

1. CALL TO ORDER

Call to Order – 10:33 AM

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 Committee Composition

President (*Chair*) Hangue Kim
VP External Relations..... Prab Bassi
VP Finance Baljinder Bains
VP Student Life Alam Khehra
VP Student Services Jimmy Dhesa
VP University Relations..... Erwin Kwok
At-Large Representative Jaskarn
Randhawa

3.2 Guests

Chief Executive Officer Martin Wyant

3.3 Regrets

VP University Relations..... Erwin Kwok

4. RATIFICATION OF REGRETS

4.1 MOTION EXECUTIVE 2018-03-23:01

Jimmy/Alam

Be it resolved to ratify regrets from Erwin Kwok (academic).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION EXECUTIVE 2018-03-23:02

Jimmy/Baljinder

Be it resolved to adopt the agenda as presented.

CARRIED

6. NEW BUSINESS

6.1 Council Thank You Event - MOTION EXECUTIVE 2018-03-23:03

Alam/Baljinder

Be it resolved to approve up to \$310 for the Council Thank You event by the SFSS Board of Directors on Wednesday, March 28, 2018 from the Events line item 817/20.

CARRIED

6.2 SFSS Carnival - MOTION EXECUTIVE 2018-03-23:04

Alam/Baljinder

Be it resolved to approve up to \$7,910.00 from line item 816/20 for the SFSS Carnival happening on March 27, 2018.

CARRIED

6.3 Surrey Board Meeting Catering - MOTION EXECUTIVE 2018-03-23:05

Alam/Jimmy

Be it resolved to approve \$500 from line item 817/20 for catering for the April 6, Surrey Board meeting.

CARRIED

6.4 FCAT Formal Conference - MOTION EXECUTIVE 2018-03-23:06

Jimmy/Alam

Be it resolved to approve \$72 from the conference line item (740/20) for Juvina Silvestre and Prab Bassi to attend the 2018 FCAT Formal on April 6, 2018.

CARRIED

7. DISCUSSION

7.1 Monitoring Reports

8. ADJOURNMENT

MOTION EXECUTIVE 2018-03-23-07

Jimmy/Baljinder

Be it resolved to adjourn the meeting at 11:00 AM.

CARRIED

Internal Monitoring Report:

Communication and Support to the Board

Purpose of the Report

- When the Board adopted new governance policies during the 2015/16 term, they decided to adopt a “policy governance” model.
- Policy governance is based on some core principles, including:
 - The Board’s job is to govern the organization, to set/confirm the direction we are to pursue and to engage with our members (undergraduate students)
 - The CEO is hired by/reports to the Board. All other employees report to the CEO. Employees are responsible for the delivery of services to members, human resources and the overall management of the SFSS.
 - The Board does not direct staff, except for the CEO. The CEO does not direct the Board, but provides regular advisory support, as required.

Purpose of the Report (continued...)

- Monitoring reports are intended to demonstrate that the CEO is complying with the policies that are included in the “Executive Limitations” section of the Board’s governance policies.
- This report is intended to demonstrate how support has been provided to the Board of Directors during the term. The following slides will focus on key recommendations for each area within the overall report.
- The policy is EL-7 and may be found on page 30 of the Governance Policies. The policies may be found under “documents” on the SFSS website.

Provision #1: *The CEO shall not neglect to submit monitoring data....in a timely, accurate and understandable fashion.*

Translation: The CEO will submit monitoring reports on time and the Board will be able to understand the reports.

Key findings/recommendations:

- ✓ While reports have been provided, they are not always reviewed by Directors. Feedback from Directors suggests that the reports are lengthy and sometimes difficult to understand.
- ✓ It is recommended that future reports:
 - ✓ include a presentation by the CEO, highlighting key information and recommendations.
 - ✓ are scheduled during the annual Board planning session each May

Provision #2: The CEO shall not neglect to let the Board be unaware of any significant incidental information it requires, including anticipated adverse media coverage, potential lawsuits and material external and internal changes.

Translation: The Board will be informed about important information that could affect our organization.

