

1. CALL TO ORDER

Call to Order – 10:04 AM

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^wəy əm (Musqueam), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Sel̓ íl wítlh (Tsleil-Waututh), k^wík^wəł əm (Kwkwetlem) and q̓ ícə y̓ (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 HRP Committee Composition

President (*Chair*)..... Osob Mohamed
VP Finance Corbett Gildersleve
VP Student Services Matthew Provost
At-Large Representative Balqees Jama

3.2 Society Staff

Transition Manager Lawrence Jones
Administrative Assistant Zoya Nari

3.3 Regrets

VP Student Services Matthew Provost

4. ADOPTION OF THE AGENDA

4.1 MOTION HRP 2020-07-22:01

Balqees/Corbett

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

5. RATIFICATION OF REGRETS

5.1 MOTION HRP 2020-07-22:02

Balqees/Corbett

Be it resolved to ratify regrets from Matthew Provost.

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

6.1 Board Organizer/Operations Organizer Job Descriptions

- Helps visualize what tasks each member is doing.
- Board has the option to strike a hiring committee for union-excluded staff.
 - Board will delegate this to HRP.

- Job summary to provide long-term support to the Board of Directors and the SFSS to prevent confusion between turnover and incoming Board members.
- Board Organizer will take on an advisor role and reports to the Board and supports it, but also who has experience in all areas of the Society.
- Duties of the Board Organizer job description:
 - Like the Executive Director however, they will not be involved in the operations side of the society
 - Will help with the advocacy side of the organization as it needs some more focus.
 - Assist with the transition of Board members, orientation, retreats, and everything related to setting up the Board of Directors into their new position.
 - Level of confidentiality: a loyalty to the Board unless the Board explicitly asks them to share it.
 - Training, external, internal, and long-term strategy should be confidential.
 - Will have 2 job descriptions, a shortened version, and the full version.
 - Transitional Support
 - Reaching out to elected Board members and giving them a rundown of what the orientation should include.
 - It is noted that the first couple months will take a bit to transition.
 - Meeting preparation and coordination
 - Assist with Administrative Assistant, the logistic of meetings and Board committees.
 - A board member, probably the President, should be part of the GSuite to be able to monitor what occurs.
 - With redelegated responsibility, Executive Committee meetings will act as management meetings.
 - Qualifications:
 - No specific bachelors to encourage a variety of educational background to apply.
 - Knowledge of the BC Societies Act and University Act will be learned through exposure of working.
 - ‘Familiarity’ or ‘strong knowledge of’, but it isn’t disqualifying.
 - Put ‘advanced knowledge’ of this under desirable qualifications.
 - It is noted that this role is not a business role. It is an operations role with the Board and longevity is the most important piece.
 - Working conditions:
 - Tying wages to student wages and following industry standards that work well for the SFSS.
 - May be seeing younger candidates that find this position aligning with their career path.
- Operations Organizer
 - President went over job description. Slight changes were made during discussion, but nothing huge.
 - Long term continuity and making sure Board is looped in.
 - Will be responsible for scheduling yearly staff retreats, which have not been happening regularly, but could be great spaces for development, whether they are

at SFU or not.

- Will act as one of the two Staff Liaisons with the other one being the President.
- Operations and Member Services section will need more work.
- Keep requirement of four years work experience.
- This job description will also have a shorter version, and longer version.
- Everyone is encouraged to go through the job descriptions and leave comments if needed.
- Executive Committee to pass a motion on the description once approved and bring it back to Board for a final approval.
- Aim to strike hiring committee by July 29th.

6.2 Collective Bargaining

- To renegotiate this summer and to engage with the bargaining at the end of the summer (July/August).
- Considerations:
 - Options of a lawyer if it will be used
 - CUPE President has a package to offer
 - AGM is coming up, which will come into play
 - Hiring for the Operations Organizer position
- Timeframe takes about 2-3 months because in the past, employers seek concessions.
- Transition Manager has many years of experience with collective bargaining and is knowledgeable of where the pitfalls may arise.
- Will be setting an estimated date at a two hour meeting next week.

6.3 Committee Minutes Backlog

- Suggestion to have a centralized location for all recorded minutes.
- It is noted that Board minutes are priority before the committee minutes.

6.4 Digital HR Platform

- Finance Coordinators, VP Finance, and Transition Manager will be having a live demo from Collage.
- Other program being considered is called Bamboo HR.
- More information will be available next week for the committee.

6.5 Admin Assistant Hiring Update

- Interviews will be starting today and will end next Wednesday.
- Student Unions Administrative Assistant will be assisting in the admin position for the time being until a new admin assistant is being hired.

7. IN-CAMERA

7.1 MOTION HRP 2020-07-21:03

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

POSTPONED TO THE NEXT MEETING

- Ongoing grievances
- CPR Assistant hiring
- Tabled for next meeting

8. ADJOURNMENT

8.1 MOTION HRP 2020-07-21:04

Corbett/Balqees

Be it resolved to adjourn the meeting at 11:29AM.

CARRIED UNANIMOUSLY