

Call to Order – 3:31 pm, March 16, 2015 | Executive Conference Room

**1. Roll Call of Attendance**

**Committee Composition**

President (*chair*)..... Chardaye Bueckert  
Vice President Finance..... Adam Potvin  
Vice President Student Services ..... Zied Masmoudi  
Vice President External Relations ..... Darwin Binesh  
Vice President Student Services ..... Kayode Fatoba  
Vice President University Relations ..... Moe Kopahi

**Society Staff**

Build SFU General Manager..... Marc Fontaine  
Campaigns, Policy, and Research Coordinator ..... Pierre Cassidy  
Executive Director..... Colleen Knox  
Student Union Organiser..... Antonio Daling  
Minute Taker ..... Dion Chong

**Guests**

**Regrets**

**2. Adoption of Agenda**

**MOTION EXEC 2015-03-16:01**

Binesh

*Be it resolved to adopt the agenda as presented.*

**CARRIED**

**3. Matters Arising from the Minutes**

**MOTION EXEC 2015-03-16:02**

*Be it resolved to approve the minutes of 2015-03-02*

**POSTPONED TO NEXT EXEC**

**4. Updates**

**a. Hiring Committees**

Women’s Centre Coordinator Hiring Committee has completed the hiring process—The probationary review would be the next step for the committee.

Out on Campus Administrative Assistant—posting extended due to technical glitch.  
Shortlisting would occur within the week.

General Office Replacement Coordinator—Internal transfer complete.  
General Office Student Staff—two student staff hired.

Financial Replacement Coordinator has selected a candidate, who has accepted for a start date of April 20. A ten day overlap with Financial Coordinator Kwong has been arranged.

The Board of Directors has struck the following hiring committees:

- Communications Coordinator—two employer representatives have been selected, with the union appointing their representatives at their next meeting
  - Build SFU General Manager expressed interest in participating in some capacity given the interest in increasing or enhancing Build SFU communication work. They would contact the employer representatives on the hiring committee.
  - The hiring committee was interested in changing the existing job description due to a perceived lack of specificity, which would impact the speed of the hiring process. Executive Director would follow up.
  - The Executive Committee was reminded that the organization would experience a loss in capacity as a result of the departure of the existing Communications Coordinator.
- Executive Director Search and Hiring Committee—A few meetings have occurred.
  - A search firm was engaged by the Board (Boyden, which conducted the search for the Executive Director ED and General Manager for the UBC AMS)
    - The firm would be meeting with the search committee and the Executive Director.
    - The form of union participation in the process was being considered. The Union was requested to conduct a discussion on how they would like to participate in the process in a delegated fashion, given tight timelines and infeasibility for staff members to be met with individually.
      - The staff have requested job descriptions and other relevant documentation to inform the discussion, as little information has been made available beyond the resignation email.
  - The committee recognized the work of the Executive Director and their service to the student society.

*Kopahi entered 3:41pm*

- Human Resources Manager—board members had a number of brief conversations.
  - Emails had been sent to SFU Human Resources to request some input on best practices, given their experience in the field.
  - Vice President External Relations had been contacting student unions with similar governance structures to those envisioned by the Board for input on the matter.
  - HR Manager position was being expedited to ensure that the organization would continue to have management.
    - Contract would include a clause for a one-year review of the position and its suitability for continuation.
  - Significant research has to be done in regards to going rates etc. and discussions with outside groups including labour counsel.
- Timeline—early May hire, with some overlap for the current and future Executive Directors.

WCTR Resource Assistant Hiring Committee—Was on the agenda for the previous Board meeting but was removed pending a request from the Women’s Centre Coordinator. They have requested that it be brought forward at the next meeting and that a members of the Women’s

Centre Collective has been selected to serve on the committee. They have been advised that the Board may not have the capacity to conduct the hiring immediately, as a result of the sheer number of committees.

*Fatoba left at 3:44pm*

## 5. New Business

### a. Get Out the Vote Event

#### MOTION EXEC 2015-03-16:04

Kopahi

*Whereas* the Advocacy Committee has identified that low youth voter turnout is an issue;

*Whereas* there is a federal election coming up in 2015;

*Whereas* the Council of Canadians and Check Your Head are organizing "Get Out the Vote" campaign;

*Be it resolved that* the SFSS Advocacy Committee endorses the "Get Out the Vote" youth events to be held at SFU Burnaby and SFU Vancouver campuses.