Key findings/recommendations:

- ✓ The CEO and Board President meet multiple times each week to discuss key items, including how to ensure that our messaging to members and other stakeholders is clear, concise and represents the Board's views accurately.
- ✓ Examples of information reviewed with the Board and/or Executive:
 - ✓ Build SFU Stadium project
 - ✓ Legal agreements with SFU
 - ✓ Lease agreements with tenants
 - ✓ Potential space assignments in the student union building
 - ✓ Relationship concerns with key stakeholders

Provision #2 (continued)

Key findings/recommendations (continued):

- ✓ Continue weekly meetings with incoming President
- ✓ Work with the incoming Board to develop clear standards regarding the regular sharing of information, to ensure that Board members feel well-informed throughout the course of their term

Provision #3: *The CEO shall not allow the Board to be without decision information required periodically by the Board.*

Translation: The Board will receive the information it needs to make good decisions.

Key findings/recommendations:

- ✓ The Board regularly receives key information via:
 - ✓ Receiving copies of relevant meeting minutes
 - ✓ Receiving CEO-prepared reports (e.g. Funds report, FIC report, briefing notes on a variety of topics)
 - ✓ Monitoring reports
 - ✓ In-person verbal reports from the CEO

Provision #4: *The CEO shall not present information in an unnecessarily complex or length form.*

Translation: no translation required.

Key findings/recommendations:

- ✓ It is recommended that the CEO continue to refine the content and format of reports to ensure that they are understood by Directors
- ✓ Monthly operating reports will be reviewed to ensure that they provide consistent, useful information in a briefer form

Provision #5: *The CEO shall not allow the Board to without internal support for official Board, officer or committee communications.*

Translation: The Board and its committees will get the help it needs to communicate to members and other stakeholders.

Key findings/recommendations:

- ✓ Support is regularly provided for:
 - ✓ Room bookings
 - ✓ Planning and logistics for the AGM
 - ✓ Recording, editing and distributing meeting minutes
 - ✓ Developing and distributing press release, website updates, social media pushes
- ✓ It is recommended that Directors provide staff with reasonable notice for the internal support required
- ✓ It is recommended that we expand our existing work order process to additional parts of our organization
- ✓ It is recommended that we continue with our Admin. Assistants “pool”

Provision #6: *The CEO shall not deal with the Board in a way that favours or privileges certain Board members over others, except when fulfilling individual requests for information, or responding to officers or committees duly charged by the Board.*

Translation: All Directors are treated fairly. The CEO will respond to all requests for information and will ensure that support is in place for Board committees and initiatives.

Key findings/recommendations:

- ✓ The Board has been dealt with as a whole, except for:
 - ✓ Regular meetings of the Executive Committee
 - ✓ Weekly meetings between the CEO and Board President
 - ✓ Meeting with Board committee Chairs
 - ✓ Fulfilling individual requests for information
 - ✓ Meeting with Directors who have been assigned Board tasks

Council Thank You by the Board of Directors

Proposal

Overview

The SFSS Board of Directors will meet with the SFSS Council after Council's final meeting of the year, to talk casually and to express appreciation for the work done in the previous year.

Details

Date	Wednesday, March 28, 2018
Time	5:30 PM - 6:00 PM
Location	Forum Chambers, Maggie Benston Centre
Budget	\$310
Estimated Board Members	10 (available: Jeffrey, Baljinder, Alam, Jackson, Juvina, Gini)
Estimated Council Members	20

Coffee and snacks will be provided, ordered from SFU Meeting, Event and Conference Services.

Goals

- Express the gratitude of the Board of Directors to the members of Council
- Allow the members of Council and the Board of Directors to meet and discuss casually

Motion

Be it resolved to approve up to \$310 for the Council Thank You event by the SFSS Board of Directors on Wednesday, March 28, 2018 from the Events line item 817/20.

Budget

From the [SFU Catering Menu](#).

The food and drink choices are liable to change based on cost and based on the discretion of the Board of Directors.

