings & Action Items**

- Meeting with FANFIT Challenge Founder
- Meeting with Rouge Media Group
- Meeting with Climate Organizer at Leadnow
- Interview with the Peak regarding Tank Farm Expansion
- Phone call with VP External CSU
- Phone call with VP External AMS
- Met with Women's Centre Coordinator
- Meeting U-Pass Student Caucus

#### **Projects**

- Submitted summary regarding Open Textbook Project for Ministry of Advanced Education
- Reviewed Long form Housing Document

#### **Office/Engagement Hours**

- Office Hours
  - Mondays (11:00am-1:00pm)[MBC 2220]
  - Thursdays (12:00pm-2:00pm)[MBC 2220]

#### **Events**

- President's Dinner with SFSS, GSS and SFU representatives

#### **Administrative**

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails

## **VP FINANCE**

#### **Named SFSS Committee Work & Action Items**

- Board
- Finance and Audit Committee (under projects)
- Surrey Campus Committee (under projects)
- Accessibility Fund Committee

#### **Meetings & Action Items**

- Financial Coordinator and Chief Executive Officer
  - Finance monitoring report
- Enactus President
  - Student Entrepreneur Year of the event
- Vancity Credit Union Branch manager
  - Student Union bank accounts
- First Nations Student Association
  - Cheque reconciliations
- IEC Commissioner
  - Regarding payment of IEC commissioners

#### **Projects**

- SFSS Budget Consultations
  - Finalized dates and content
  - Presented to the Finance and Audit Committee
  - Communications to the membership through social media and email
- SFSS Disability Awareness Accessibility Event
  - Workshop content
  - Confirmed room and catering bookings
  - Organized team for marketing and scheduling volunteers
- Surrey Campus Pub Night
  - Currently planning the event for January 4
  - Organized logistics and marketing plan for the event
  - Confirmed booking with the Central City Pub Manager
- Surrey Campus Hallowe'en Maze
  - Planned with Raajan Garcha and Simren Sanghera from SCC
  - Drafted proposal
- SFSS Audit Recommendations Plan

#### **Office/Engagement Hours**

- Office hours
  - Monday (10:30AM - 12:30PM) [Burnaby: MBC 2220]
  - Wednesday (10:30AM - 12:30PM) [Burnaby: MBC2220]
  - Surrey [By appointment]

#### **Events**

- SFU President's Dinner
- Finance Club Fall Financier

#### **Administrative**

- Summer Semester Work Report
- Reviewed minutes and important documents for meetings
- Emails

## **VP STUDENT LIFE**

### **Named SFSS Committee Work & Action Items**

- Halloween Pub Night
- Fall Kickoff Report

### **Meetings & Action Items**

- Meeting with John Flipse regarding pub event
- Strat engagement turnover plan
- Board meeting
- Council meeting

### **Projects**

#### Halloween Pub Night

- Booked production from Galactic entertainment
- Got tickets, posters printed
- Booked production from long and mcquade

- Worked on securing djs for the event
- Booked date

Preliminary work on SFU has talent  
Looked into festive meal

### **Office/Engagement Hours**

- Office hours spent

### **Events**

### **Administrative**

- Responded to emails
- Checked minutes

## **VP UNIVERSITY RELATIONS**

### **Named SFSS Committee Work & Action Items**

- Build SFU
  - SUB AV/IT brainstorming session
- Governance
  - Committee meeting
  - Prep for meeting
  - Going over the SFSS fee structure
- Accessibility
  - Committee meeting
- Board
- Advocacy
  - Committee meeting
  - Working on SFSS #TextbookBrokeBC Presentation to SFUFA
  - Working on SFSS GOTV Campaign Proposal

### **Meetings & Action Items**

- Weekly SFSS CEO meeting
- Monthly meeting with President Petter & Tim Rahily
- Meeting with Political Science Professor Clare McGovern regarding SFSS GOTV campaign
- Meeting with President of SFU Faculty Association
- Meeting with lawyer regarding draft by-laws

### **Projects**

- SFSS GOTV Campaign Proposal
- #textbookbrokeBC Presentation to SFUFA

**Events**

- SFU Harbour Centre Open House

**Administrative**

- Regular office hours
- Regular emails
- Cheque requisitions runs
- Reviewing minutes and agendas

