

1. CALL TO ORDER

Call to Order – 8:33am

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Composition

Vice President Finance..... Barbara Szymczyk
Executive Officer..... Deepak Sharma
Executive Officer..... Kathleen Yang
Board of Directors..... Jas Hans
Board of Directors..... Hangue Kim
Councilor..... Anjali Biju
Financial Coordinator..... Kurt Belliveau
Minute Taker..... Carmela Frouws

3.2 Regrets

Executive Officer..... Kathleen Yang
Councilor..... Mohammad Ali
Student At-Large..... Ibrahim Hafeez

3.3 Absences

Student At-Large..... Taufeeq Kashtwari

4. RATIFICATION OF REGRETS

MOTION FASC 2016-01-20:01

Deepak/Jas

Be it resolved to ratify the regrets from: Mohammad Ali, Kathleen Yang and Ibrahim Hafeez.

CARRIED AS AMMENDED

5. ADOPTION OF THE AGENDA

MOTION BOD 2016-01-20:02

Deepak/Hangue as amended by Anjali/Deepak

Be it resolved to adopt the agenda as amended.

CARRIED AS AMMENDED

Discussion

- New Business addition

6. MATTERS ARISING FROM THE MINUTES

MOTION BOD 2016-01-20:03

Hangue/Deepak

Be it resolved to approve the minutes from: 2015-11-03

CARRIED AS AMMENDED / CARRIED

NOT CARRIED – TABLED TO THE NEXT MEETING

Discussion

- Deferred to the next meeting, as revisions need to be made.
- Absences and Regrets were missing due to technical difficulties.

7. NEW BUSINESS

7.1 MOTION FASC 2016-01-20:04

Deepak/Hangue

Whereas estimates from the projected revenue from the Activity fee have changed.

Whereas there was no fall referendum that took place

Be it resolved that \$17081.00 from 400/31 activity fee and \$8065.00 from department 25 IEC be reallocated to the unrestricted surplus

CARRIED

Discussion

- The estimated budget was compared with the actual budget.
- The budget was made for the fall referendum however the fall referendum did not occur and therefore the budget was not spent.
- The reallocation of funds will not hinder the work of the IEC in any way.
- Amount looking at will offset the further changes.
- If the IEC requires more funding then FASC will review the request at that time.

7.2 OPERATIONS AND ADMINISTRATION

MOTION BOD 2016-01-20:05

Jas/Anjali

Whereas the CJSF and SFPIRG cost recoveries were over budgeted and Rotunda operating costs were under budgeted,

Whereas the contract termination with Mr. Sub resulted in a decrease in operating cost recoveries with only the continuation of rent payments for the full duration of their lease until February 2016 and with the entering of a lease with Pasta Organico beginning in December,

Whereas the operating costs per square foot increased by \$0.09, from 7.38 to 7.47.

Be it resolved that FASC recommend to the Board of Directors that \$31,071 be reallocated from the unrestricted surplus to 620/31 (operating costs) **so that it is increased from \$22,504 to \$53,575

Be it further resolved that 420/31 (rent revenue) increase by \$3,620 from \$135,348 to \$138,968

CARRIED

Discussion

- The SFSS over-budgeted how much we thought was coming in from the space and under-budgeted how much we thought we would have to pay out.
- Costs increased.
- The tenant decided to terminate their contract however agreed to continue to pay the rent.
- Pasta Organico entered a lease with the SFSS in December and therefore the SFSS collected two months worth of rent revenues over the duration of one month.
- The rotunda operating costs were under-budgeted and the CJSF and SFPIRG cost recoveries were over budgeted.
- The funds will be coming from the unrestricted surplus – therefore a recommendation would need to be brought forth to the Board.

7.3 VANCOUVER SFSS LOUNGE ROOM

MOTION BOD 2016-01-20:06

Deepak/Anjali as amended by Deepak/Anjali

Whereas the SFSS has a commitment to its students on all three campuses (Vancouver, Surrey and Burnaby).

Be it resolved that FASC recommend to the Board of Directors to reallocate \$450 from the unrestricted surplus to 700/17 Advertising for the purchase of a chalkboard, student honorarium and door signage for the SFSS' Lounge Room in Harbour Center

CARRIED AS AMENDED

Discussion

- Salathiel put the proposal forth.
- There are new office hours in Vancouver to increase the SFSS presence at the Vancouver Campus.
- New branding is needed to change the signage from Simon Fraser to SFSS.
- A need was expressed to have more outreach at the campus to promote the SFSS.
- A suggestion was made stating that outreach and new signage should be done at all three campuses.
- The signage will include a mesh door signage as well as a new board creatively done in a “chalkboard design”.
- An artist using a permanent marker or paint to ensure it cannot be erased will create the sign.

- The chalkboard will be placed on the third floor in the lunchroom.
- A suggestion was made to have the sign in a more visible area for more people to see.
- The funds to cover the cost of the signage will be reallocated to the Communications – Advertising department.
- The reason being is that there is currently no Vancouver line item.
 - The Committee was assured that this would not stifle any work of the Communications Office in any way.
 - A recommendation was made to have a Vancouver line item in the future.