Item	Base Cost	Quantity	Total Cost
Refreshments and Snacks			
Freshly brewed Fair Trade coffee	\$18.99 (10 cups)	3	\$59.97
Dessert station (cupcakes, assorted mini cookies, gourmet bars, seasonal fresh fruit)	\$4.49	40	\$179.60
Service Fee (15%)	N/A	N/A	\$39.94
Contingency (10%)	N/A	N/A	\$27.55
Total			\$307.06

SFSS Carnival Event Proposal

Date & Time: March 27, 9 am – 4 pm

Overview:

- Event summary: This will be a mini carnival around the theme of “fun and relaxation”. We have chosen this theme because the carnival is taking place near exam and project due time. It will be done in Convo Mall.
- Theme: Fun and Relaxation
- Stations:
 - a. Cotton Candy (cotton candy maker) (SFSS)
 - b. Tea/ hot chocolate
 - c. Munchies
 - d. Photo station
 - e. Human Size Jenga
 - f. Air Hockey
 - g. Carnival Games (4)
 - h. Jumbo Connect 4
 - i. Dance Dance Revolution
 - j. Strike a light
 - k. Sumo Wrestling
 - l. Adrenaline Bootcamp Obstacle Course

Goals and Objectives:

- 600 people (students getting in/out of class)
- Stress relief/ spread love and kindness
- To promote health and wellbeing for the SFU students
- Give students an opportunity to see the SFSS spaces, including the board office
- To allow students and board members to engage with one another
- To promote upcoming events/initiatives
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- SFU Facilities
- SFU students
- SFSS Board Members
- SFSS Events Committee

Targeted Audience:

- SFSS undergraduate members

Metrics/Measurables:

- Amount of teams that sign up

Marketing:

- Marketing will be completed by our SFSS communications office. We will make multiple posts on both (IG and FB) of our channels. We will also put up a few posters around campus closer to the date to inform students.

Budget:

Item	Cost	Notes
Facilities	\$1500	Table set-up and take down
Cotton Candy	\$150	\$75 for the machine rental and \$75 for material (400 servings)
Strike a light	\$400	Rental from Hoelle Games
Tea/ Hot Cocoa	\$700	MECS/Renaissance
Munchies	\$600	Free food similar to munchie Mondays
Air Hockey	\$300	Rental from Hoelle Games
DDR	\$650	Rental from Hoelle Games
Carnival games	\$200	Rental from Hoelle Games
Jumbo Connect 4	\$60	Rental from Hoelle Games
Photo booth	\$800	Smile More
Adrenaline Bootcamp	\$900	Rental from Hoelle Games
Sumo Wrestling	\$800	Rental from Hoelle Games



Alam Khehra

VP Student Life
Board of Directors

vpstudentlife@sfss.ca
Tel 604-782-5040

Maggie Benston Centre 2220.5
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

sfss.ca

Promotion	\$50	
TOTAL	\$7,110	



Internal Monitoring Report: Treatment of Staff

I hereby present my monitoring report on your Executive Limitations policy “Treatment of Staff” (EL-2, page 24, SFSS Board Policies). I certify that the information contained in this report is true.

Signed: _____, Chief Executive Officer

Date: _____

Broadest Policy Provision:

The Chief Executive Officer shall not cause or allow to be caused conditions that are unfair, undignified, disorganized, or unclear to paid or volunteer staff.

The Chief Executive Officer will not:

Policy Provision #1:

Operate without written personnel policy procedures that:

- a) Clarify rules for staff;
- b) Provide for effective handling of grievances;
- c) Protect against wrongful conditions (such as nepotism and grossly preferential treatment for personal reasons).

CEO Interpretation:

The statement is clear and requires no further interpretation.

Data:

We have developed and adopted Personnel policies that clearly describe workplace expectations for all SFSS employees. All new employees are required to review our Personnel Policies and indicate, by signature, that they have read and agree to adhere to the policies. Staff are also required to acknowledge, by signature, that they have reviewed and agree to adhere to the provisions in our Confidentiality Statement and our Health and Safety Checklist.

These signed agreements are included in staff members’ personnel files. In order to ensure that personnel files are accurate and up-to-date, an annual file audit is completed by our Administrative Supervisor. The first such audit was completed in June 2017 and it revealed that

all current employees had signed the confidentiality statement and the acknowledgement of the personnel policies. The next file audit will be completed in June 2018

Our Personnel policy is thorough and comprehensive and includes information and guidance related to our hiring practices, working conditions and the procedures that employees are to follow. We are also responsible for adhering to the terms and conditions in the active collective agreement, which includes specific language with respect to the handling of grievances.