If you have any questions, comments or concerns feel free to contact me at [vpuniversity@sfss.ca](mailto:vpuniversity@sfss.ca)

**AT-LARGE REPRESENTATIVE (BWAKURA)**

**Named SFSS Committee Work & Action Items**

- N/A

**Meetings & Action Items**

- BOD
  - October 7th, 2016
  - October 14th, 2016
- Council
  - October 12th, 2016 (1hour, 15mins)

**Projects**

- Halloween Pub Night
  - Initial planning

**Office/Engagement Hours**

- Tuesdays, MBC2220 12pm - 2pm

**Events**

- SFSS/GSS/SFU Dinner

**Administrative**

- Emails and meeting prep

**AT-LARGE REPRESENTATIVE (HANS)**

**Named SFSS Committee Work & Action Items**

- Finance and Audit Committee
- Strategic Planning Committee
- Build SFU

**Meetings & Action Items**

- Finance and Audit Committee (x1)
  - Began planning budget consultations
- Strategic Planning Committee (x1)

- Present Strategic Plan update to board
- Build SFU(x2)
- Board (x2)
- AV services for SUB

### **Projects**

### **Office/Engagement Hours**

- Wednesdays 2:30-4:30

### **Events**

- SFSS/GSS/Presidents Dinner

### **Administrative**

- Preparing for meetings, reading minutes, responding to emails, preparing for presentation

## **APPLIED SCIENCES REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

- N/A

### **Meetings & Action Items**

- Board meeting
- Granting Evaluation Changes
  - Prepared documents
  - Followed up with GO regarding concerns and notes from meeting

### **Projects**

- Checking in with G.O. about events to ensure proper procedure is followed

### **Office/Engagement Hours**

- Friday (1:30PM-3:30PM), Burnaby
- Wednesday(11:30AM-12:30PM), Surrey
- Tuesday (11:00AM-2:00PM), By appointment

### **Events**

- N/A

### **Administrative**

- Reading Minutes
- Board reports
- Emails

## **COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

- Advocacy
  - 10/7 Meeting: Passed the Proposal for the Sexual Assault Campaigns
  - Came up with multiple slogans for the consent matters campaign with Arts Representative (Blossom Malhan) and at-large member (Kiran Binning)
  - Tabled for the Sexual Assault Consultation sessions at the Vancouver Open House
- Strategic Planning Steering Committee
  - Did not attend meeting since I was sick
- Vancouver Campus Committee
  - 10/12: Attended and tabled at the Vancouver Open House

### **Meetings & Action Items**

- 10/7: Board Meeting
- 10/13: Meeting with FCAT Dean's Office
- 10/14: Board Meeting

### **Projects**

- FAC Activity Fees Video (10/12)
  - Finished filming my portion that was corrupted
- FCAT Formal 2017
- SFSS Accessibility Event
  - Created a marketing plan with Health Science Rep (Raajan Garcha)
  - Creating Icebreakers

### **Office/Engagement Hours**

- Office Hours:
  - Burnaby: Tuesday 1:30-2:30 Rm Board Office
  - Vancouver: Thursday 1:30-2:30 rm. HC 3201

### **Events**

- 10/4: SFSS/GSS/SFU Dinner hosted by President Petter
- 10/5: FASS Smoothies n Colouring in Arts Central Event
- 10/12: SFU Vancouver Open House

### **Administrative**

- Emails
- Prepared for meetings
- Summer Semester Work Report

## **ARTS & SOCIAL SCIENCES REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items:**

- **Governance: October 13th**
  - Looking at the fee structure and how it relates to membership,



- Also discussing accountability and how to make the overall organization more accountable to the whole student population
- **Advocacy: October 7th**
  - Brainstormed slogans with FCAT Rep Prab Bassi and Member-at-large Kiran Binning for the sexual assault prevention campaign
  - Spreading the word about the sexual assault prevention and policy consultations taking place over the next two months by tabling and handing out info calendars
  - Tasked with getting a quote for custom made glow-in-the-dark stickers
  - The sticker would read “consent matters” and can be used at pub nights
    - Custom made stickers turned out to be very expensive
    - Was tasked with finding glow-in-the-dark spray paint or the likes to make consent positive posters for pub nights -- found some good items
  - Also responsible for looking into a strobe light which could flash the words “consent matters” during pub nights and other events
    - Working on finding a strobe/stage light plus the appropriate light filter