8. DISCUSSION ITEMS

ADDITION OF ADMINISTRATIVE SUPERVISOR POSITION

- The job description details are attached.
- The need for an HR supervisor position has been discussed throughout the year.
- The role would entail a broad range of duties including managing benefits, time off requests, scheduling and compiling reports and would assist the CEO with various other duties such as preparing job postings and scheduling performance reviews.
- After researching HR salaries in other companies and online search tools, the salary ranges between \$50,000 to \$70,000.
- A recommendation was made to have the salary start at \$50,000 with annual increases for the second and third year. The salary would freeze after the third year at \$57,000.
- A suggestion was made to elaborate more on the job description and skills and experiences needed.
 - The Committee was assured that this is just a brief draft to date.
- The actual search will likely not start until the next Board or budget review to see if the budget can allocate for it.
- \$80,000 would need to be budgeted for the position to also include the benefits.
- The SFSS will need to work together and look at avenues where funds can be allocated.

MEETING TIME

- Barbara is trying to find a new meeting time to accommodate everyone on the committee. Stay tuned.

9. ATTACHMENTS

Job Description Admin Supervisor

Reallocation Forms.pdf

Vancouver SFSS Lounge Room Rational

10. ADJOURNMENT

Adjournment – 9:22 AM

Job Description

Title: Administrative Supervisor
Classification: Excluded
Status: Permanent, Full-Time
Reports to: Chief Executive Officer
Supervises: Administrative Assistant

Description:

The Administrative Supervisor provides administrative and human resources support for the Simon Fraser Student Society (SFSS), under the direction of the Chief Executive Officer.

Duties and Responsibilities:

A) Administration

- Lead the review of existing and development of new SFSS administrative policies and procedures
- Assist in meeting coordination including scheduling, room bookings, catering and room set-up
- Ensure that accurate meeting minutes are recorded, edited, distributed and posted
- Respond to requests for information
- Assist in the development and distribution of reports
- Coordinate the annual general meeting and support other events at the direction of the Chief Executive Officer
- Undertake research and other special projects at the direction of the Chief Executive Officer
- All other administrative duties assigned by the Chief Executive Officer
- Provide direction and support for the Administrative Assistant

B) Human Resources

- Ensure that personnel files are accurate, up-to-date, contain relevant and required information and are stored confidentially
- Ensure that all staff members receive an orientation to their workplace and to SFSS
- Develop, distribute and advertise all employment postings
- Schedule performance reviews for all employees
- Participate as an employer representative on all hiring committees
- Participate in the development and adjustment of job descriptions
- Assist in the development and implementation of human resource policies and procedures
- Interpret and apply provisions within the Unit 5 Collective Agreement
- Lead health and safety initiatives and act as employer representative as required
- All other human resource duties assigned by the Chief Executive Officer

Required Skills and Experience

- Post-secondary degree or diploma in a relevant discipline
- Successful completion of relevant human resources courses
- Excellent organizational skills
- Proven ability to multi-task and prioritize
- Excellent verbal and written communication skills
- Proven ability to write clear, accurate and comprehensive meeting minutes and reports

**Operating Budget Amendment Form
Budget Increase**

Submission Date: (MM/DD/YY) 01/20/16

Budget Amendment Initiator/Dept.: Financial Office

Approving Body: (FASC/BOD) FASC/BOD

Please fill out only for a budget increase. The account number and description can be obtained from the SFSS Finance Office. Confirmation of an unrestricted budget surplus is required prior to FASC and/or BOD considering this motion. Please provide a copy of this form to the Minute Taker for inclusion in the minutes.

Account Number 420 / 31 & Description Rent Revenue

Amount: \$ 3,620

Account Number / & Description

Amount: \$

Budget Increase Rationale: (Attach any other supporting documentation)

Pasta Organico rent starts Dec 2015. Mr. Sub rent ends Feb 2016.

Budget Increase Motion:

If the motion originated from FASC:

BIRT FASC recommend to BOD to increase the

line item Rent Revenue 420 / 31 by \$ 3,620
(description) (account #)

If the motion originated from BOD:

BIRT BOD increase the

line item / by \$
(description) (account #)

Updated January 2013

Vancouver SFSS Lounge Room Rationale

The Lounge Room has been fully outfitted by the SFSS however presently the signage reads "Simon Fraser Student Lounge" therefore students have no idea of the contribution made by the Society to the improvement of Space at the Harbour Center Campus. The student honourarium would be for a student within the campuses to paint the SFSS' logo onto the Chalkboard and that chalkboard then serving as a mini-creative space within the Lounge Room. This chalkboard as well as the door signage would serve as a means of boosting the SFSS' brand within Harbour Center. While this pales in comparison to our Burnaby and Surrey branding, this opportunity would be a great way to continue to visibly show our increased presence within Vancouver.

The breakdown of the fees are as follows:

\$209 - Chalkboard (installation will be provided free of charge by Vancouver Operations)

\$100 - Student Honourarium

\$90 - Mesh purchase and printing by SFSS Copy Center

\$51 - Contingency