Status:

I report compliance.

Analysis:

Personnel policies are intended to provide guidance to staff regarding our expectations and our interpretation of our obligations as an employer. The policies are different than the collective agreement that we negotiate with the union, which is intended to identify the rights of employees and the employer, while identifying processes to be undertaken when disputes arise. If there are circumstances that arise where there is a conflict between the language in a personnel policy and the collective agreement, the language in the collective agreement will apply.

The Personnel Policy addresses the following items:

- Office closure
- Abuse
- Confidentiality
- Conflict of interest
- Employee contact information
- Participating in elections
- Employment of relatives
- Hiring practices
- Human resources
- Injury reporting
- Leaves of absence
- Responding to legal actions
- Occupational certification
- Orientation
- Outside employment
- Performance reviews
- Personnel files
- Progressive discipline
- Records retention
- Risk management
- Staff conduct
- Use of telephones
- E-mail, voicemail and Internet use
- Substance misuse

- Use of social media
- Sentinel events
- Code of conduct
- Punctuality and attendance
- Complaints
- Whistleblowing
- Bullying and harassment

Recommendations:

Moving forward, it is recommended that individual personnel policies be reviewed at monthly staff meetings, to ensure that the policies are clear, understood and adjusted as required.

Policy Provision #2:

Retaliate against an employee for non-disruptive expressions of dissent, or for reporting to management or to the Board acts or omissions by Society staff, management, or Board members that the employee believes, in good faith and based on credible information, constitutes a violation of provincial or federal law, or a governing policy of the Board.

CEO Interpretation:

“Retaliate” is interpreted to mean any action that could be interpreted as punishment, such as a reduction in hours or responsibilities, layoff, termination, humiliation or harassment.

“Expression of dissent” is interpreted to mean any statement by an employee of SFSS that indicates disagreement with a decision made by their supervisor, management or the Board of Directors. Such an expression is “non-disruptive” when there is no unlawful refusal to perform work, where it is made in a respectful and confidential manner, when it is not made publicly to the media and when it does not violate existing personnel policies and procedures.

Data:

There have been no incident reports or grievances based on retaliation arising from non-disruptive dissent. Staff grievances have been handled as per the provisions of our collective agreement. We received one grievance between May 1st 2017 and March 21st 2018, related to the denial of a professional development request. The grievance was settled and is closed.

We have instituted regular Working Condition meetings to deal with any questions and concerns that the union or the employer wish to discuss.

Status:

I report compliance.

Analysis:

While we have regular employment conditions meetings to review employee and employer concerns regarding matters related to our working relationship and our interpretation of the collective agreement, staff are typically reluctant to share concerns with respect to their working

relationship with members of the Board of Directors. Board members are also occasionally unclear regarding how they should be working with SFSS employees.

Recommendations

It is recommended that Coordinators that typically work with Board members adopt work order processes, where practical. It is further recommended that we develop clear procedures and include a description of the working relationship between Board members and employees as part of the orientation process for new Board members.

Policy Provision #3:

Allow staff to be unprepared to deal with emergency situations.

CEO Interpretation:

“Unprepared to deal” is interpreted to mean that, in the event of an emergency, staff will not have the proper understanding or be given the proper guidance on how to act appropriately. Staff will be made aware of the proper processes to follow, who to contact and where to exit, or meet, in the case of a fire, flood, earthquake or severe weather situation.

Data:

All employees are provided with a guided tour of their workplace, which includes the identification of building exits and the location of first aid supplies in the Student Centre.

We have a number of staff members trained as emergency wardens, to ensure that employees are safely escorted to muster areas during active building alarms

Status:

I report partial compliance.

Analysis:

We have previously expressed interest in developing a joint health and safety committee with representation from the employer and the union. While we have historically struggled to get representatives to attend meetings, the union has recently expressed interest in establishing the committee.

Recommendations

We have asked the union to identify staff who are interested in participating and we hope to hear from them by the end of March 2018. If no volunteers are identified, we will appoint members and move forward with the establishing of the committee.

