

Call to Order – 3:33 pm, April 13, 2015 | Executive Conference Room

**1. Roll Call of Attendance**

**Committee Composition**

President..... Chardaye Bueckert  
Vice President Finance..... Adam Potvin (*late*)  
Vice President Student Life .....  
Vice President Student Services ..... Zied Masmoudi  
Vice President External Relations ..... Darwin Binesh

**Society Staff**

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

**Guests**

Incoming President..... Enoch Weng

**Absence**

Vice President University Relations ..... Moe Kopahi

**2. Adoption of Agenda**

**MOTION EXEC 2015-04-13:01**

Masmoudi

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

**CARRIED**

**3. Matters Arising from the Minutes**

**MOTION EXEC 2015-04-13:02**

Binesh

*Be it resolved to approve the minutes of 2015-03-23*

**CARRIED**

**4. Discussions**

**a. Management Restructuring**

*Potvin entered at 3:35pm*

The Board of Directors had struck a hiring committee for a HR Manager position, which had received a recommendation from the Executive search firm, Executive Director, and Union to postpone the process such that the incoming Executive Director would have an opportunity to hire their own team. The hiring committee would be taking the recommendation for the time being, with a position—with a placeholder *HR Manager* name—being budgeted within the Executive Director Department. The parameters of the position (as HR manager, operations manager, ED assistant etc.) would be at the discretion of Executive Director based on their particular needs and skillset. A number of management models were possible and would have to be considered, particularly given the potential overlap between the HR Manager and the FBS General Manager considering the current model where the ED spends 30% of their time

managing FBS HR issues. Questions arose of whether the position would be dealing with HR exclusively or would be responsible for operations.

Several members were tasked to continue reviewing the job description for the position and to provide a written report on committee progress to the Board, with a significant package of recommendations being put forward to the incoming BOD, EXEC, and ED.

The Executive Director search process was ongoing, with interviews scheduled for the last week of April. The search firm was still conducting the search process and preparing a long list of potential candidates. The employer has yet to receive documentation on the candidates. The union and staff representatives have offered to provide professional insight and support to the hiring committee, with the full understanding that they would not be involved in the decision-making of the employer. It was furthered that the staff wished to stay up to date on the progress of the hiring.

**Action item:** The President would follow up with the search firm on such a process. In order to maintain continuity, the appointment of incoming BOD members onto the ED search committee may be extremely valuable.

## 5. Executive Officer and Staff Updates

### Vice President External Relations

- Exit report—compiling work over the past year
- Committees—ADV has completed work. CPR will be meeting into exams, and will have to meet again to address final items
- Preparation for transition with incoming Vice President External Relations, with external meetings being transferred to them.
- Outstanding matters including ADV action item.

### Build SFU General Manager

- Two weeks ago, the Build SFU survey was distributed to the membership, with 1,400 responses as of last week. A reminder would be sent out in the next few days for one final push.
  - Survey consisted of open ended questions. Build SFU considered possible ways to categorize responses, but most responses straddled multiple categories. There may not be a way to accurately summarize the results received.
  - Top three topics of interest have been identified, with clear trends.
  - $\frac{3}{4}$  of respondents did not leave comments
- Would be taking a week vacation given slow movement in the department.

### Student Union Organiser

- Catching up on work after returning from leave
- Completed final exam for job development course
- Handling a number of year end administrative matters.

### Campaigns, Research, and Policy Coordinator

- Extremely busy—CPR had nine items on the agenda today.

- The Coordinator reiterated that policy work should not be crammed into the last few weeks of the BOD term, particularly given the concerns raised by BOD at the beginning of the year around the size of the policy manual.
- EXEC had to take a lead role in enforcing the limits of what is possible at this time.
- Orientation process—first iteration of a recurring process that would provide for training throughout the year.
- Doing work with the Council working group on the Code of Conduct system

**Vice President Student Services**

- Commercial Services Committee met last week for the last time
- Policy changes were being prepped

**Minute Taker**

- Taking care of a number of Board changeover admin work.