*Be it further resolved that* communications will help to promote the event through social media and e-mails to students.

Voter engagement was considered a major priority for the Advocacy Committee at the beginning of the year, with the committee having conducted a campaign in support of the municipal election. This was also a priority for the BOD. The campaign has attracted interest from the committee with no monetary requests.

It was expressed that the SFSS could potentially consider a strengthened Independent Electoral Commission as a platform to promote and increase voter turnout for both internal and external elections.

Concern was raised that the capacity of the Communications Office was already strained as a result of the impending departure of the departmental coordinator, as well as requests from committees to promote a large number of non-BOD initiatives which was diluting the efficacy of Society social media to promote its own work. However, the matter was a board strategic priority and therefore was approved by the Executive Committee.

The Vice President External Relations would follow up with the Communications Coordinator on the matter.

### CARRIED

Advocacy Committee didn't meet last week (conflict with debate times for elections), Board won't meet this week, pressing matter.

### b. NEB Submission Project Worker

#### MOTION EXEC 2015-03-16:05

Bueckert

*Be it resolved that* the SFSS Executive Committee recommend to Board that the SFSS create and jointly fund alongside the GSS a Research Assistant to help research and prepare the SFSS' submission to the National Energy Board about the proposed Kinder Morgan Pipeline

The National Energy Board was holding a hearing process for the Kinder Morgan transmountain pipeline expansion. Having received intervener status, the SFSS was privy to all communications and internal proceedings throughout the hearing process. The process generated a significant number of correspondences and information, and therefore a staff position was requested to review the state of the hearings and parse the documentation and correspondences from both Kinder Morgan and other interveners. The process included a significant number of other interveners who have considered highly technical aspects of the proposal, including geology and emergency plans, thus a nuanced understanding of these technical issues was not necessary. Rather, the President was looking for briefing notes to be created to update the Board on the progress of the process, and to provide recommendations around the possible subject areas for a submission, should a submission be feasible for the Student Society.

Facing the same issues as an intervener, the Graduate Student Society Council has approved up to \$3,500 to jointly fund a position with the SFSS. This was identified as a symptom of having two bodies engaged with nearly identical mandates, as a result of the GSS split from the SFSS. The President recommended that the staff person be hired through the GSS for a number of reasons.

- GSS has greater flexibility in their hiring system and employee classifications
  - Title of the position would be more flexible than a “project worker”, which would attract graduate level researchers.
- GSS employee would benefit from a higher wage rate and benefits, which could not be provided under the SFSS structure for such a specialized position.
- GSS would not be able to participate fully if the position was of the SFSS, as a result of the GSS commitments as a living wage employer.
- The SFSS would continue to have some oversight opportunities in the hiring and performance, through an LOA signed with the GSS, as well as through the Campaigns, Research, and Policy Coordinator acting as the SFSS liaison to the GSS for the position.
  - If the SFSS had major issues with the position that could not be rectified, SFSS funding could simply be frozen.
  - The Campaigns, Research, and Policy Coordinator would not be engaging in quality assessment, but rather to engage with the GSS Advocate and request regular updates and briefing notes from the individual in the position.
- GSS has both staff continuity, as well as Executive continuity as only half of their positions turn over in May.

This position was seen as necessary to inform the Society of whether it was even in a position to make a submission. With the joint funding commitment, the SFSS would likely only need to absorb a \$3,000 cost, which would be expended over the summer semester. This presented a complication in that the majority of the spending, with the exception of potentially one pay period, would be in the next fiscal year.

The attached job description was designed in the heuristic of an SFSS job description, but some changes would be likely to conform to GSS hiring framework.

Concern was raised that the timeline for the matter was becoming increasingly tight.

Concern was raised around having individuals working for the Student Society outside the direct control of the Society staffing mechanism. Further, concern was raised of the current

board making spending decisions on behalf of the next board, who would not have the ability to allocate the funding as they saw fit.

However, Executive Committee members saw the position as a necessary condition for the Society to make an informed decision. At maximum, the SFSS would be expending \$3,000 and would have the information to determine whether the matter should continue to be a priority for the Society.