Policy Provision #4:

Allow staff to be unfamiliar with the Chief Executive Officer’s interpretations of this policy as well as their protection under it.

CEO Interpretation:

I interpret the statement to mean that staff will have the opportunity to review the Treatment of Staff Policy, along with the CEO Interpretations included in this Monitoring Report.

Data:

The Treatment of Staff Policy and accompanying CEO interpretations was shared with all staff on March 22, 2018. Staff have been asked to contact the CEO with any questions or concerns arising from their review.

Status:

I report compliance.

Analysis:

No analysis at this time.

Recommendations

No recommendations at this time.

Policy Provision #5:

Terminate the employment of staff without reasonable grounds.

CEO Interpretation:

The statement is clear and requires no further interpretation.

Data:

No staff have been terminated during the period covered by this report (May 1, 2017 to March 20, 2018)

Status:

I report compliance.

Analysis:

No analysis at this time.

Recommendations

No recommendations at this time



Internal Monitoring Report: Communication and Support to the Board

I hereby present my monitoring report on your Executive Limitations policy "Communication and Support to the Board" (EL-7, Page 30, SFSS Board Policies). I certify that the information contained in this report is true.

Signed: _____, Chief Executive Officer

Date: _____

Broadest Policy Provision:

The Chief Executive Officer shall not cause or allow to be caused the Board to be uninformed or unsupported in its work.

The Chief Executive Officer shall not:

Policy Provision #1:

Neglect to submit monitoring data by the Board according to BMD-4: Monitoring the Performance of the Chief Executive Officer in a timely, accurate, and understandable fashion.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

Monitoring reports have previously been submitted for *Compensation and Benefits*, *Executive Succession*, *Treatment of Members*, *Financial Condition* and *New Program, Service or Enterprise*. This monitoring report along with a *Treatment of Staff* and a second *Financial Condition* report, will be submitted by mid-April 2018.

Status:

I report partial compliance

Analysis:

While reports have been submitted, the Board has asked the CEO to develop new report formats that will help Board members more easily interpret the information that has been provided.

Recommendation(s):

It is recommended that a new approach be taken, beginning in April 2018, to ensure that monitoring reports better meet the needs of the Board. As a first stage, the CEO will use the existing format, but include in-person analysis of key findings and recommendations from each report.

It is also recommended that annual monitoring reports be identified and scheduled as part of the annual Board planning session in May of each Board term.

Policy Provision #2:

Let the Board be unaware of any significant incidental information it requires including anticipated adverse media coverage, threatened or pending lawsuits, and material external and internal changes.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The CEO has weekly meetings and calls with the President to discuss any and all items that may lead to adverse media coverage. Similar meetings have also been held with the Executive Committee and the full Board of Directors. Examples of subject matter discussed include the following:

- ✓ Build SFU Stadium Project
- ✓ Legal agreements with SFU (pub night license agreement, space surrender agreement)
- ✓ Lease agreements with tenants
- ✓ Potential space usage in the Student Union Building
- ✓ Relationships with key stakeholder groups, including SFU and campus “external groups”

I am unaware of any threatened or pending lawsuits against the SFSS.

With respect to material external changes, we have previously reviewed the change in relationship with the announcement of the temporary replacement of SFU's Vice-Provost and AVP, Students and International.

With respect to material internal changes, we reviewed our plans to relocate a number of our offices to create a new "storefront" space to deliver member-facing services. The changes occurred in July 2017, after consulting with the Board of Directors.

Status:

I report compliance.

Analysis:

While I believe that the process has worked well this year, I would welcome feedback from the Board to ensure that they have felt well-informed regarding important issues.

Recommendation(s):

It is recommended that weekly meetings between the CEO and the incoming President continue once the Board turns over in May 2018. It is also recommended that the CEO and the Board, through the President, work together to develop clear standards regarding the regular sharing of information, to ensure that Board members feel well-informed throughout the year.

Policy Provision #3:

Allow the Board to be without decision information required periodically by the Board.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The CEO ensures that the Board has the information it needs to conduct its work. Examples include:

- Copies of meeting minutes
- Reports that are commissioned for a specific purpose at the Board's request, such as the Funds report, FIC report, etc.
- Monitoring reports
- Financial information

Status:

I report partial compliance

Analysis:

While the Board has been provided with a great deal of information, it is clear that the information is not always reviewed or fully understood by all members.