**Meetings & Action Items**

- Board Meeting: October 7th and 14th
- FASS Exec Meeting: October 14th

**Projects:**

- At the FASS Exec meeting, a lot of the DSU president's stated that it was difficult to get people out to their events. Even going around the room, we realized there were a lot of events happening and some of those could of been collab events
  - In order to solve this problem, I suggested doing a “Arts Flash” or “FASS Blast” by which, the Arts Rep could compile a list of all the events happening that month and give it to our communications office to post on the SFSS Facebook page to get more traffic to the Arts Events.
  - Will be linking with the Arts DSU and our Communications office to see if it's possible and coming out with a method to follow every month

**Office/Engagement Hours:**

- Office Hours: Tuesdays at 12pm to 1pm on Burnaby Campus

**Events:**

- Attended the FASS Smoothie Mixer to meet Arts Mentors and their Mentees
- Attended the SFSS/GSS/SFU Dinner hosted by President Petters

**Administrative:**

- Reviewed Minutes, Agenda and Supporting Documents
- Emails
- Completed the Summer Semester Report
- Returned all rented equipment to Long and Mcquade

## **BUSINESS REPRESENTATIVE (Pachchigar)**

### **Named SFSS Committee Work & Action Items**

- Surrey Campus Committee (SCC)
  - Discussion with Committee Chair for Student Entrepreneur of the Year event
- Vancouver Campus Committee (VCC)
  - Help with SFU Vancouver Open House tabling

### **Meetings & Action Items**

- 10/7: Board Meeting
- 10/14: Board Meeting
- Meeting with Business Admin Student Society President
- Short meeting with Piere

### **Projects**

- SCC - Student Entrepreneur of the Year event

### **Office/Engagement Hours**

Monday, 4:00pm-5:00pm Surrey (SUR 3390)

Tuesday, 4:00pm-5:00pm Surrey (SUR 3390)

Wednesday, 4:00pm-5:00pm Surrey (By appointment)

### **Events**

- SFU President's Dinner
- SFU Vancouver Open House - Vancouver Campus Committee (VCC) tabling; 5-7pm

### **Administrative**

- Reviewed minutes, documents, and prepared for meetings
- Emails
- Summer Semester Work Report

## **EDUCATION REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

- Finance & Audit Committee (Oct 12)
  - Will be working with the SFSS Financial Coordinator and VP Finance on the financial procedures manual. Note: manual overview was presented at the meeting and I have not yet worked on this project, rather I have only put my name forward.

### **Meetings & Action Items**

- Meeting with Director of Undergraduate Programs for the Faculty of Education to advocate for Education students (Oct 6)
- Meeting with Interim Dean from the Faculty of Education to begin discussions for student engagement/check in to see what the faculty is doing (Oct 6)
- Board of Directors Meeting - SFSS (Oct 7)
- Undergraduate Programs Committee for the Faculty of Education (Oct 12)

- Education Student Association Meeting (Oct 14)
- Board of Directors Meeting - SFSS (Oct 14)

### **Projects**

- Planning an Indigenous Workshop aimed for early December in partnership with the FoE and the ESA. This will be open to all students.
- One of my ongoing projects is to engage with a neglected group of our membership, students from the professional programs within the Faculty of Education. Due to their constantly changing schedules, their module structured program and the fact they are often not on any of the three campuses (due to their practicum and other program related activities), they are often unable to engage and connect with the SFSS through its activities, resources, etc. I seek to overcome this by regularly reaching out to PDP modules and providing resources and extra-module social opportunities.
- Planning a Study Break event with the support of the ESA where we will play a marathon of Friends in the Learning Hub and food will be provided to supply a break from midterm studying for students.

