

1. CALL TO ORDER

Call to Order – 03:01 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) and qícòy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

President (*Chair*)..... Osob Mohamed
VP External Relations Samad Raza
VP Finance Corbett Gildersleve
VP Student Life Jennifer Chou
VP Student Services Matthew Provost
VP University Relations Gabe Liosis

3.1 Society Staff

Executive Director Sylvia Ceacero
Executive Assistant Shaneika Blake
Administrative Assistant Kristin Kokkov

3.2 Regrets

VP Finance Corbett Gildersleve

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2019-01-07:01

Gabe/Matthew

Be it resolved to ratify regrets from Corbett Gildersleve.

CARRIED unanimously

5. ADOPTION OF THE AGENDA

5.1 MOTION EXECUTIVE 2020-05-26:02

Samad/Matthew

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED unanimously

5.1.1. MOTION EXECUTIVE 2020-05-26:02-01

Osob/Gabe

Be it resolved to add regrets from Corbett Gildersleve to the agenda.

CARRIED unanimously

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION EXECUTIVE 2020-05-26:03

Matthew/Samad

Be it resolved to receive and file the following minutes:

- EXEC 2020-05-12

CARRIED unanimously

7. DISCUSSION

7.1 Governance committee update

- The Governance committee has discussed the first steps of governance restructuring.
 - The committee members have work on getting familiar with the current policies and the governance model.
 - The 2015 policy manual was reviewed and commented.
 - The plan is to have a draft document ready on Thursday.
 - Governance documents and policies have been sent to the president and there will be a meeting with the Executive Director and Campaigns, Research and Policy Coordinator to get an overview.
 - Governance committee chair was invited to join the meeting.

7.2 Board collaboration software update (briefing note from Sylvia attached)

- This is informational note – providing information without recommendation because this requires further discussion.
 - VP Finance had asked to work on this and since he was not at the meeting, it was suggested to meet with him offline.
- It was suggested to go with the free trial of software.
 - VP Finance will be met with, and it will be reported back to the Executive committee.

7.3 Student fees

- It was brought out that students have reached out asking not to pay the student activity fee since the campus is closed and there are no activities.
 - It was pointed out that it is not possible to change the fees without the referendum and this cannot happen until autumn semester.
 - A lot of efforts have been put on getting the SFU to wave some of extra fees.
 - Student Recreation fee and the U-Pass fees have been waved.
 - It was suggested not to make any changes to the SFSS fees, because it is not known what the situation may be in the future.
 - The effort should be to get the SFU to wave the tuition to some extent in the fall semester.
 - In addition, to get rid of the 2% penalty fee on late tuition payments.
- It was brought out that the 2% late tuition penalty fee had been brought up with the Senate and they had said that this is the incentive that the students would pay the tuition.
- It was pointed out that the SFU emergency funding will not continue into the summer.
 - The bursaries that the SFU is offering, have restrictions.

- For example, the GCP requirement 2.0 and the students need be enrolled to 9 credits.
- It was suggested that the SFSS could look into this as a student society.
 - It was pointed out the emergency funding is on the agenda for the Joint Operation Group meeting.
- It was suggested to have a communication plan that talks about what the SFSS is working on that justifies not reducing the SFSS fees.
 - For example, the clubs have activities through different platforms and the SFSS continues delivering services.
- It was suggested to make a financial resources flyer explaining where the student activity fee goes.
 - A lot of students on Facebook are not happy and the student activity fee is not self explanatory, and it may seem self serving.
 - The explanation about finances and how the SFSS wants to help will be released on social media.
 - It was also suggested that part of the communication should go to the Peak in case students miss social media.

