

## 1. CALL TO ORDER

Call to Order - 10:04 AM

# 2. TERRITORIALACKNOWLEDGMENT

# 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 J	ones
Administrative Assistant	Zova Nari	

## 3.3 Regrets

# 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

**Balgees/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.
  - o 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.
  - o 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.
  - Oualifications:
    - 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.

- o Will act as one of the two Staff Liaisons with the other one being the President.
- o Operations and Member Services section will need more work.
- o Keep requirement of four years work experience.
- o 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 29<sup>th</sup>.

#### 6.2 Collective Bargaining

- To renegotiate this summer and to engage with the bargaining at the end of the summer (July/August).
- Considerations:
  - o Options of a lawyer if it will be used
  - o CUPE President has a package to offer
  - o 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

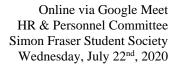
## 7.1 MOTION HRP 2020-07-21:03

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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**