## **HEALTH SCIENCE REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

- Advocacy Committee
  - 10/7: Meeting
    - The Sexual Assault Policy Consultations Proposal was approved
- Surrey Campus Committee
  - No meetings for this committee were held during this time
  - 10/2: Meeting with SCC Chair/VP Finance (Hangue Kim)
    - Drafted proposal for Halloween event
  - 10/13: Meeting with other SCC Project Lead (Simran Sanghera)
    - Finalized proposal + made floor plan for haunted maze

### **Meetings & Action Items**

- 10/3: Holiday Campaign Planning Meeting
- 10/5: HSUSU Meeting
- 10/7: Board Meeting
- 10/14: Board Meeting

### **Projects**

- SCC Haunted Halloween Crawl
  - Project lead + drafted proposal for the event
- Holiday Campaign
  - Drafted rough proposal/timeline for event with VP Student Services (Larissa Chen)
  - Talked to HSUSU and SPI club for working with us on this project
- SFSS Accessibility Event
  - Created a marketing plan with FCAT Rep (Prab Bassi)
  - Creating icebreakers for event

### **Office/Engagement Hours**

- Thursday's 9:30-10:30am Burnaby
- Tuesday 9:30-10:30am Surrey

**Events**

- SFSS/GSS/SFU Dinner hosted by President Petter

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

**SCIENCE REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Strategic Plan Joint-Steering Committee
  - 10/3: Meeting
    - Completed review of the status of the SFSS Strategic Plan
    - Made sub-committees and timelines for the remained strategic initiatives for the 2016-2017 board term
- Finance and Audit Committee
  - 10/12: Meeting
    - Began planning for budget consultations
- Strategic Engagement Committee
  - Did not meet during this time
- Grant Restructuring and Guidelines Committee
  - Did not meet during this time

**Meetings & Action Items**

- 10/7: Board Meeting

**Projects**

- Science Peer Mentorship Program
  - Completed randomly selected mentor check-ins

**Office/Engagement Hours**

- Held regular office hours

**Events**

- N/A

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

# SFSS BOARD COMMITTEE UPDATE

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This report summarizes SFSS committee activities that took place from  
**October 1-15, 2016**

## **ADVOCACY**

The advocacy committee met on October 7th to approve the Sexual Assault Policy Consultations proposal. The committee will be doing direct outreach with students during the consultations (Oct. 13th - 27th). Committee members will also be attending sessions to provide their own input in regards to what should be included in the policy. The committee also discussed the consent campaign, and are hoping to have a proposal finalized in the coming weeks.

## **ACCESSIBILITY FUND**

The Accessibility Fund committee met twice to discuss accessibility accommodation requests from SFSS Out on Campus and the SFU Committee to End Ableism. Furthermore, we received updates and reviewed the changes to the job description of the SFSS accessibility designated assistant. The committee also had discussions regarding Disability Awareness Week promotion & the Board's involvement through our Oct 21 event. Furthermore, an update on the Rick Hansen Foundation grant opportunity was provided and a working group has been developed to look further into this opportunity. Lastly, the committee reviewed the current accessibility fund grant proposal and the proposed changes has been relayed to the respective staff members.

## **EVENTS**

The committee has not met during this time.

## **FINANCE & AUDIT**

The Finance and Audit Committee started working on the SFSS Budget Consultations, a consultation geared to engage with our membership and receive feedback for a budget. The consultations will take place in the month of November. The committee also passed a motion to transfer funds from the Accessibility Fund to the Build SFU Fund based on a previous motion regarding the accessible elevators and additional accessible items in the new building.

## **GOVERNANCE**

The Governance committee has been continuing its work drafting new SFSS by-laws. The committee has a working draft which is currently being reviewed by legal counsel and will soon go to the board then the membership for consultation. The committee has also been working on reviewing the SFSS fee structure and the drafting of policies that will need to accompany the new draft by-laws.

## **NOMINATION**

The committee has not met during this time.

### **STRATEGIC ENGAGEMENT**

The committee has not met during this time.

### **STRATEGIC PLAN**

The committee has not met during this time.

### **SURREY CAMPUS**

The Surrey Campus Committee is planning the Hallowe'en Maze event. It will be a by-donation event where all proceeds will be going to the SFSS food bank. Students will crawl through a haunted maze in one of the Surrey Campus rooms and have Hallowe'en treats for them at the end. We are also planning a Pub Night at the Central City Pub. The event is expected to have 300 students and is planned for the first week of the Spring Semester.