Recommendation(s):

It is recommended that the format of monitoring reports continue, to ensure adherence to our governance policies and practices. It is further recommended that monitoring reports include a presentation that highlights key information related to the subject of the monitoring report and recommendations for any specific next steps that may be required.

Policy Provision #4:

Present information in unnecessarily complex or lengthy form.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The Board has been provided monitoring reports and monthly operating reports during the Board term.

Status:

I report partial compliance.

Analysis:

As identified previously in this report, monitoring reports will now include a presentation during Board meetings, to ensure that the information is understood and to recommend relevant next steps.

Monthly operating reports have formally been in place since 2016. Reports have collected basic information regarding the monthly operations of each SFSS department, but include no information on Board activities.

Recommendation(s):

While there is useful information in the reports, it is recommended that we review how to evolve the reports to ensure that:

- the same type of information is gathered for each department

- the information is compared against prior information to compare and contrast key changes
- analysis/rationale for significant changes in information is provided
- information regarding monthly Board activities is included
- reports will include recommendations, as required, to continue to improve the delivery of services and supports for members

Policy Provision #5:

Allow the Board to be without internal support for official Board, officer, or committee communications.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

Staff support has been provided to the Board of Directors and its subcommittees to:

- develop and distribute meeting agenda
- assistance in planning and logistics for the Annual General Meeting
- record, edit and distribute meeting minutes
- develop and distribute press releases, website updates and social media announcements
- book appropriate spaces for meetings

Status:

I report compliance.

Analysis:

It is acknowledged that the employees who provide internal support to the Board, are often students themselves, which means that we can experience regular turnover. Regular turnover can contribute to a lack of availability at times, while we wait for hiring processes to conclude.

Recommendation(s):

At times, request for staff support can be “last-minute”. It is always appreciated when we can receive reasonable notice of the internal support requirements of the Board and its subcommittees.

It is recommended that we continue to have an Administrative Assistant “pool”, rather than a single employee in this role, to reduce the challenges associated with turnover.

Policy Provision #6:

Deal with the Board in a way that favours or privileges certain Board members over others, except when:

- a. fulfilling individual requests for information, or
- b. responding to officers or committees duly charged by the Board, or

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The Board has been dealt with as a whole, with the exception of:

- participating in regular meetings of the Executive Committee
- weekly meetings with the Board President, to discuss upcoming agenda, strategic concerns and related matters
- meeting with Board committees and/or committee Chairs
- fulfilling individual requests for information
- meeting with Board members who have been assigned tasks by the Board

Status:

I report compliance

Analysis:

I have no further analysis to provide regarding this policy.

Recommendation(s):

It is recommended that we continue the current practice of referring “Board business” to the appropriate Board channels. If situations arise where individual Board members attempt to conduct business without proper approval of the Board, the CEO and President will meet to determine how best to address the matter.

SFSS Carnival Event Proposal

Date & Time: March 27, 9 am – 4 pm

Overview:

- Event summary: This will be a mini carnival around the theme of “fun and relaxation”. We have chosen this theme because the carnival is taking place near exam and project due time. It will be done in Convo Mall.
- Theme: Fun and Relaxation
- Stations:
 - a. Cotton Candy (cotton candy maker) (SFSS)
 - b. Tea/ hot chocolate
 - c. Munchies
 - d. Photo station
 - e. Human Size Jenga
 - f. Air Hockey
 - g. Carnival Games (4)
 - h. Jumbo Connect 4
 - i. Dance Dance Revolution
 - j. Strike a light
 - k. Sumo Wrestling
 - l. Adrenaline Bootcamp Obstacle Course

Goals and Objectives:

- 600 people (students getting in/out of class)
- Stress relief/ spread love and kindness
- To promote health and wellbeing for the SFU students
- Give students an opportunity to see the SFSS spaces, including the board office
- To allow students and board members to engage with one another
- To promote upcoming events/initiatives
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- SFU Facilities
- SFU students
- SFSS Board Members
- SFSS Events Committee

Targeted Audience:

- SFSS undergraduate members

Metrics/Measurable:

- Amount of teams that sign up

Marketing:

- Marketing will be completed by our SFSS communications office. We will make multiple posts on both (IG and FB) of our channels. We will also put up a few posters around campus closer to the date to inform students.