7.4 CA bargaining plans

- The Executive Director and the SFSS president met with the CUPE president and it was talked about how to go forward with the Collective Agreement.
 - CA is expired
 - The aim is to go forward with an agreement that is agreeable to the union and to the society.
- ED pointed out that at the last Executive meeting it was mentioned that the union wants to renegotiate.
 - ED gathered quotes from three different lawyers.
 - Overview of the CA was given to the lawyers.
 - The lawyers suggested to form a small committee (no more than 4 people, plus the lawyer as a negotiator or the advisor).
 - It is necessary to have somebody on the committee who can cost out different proposals quickly so that it is know what the cost to the society would be if the agreement is accepted.
 - Lindsie Thomson of Harris Co. has negotiated for the SFSS in the past and knows of the CA.
 - This is a costly option.
 - It costs about \$3500 per day if the lawyer does the negotiations.
 - Writing the proposals is charged separately in addition.
- It was asked what other options there are besides the costliest option.
 - The option would be that the president, the ED, one of the Board members, and the finance manager negotiate and talk to the lawyer afterwards, and the lawyer puts together a proposal that is then taken back to the union.
 - In this case, the people who negotiate are the principals of the organisation and the lawyer does not negotiate.
 - The other option would be that the lawyer is negotiating, and this is the expensive option.
- It was pointed out that it is unadvisable to negotiate without a legal council.
- It was brought out that until there are discussions with the other side of the table, it is difficult to predict how much it might cost.
- It was asked what the main things are that the SFSS wants to bring to the table.

- Three pieces were brought out:
 - 1) The financial pieces;
 - 2) Little mistakes, like spelling mistakes – cleaning up the language;
 - 3) A couple of pieces around better protections for the employees, especially during the act of God.
 - For example, when the Covid-19 struck, it was suggested that, even though the CA allowed the SFSS not to pay the employees for a certain number of hours not worked, it was decided to pay the part time workers for 12 hours of work.
 - It was suggested to add this to the CA.
- It was pointed out that at the moment a lot of the Board members' time has been taken up by the governance and administrative restructuring and review.
 - Board members feel that their schedule is already filled, and it was proposed to postpone working on the CA until the reviews and recommendations are done.
 - And it was suggested to take some time to familiarize oneself with the CA and what it means to negotiate the CA.
- The recommendation was that the first steps would be to formulate the working group and a mandate.
 - It was proposed that the Executive Director and the president of the SFSS are on the Bargaining committee.
 - Also, the finance manager was suggested as a member of the committee because she is the CPA and she has worked for a government union before, and therefore she understands what negotiations look like and can give advice on the inside.
 - If it is decided that the lawyer is not going to be at the table, the Executive Director and the Finance manager have experience to advice.
- It was decided that ED will reach out to the union and let them know that there was this conversation about the CA bargaining plans, and let them know that this will be looked into further later in the summer.

8. IN-CAMERA

8.1 MOTION EXECUTIVE 2020-05-26:04

Matthew/Samad

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED unanimously

8.2 Administrative restructuring

9. EX-CAMERA

9.1 MOTION EXECUTIVE 2020-05-26:05

Gabe/Samad

Be it resolved to go ex-camera.

CARRIED unanimously

10. ATTACHMENTS

- BN - Collaborative software and apps.pdf

- BN - Bargaining 2020.pdf

11. ADJOURNMENT

11.1 MOTION EXECUTIVE 2020-05-26:06

Matthew/Samad

Be it resolved to adjourn the meeting at 4:29 PM.

CARRIED unanimously



Information note: Collaborative and onboarding software

Written by: Sylvia Ceacero, E.D.

To: SFSS Board of Directors

Date: May 21 2020

Collaborative software:

Teamwork and collaboration are critical to the success of complex projects. Managing that complexity requires many variables, including nimbleness, efficiency and effectiveness. SFSS is a complex organization with many moving parts and with many projects to be managed especially as they intersect with one another.

Collaborative software and apps are not new. In 2015, I lead my team in the design and implementation of a \$1.3M Client Relationship Management project.

Over the years, collaborative software and apps have become more sophisticated and are increasingly incorporated into all types of organizations to assist with implementation of workflow processes that enhance connectivity, reliability of communication and provide for increased people engagement.