If Board provided an approval, there would be accompanying changes to the Society finances, including the creation of a new line item.

### **CARRIED**

#### **6. Executive Officer and Staff Updates**

##### **Vice President External Relations**

- Working on hiring committee
- Reviewing Advocacy Committee finances—no major issues
- CPR work has been slow but has issued notices of motion for a number of proposals
- Preparing exit report
- Was not anticipating significant committee activity over the next week due to election debate overlaps
- Fielding significant number of emails.
- Meeting with Minister of Advanced Education on the same day as the concert.
- Administrative—clearing cheque requisitions

##### **Executive Director**

- Came back from vacation to a meeting downtown
- Dealing with a significant number of HR issues
- Rotunda lease has returned from the university
  - Will have to set up meetings with CJSF and SFPIRG to discuss the specifics

##### **President**

- Staffing matters—significant activity, particularly given Executive Director vacation
- Meeting with the Minister of Advanced Education on Friday—considering discussion priorities, as the hour long meeting provides for opportunities in discussion. The Vice President External Relations, Arts and Social Sciences Representative, President, and Campaigns, Research, and Policy Coordinator would be in attendance.
  - Meeting with the Advanced Education spokesperson (opposition critic) the following Friday.
- Focus on the BOD Code of Conduct—during summer, Campaigns, Research, and Policy Coordinator was tasked to create a report and this was submitted to CPR. The President would be prioritizing the matter.
- Supporting residents of Louis Riel who have been evicted—liaising with the residents, government officials (MLAs would be bringing the matter up during question period), rally at noon in Convocation Mall on Wednesday.

##### **Vice President University Relations**

- Staying up to date on hiring committee discussions
- Exit report preparations

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- Suurey expansion project is facing delays—would be following up
- Working with a member to draft letter to the university on accessibility issues on campus
- Speaking to electoral candidates

*Fatoba reentered at 4:08pm*

#### **Vice President Finance**

- Signing contract on behalf of the Engineering Science DSU, with the help of the Student Union Organiser
- Speaking to electoral candidates
- Preparing referendum campaign
- Working on Green Jobs Fair—difficulty in getting businesses onto campus
- Budget—referendum will seriously impact the flexibility of the budget. Hard lines are not being drawn within the budget at present.
- Replacement Financial Coordinator has been hired.

#### **Vice President Student Services**

- Finance Coordinator hiring
- Compass card—Wave 1 has been issued, with wave 2 being issued soon.
- Spring Jam preparation

#### **Student Union Organiser**

- Reviewing a number of contracts including advertising and musicians—GST remittance will be necessary. From now on, revenue will be reviewed from all student unions.
- Helping with Science Undergraduate Society elections
- Budget preparations
  - 24% of student union grants goes towards catering.
- Workshop survey— good response from email thusfar
- Co-Curricular Record
- Student Engagement Fund paperwork

#### **Build SFU General Manager**

- Assisting in developing the Build SFU survey
- Build SFU Student Advisory Committee meeting at 4:30pm regarding the same
- Construction documents for SUB is 100% complete.
- From electoral platforms, there is a perceived lack of communications on the project. The department is considering options to re-present the project to the membership
- Joint Steering Committee meeting

#### **Campaigns, Research, and Policy Coordinator**

- Meetings with the candidates over the past two weeks were difficult to manage, but they were helpful for the organization and would provide for a platform for the future board members in understanding their role.
- Orientation for the next Board—would be larger ins cope and hopefully would be an ongoing structure to be improved upon by future Boards

- Policy work—review of code of conduct.

#### **Minute Taker**

- Limited committee meetings during the week was providing opportunities to deal with auditing matters.
- Continuing to support the IEC through documentation and contextual information as requested.
- Was expecting increased workload to manage the communications gap upon the departure of the Communications Coordinator.

#### **Vice President Student Life**

- International Students Group elections—incoming executive would be able to focus on international issues
- EPCOM activities incoming—taste of trance, wild salmon warrior day etc.
- Holi event support through promotions.