Item	Cost
Facilities	\$1500
Cotton Candy	\$150
Strike a Light	\$400
Tea/Hot Cocoa	\$700
Munchies	\$600
Air Hockey	\$300
DDR	\$650
Carnival Games	\$200
Jumbo Connect 4	\$60
Photo booth	\$800
Adrenaline Boot camp	\$900
Sumo Wrestling	\$800
DJ + Production	\$300
Plush Toys	\$500
Promo	\$50
TOTAL	\$7,910

Internal Monitoring Report:

Treatment of Staff

Purpose of the Report

- When the Board adopted new governance policies during the 2015/16 term, they decided to adopt a “policy governance” model.
- Policy governance is based on some core principles, including:
 - The Board’s job is to govern the organization, to set/confirm the direction we are to pursue and to engage with our members (undergraduate students)
 - The CEO is hired by/reports to the Board. All other employees report to the CEO. Employees are responsible for the delivery of services to members, human resources and the overall management of the SFSS.
 - The Board does not direct staff, except for the CEO. The CEO does not direct the Board, but provides regular advisory support, as required.

Purpose of the Report (continued...)

- Monitoring reports are intended to demonstrate that the CEO is complying with the policies that are included in the “Executive Limitations” section of the Board’s governance policies.
- This report is intended to provide an indication of how staff have been treated by the employer, during the Board term
- The policy is EL-2 and may be found on page 24 of the Governance Policies. The policies may be found under “documents” on the SFSS website.

Provision #1: The CEO shall not operate without written personnel policies that clarify rules for staff, provide for the effective handling of grievances and protect against wrongful conditions.

Translation: We will have appropriate personnel policies, will handle staff complaints effectively and will treat employees fairly.

Key findings/recommendations:

- ✓ We have clear and comprehensive personnel policies that all staff need to read, accept and abide by
- ✓ Grievances are handled as per the terms of the collective agreement
- ✓ It is recommended that we regularly review specific personnel policies at monthly staff meetings

Provision #2: The CEO shall not retaliate against an employee for non-disruptive expressions of dissent, or for reporting acts or omissions by Society staff, management or Board members that constitute a violation of law or the policies of the Board.

Translation: Staff won't be punished for bringing forward legitimate concerns related to illegal activity or serious violations of Board policies.

Key findings/recommendations:

- ✓ We have received no grievances related to this policy; we received and settled one grievance during the Board term
- ✓ We conduct regular working conditions meetings with Union representatives to discuss and resolve any questions or concerns from our employees or from the employer
- ✓ Our personnel policy includes a section to support “Whistleblowing”

Provision #3: *The CEO shall not allow staff to be unprepared to deal with emergency situations.*

Translation: Staff will be able to deal with emergency situations like earthquakes/other natural disasters and medical emergencies

Key findings/recommendations:

- ✓ Previous efforts to establish a joint health and safety committee have been unsuccessful due to a lack of staff volunteers
- ✓ The union has recently expressed interest in working with us on this issue. If we do not receive volunteers, we will appoint staff members during the next Board term
- ✓ We have a number of staff members trained as emergency wardens, to ensure that employees are safely escorted to muster areas during active building alarms

Provision #4: *The CEO shall not allow staff to be unfamiliar with the CEO's interpretations of this policy and their protection under it.*

Translation: The CEO will send staff a copy of the policy and the “Treatment of Staff” monitoring report and ask them to share any concerns or questions with me.

Key findings/recommendations:

- ✓ This report was shared with all staff on March 22nd
- ✓ I will update this report with any feedback received

Provision #5: *The CEO shall not terminate the employment of staff without reasonable grounds.*

Translation: Employees won't be fired without following a proper process.

Key findings/recommendations:

- ✓ No employees have been fired during the Board term
- ✓ We use working conditions meetings and a progressive discipline system when dealing with employee performance or behavior concerns