When I came to SFSS and saw the inefficiencies created by e-mail or Excel tracking in a largely paper based office, I begun investigating the possibilities of implementing a pilot project for the management team.

I systematically reviewed this software through their websites and peer reviews. Each software had its pros and cons, too lengthy to list here.

In summary, I found during my assessment that:

- Asana was good at workflow management
- LiquidPlanner was great at managing complex projects but costly
- Monday for integrated functionalities, tracking and communications and affordable
- Podio for collaborative hubs / communication and very costly
- Slack for communication and integration of documents, cost effective but lacked functionalities

- Airtable for database and information hub and access and affordable
- Basecamp for brainstorming style work but lacked many functionalities
- Trello for the ability to customize the implementation but pricey and too involved

With the above in mind, I was able to get free access to Monday, Asana and Basecamp. Tried them for the 30 day period and then decided that Monday would be the best fit for the pilot project and a subscription was purchased.

If you'd like to try it for yourself:

https://monday.com/ft/lp?utm_source=adwordsbrand&utm_campaign=ca-brand-b-desk&aw_keyword=%2Bmonday%20%2Bfree&aw_match_type=b&gclid=EAlaIQobChMIpeD3xrvF6QIVURx9Ch3-ZQQUEAAYASAAEgIgjPD_BwE

https://asana.com/pricing?&gclid=EAlaIQobChMI_NGv47vF6QIV7z6tBh0ldwbCEAAYASAAEgKSCfD_BwE

<https://basecamp.com/>

All other software also have free trials. Please visit their website to check them out.

Resources (articles collaborative software):

<https://www.predictiveanalyticstoday.com/top-collaboration-software/>

<https://resources.workable.com/tutorial/collaboration-tools>

Onboarding software:

At the last Executive Committee meeting we spoke of document management for Board agendas, minutes, documents etc.

Capterra has a review of the top onboarding software, see link below.

<https://www.capterra.com/onboarding-software/>

One of my colleagues in my Executive Directors Women Group has suggested a custom Airtable base.

We can also explore a password protected partition on the website.



Briefing note: Bargaining 2020

Written by: Sylvia Ceacero, E.D.

To: SFSS Board of Directors

Date: May 22nd 2020

Background

On May 8th, CUPE signified that it would like to engage in the bargaining process as our current collective agreement expired August 2019.

I advised the Executive Committee at its May 12th meeting and was asked to reach out to a number of lawyers to obtain advice as to process requirements and possible quotes.

I reached out to:

- Heather Hettiarachchi of Integritas Workplace Law. She is a labour and employment lawyer with extensive expertise mediation, bargaining and more as well as real-life expertise in human resources management;
- Eleni Kassaris of Dentons. She is an employment and labour law lawyer with expertise bargaining, human rights complaints, employment matters and more;
- Lindsie Thomson of Harris Co. She specializes in education, employment, human rights and labour law. Lindsie was the legal counsel for SFSS' two rounds of bargaining. The cost for her advice was approximately \$70,000.00 (according to the invoices of the time). She negotiated the CA form SFSS alongside the E.D., President and VP Student Services.

The three of them gave the following advice:

1. Form the bargaining working group
2. Review experience during the last CA
3. Review Previous Negotiation
4. Prepare a Wage and Benefit Analysis
5. Develop Objectives and Proposals (Mandate)

6. Develop Strategy
7. Move Forward and Conclude Bargaining

None of these lawyers can give us a quote until the bargaining work group is formed and a mandate is decided upon.

Some of their recommendations were:

The bargaining committee should be no larger than 4 with 1-2 alternates;

A person with an accounting background who can cost out the financial pieces as they are presented;

Experience in bargaining is desirable;

One point person to be the spokesperson for SFSS (in the past it was the lawyer).

Recommendation

The first order of business is to form the bargaining working group.

Formulate a mandate.

- Depending on the expertise of the bargaining working group, I recommend that we engage the lawyer of choice to help us from the onset.