#### **7. In Camera Session**

##### **MOTION EXEC 2015-03-16:04**

Kopahi

*Be it resolved to move the meeting in camera with management*

**CARRIED**

##### **MOTION EXEC 2015-03-16:04**

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*Be it resolved to move the meeting in camera*

#### **8. Attachments**

KinderMorganProjectWorker-JobDescription.pdf

#### **9. Adjournment**

National Energy Board Submission Research Assistant/Project Worker  
Proposed Job Description

Description: The Kinder Morgan Project Worker is primarily responsible for conducting research and assisting in drafting a final submission to the National Energy Board (NEB) regarding the proposed Kinder Morgan Pipeline on behalf of the SFSS and GSS.

Goals:

1. To prepare the SFSS` and GSS` official submission to the NEB by September 1st, 2015
2. To collect and review the relevant materials (e.g. questions already posed to Kinder Morgan) and synthesize for the results for the SFSS and the GSS
3. Integrate feedback received from the SFSS and GSS membership and the SFU community into the final submission
4. Ensure that the incoming 2015/2016 SFSS Board of Directors and the GSS Executive Committee is familiar with the issue and provide a point of continuity in report preparation

Working Relationship/Role in Organizational Structure

This Project Worker is jointly funded by the GSS and SFSS, and will also liaise with the GSS. The Kinder Morgan Project Worker reports to the SFSS Campaigns, Research, and Policy Coordinator and the GSS Advocate. They will also work closely with the SFSS Advocacy Committee as well as the SFSS and GSS Kinder Morgan Pipeline Working Groups.

Duties and Responsibilities:

- Reviewing all submissions relevant to the SFSS and GSS that have been made to the NEB so far and draft a report summarizing key findings
- Conduct additional research on matters of concern to the SFSS and the GSS pertaining to the Kinder Morgan project.
- Collect and synthesize input (questions and concerns) from the SFSS and GSS membership to be included in the submission
  - If necessary, recommend questions to pose during the NEB hearing process.
- Regularly report progress to the SFSS Advocacy Committee, relevant working groups, and the GSS Director of External Relations
- Determine the scope of SFU's NEB submission and identify any gaps to be included in the SFSS and GSS submission

### Desired Skills and Experience:

- Strong research and writing skills
- Ability to analyse and synthesize large amounts of information to deduce emerging themes and produce recommendations
- Familiarity with the Kinder Morgan Project, Canadian politics, environmental issues, and student societies
- Ability to work in a demanding, multi-task environment
- Ability to report to a supervisor while working largely independently
- Experience drafting detailed reports to governmental organizations
- Post-secondary education

### BACKGROUNDER:

- Kinder Morgan proposed a new route for their proposed Trans Mountain pipeline around August 2014 that would traverse Burnaby Mountain where SFU Burnaby is located
- Whereas SFU students will be impacted by this project and whereas only parties with intervenor or commentator status can have input on the process, the SFSS applied and successfully received intervenor status with the NEB regarding the Kinder Morgan Project on September 24, 2014
- The initial final report submission deadline was extended from March 2015 to September 1, 2015
- The National Energy Board hearing process is currently underway, and intervenors are able to pose questions. Duplicates of previously posed questions are not permitted.
- The hearing process entails large amounts of documentation and correspondence to be reviewed
- SFSS and GSS wish to hire a project worker that can oversee their involvement in the process and draft its final submission

### Further Information

#### Possible Hours:

10 hours/week x 18 weeks = 180 hours x 24 hours = \$4 320

12 hours/week x 18 weeks = 216 hours x 24 hours = \$5 184

15 hours/week x 18 weeks = 270 hours x 24 hours = \$6 480

(GSS wage rate - \$24/hour)

Recommended: 12 hours per week

Total Budget: Approximately \$5 500 (including contingencies)

SFSS Contribution: \$2 750

#### Notes:

Worker will need flexibility in the hours per week. GSS CA allows for this

There is a good possibility that we may need to amend the amount of hours mid-way through the project

#### Hiring process:

- SFSS would want input in the hiring process.
- GSS hiring process for student positions is flexible
- GSS generally just does a posting and then has resumes sent to an email
- The GSS wouldn't have to post the position internally
- Hiring committee would ideally be composed of 2 GSS and 2 SFSS reps with staff representatives and student leaders
- Hiring and employment would be stipulated in LOA

#### Proposed Timeline:

- Approval from respective bodies by March 18, post immediately after
- 2 week posting timeline - posting close April 3. Can do interview and review resumes as the postings come in
- 1 week to do interviews and hire for April 13 week start