**President**

- National Energy Board Research Assistant job positing is now up through the GSS.
- Accessibility Fund Research Assistant—revised JD has been sent out to the Board and Shop Steward for review. President and Student Union Organiser would be reviewing the document as well.
- Participating in the Executive Director search committee
- Initial meeting with the incoming President on transition
  - Best practices and suggestions were sought, as no model for transition was in place and the current president did not receive any substantial transition from the previous President.
- Joint Operations Group meeting—both incoming and outgoing Presidents and VP University Relations were present, along with the Executive Director and CRP Coordinator. Discussed SFU Read, Louis Riel, update on Build SFU and transit referendum, space for GSS.
- Invited to Senate Committee on University Teaching and Learning to discuss open textbooks—provided information and received suggestions which will be forwarded to the next Advocacy Committee
- Transit plebiscite—only 8% of ballots have been returned, and Burnaby has one of the lowest turnout, meaning that students could have a decisive vote on this matter.
  - GSS and SFSS have been authorized to send an email to the entire student body encouraging them to vote. This would be sent out after exams.
- AVP Students has authorized the creation of a degree completion fund to begin Fall 2015
- The SFU Board of Governors as of March has approved the tuition consultation policy. President was preparing information for the SFSS website and the Peak.
- A private members bill was currently being submitted to provide Residential Tenancy Act protections to individuals living on university residences. Alliance of British Columbia Students has been slow in their progress on this matter.

- Trying to complete ADV portfolios, having led many campaigns over the course of the year.
- Many requests over the last week for reference letters to students
- Participated in BOD code of conduct working group

#### **Executive Director**

- Received resignation from Communications Assistant
- Collective Agreement under review for Admin side. FBS CA signed off and going to LRD
- Preparing signing authority changes for bank and BC Liquor Control Board
- Checking references for the Emergency Communications Coordinator candidates.
- Orientation preparations—Build SFU Administrative Coordinator would be assisting in the process
- FBS teambuilding exercise has been occurring, as per a grievance.
- Vacation request and monthly time off reports.
- Rotunda lease renewal has taken a year but has finally been submitted to the Board.
- Management review with both the FBS and Build SFU General Managers.
- Emails and meetings with Shop Steward on outstanding grievances

#### **Vice President Finance**

- Commercial Services Committee met
- Accessibility Fund Advisory Committee meeting.
- Draft budget met some resistance from FASC, but covered all departmental requests.
  - Includes funding for another General Office Coordinator and HR Manager, available should the next ED wish to pursue the position.
  - BOD department was, as always, highly discussed.
  - Budget as amended will be presented to Council, FASC, and BOD.

#### **6. Announcements**

##### **a. Further EXEC Meetings**

Executive Committee would not be meeting next week. A final EXEC meeting will be called with incoming Executive Officers invited for informal discussions and recommendations.

*Weng left at 4:02pm*

##### **b. BOD Collaborative Recommendations**

Given that Board members all make recommendations within their exit reports, the Board had the opportunity to collaborate on a single set of recommendations, which would be more impactful than individual recommendations and would reduce redundancy. This may become contentious, and email may not be sufficient for the conversations on the matter. In the future, this could be handled through a three-year strategic plan which would allow one board to pick up where the previous left off. The President would investigate such opportunities, potentially for the final board meeting given limited agenda items.

##### **c. Draft 1516 Budget Changes**

Major changes to the budget were as follows:

- Budget for a new *HR Manager* position, as well as an additional Coordinator in the General Office

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- Doubled budget for Advocacy Committee
- Bursary contribution reduction from \$22,000 to \$16,000, which was the referendum-driven minimum contribution. Beyond \$10,000, the provincial government does not match funds.

The Vice President External Relations would be investigating project management software for ADV usage.

**7. In Camera Session**

**a. Ombuds Office**

**MOTION EXEC 2015-04-13:04**

Potvin

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

**CARRIED**

**8. Adjournment 4:21pm**

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DC /CUPE 3338