

## 1. CALL TO ORDER

Call to Order – 2:02 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<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Sel̓íl̓wítulh (Tsleil-Waututh), k<sup>w</sup>ík<sup>w</sup>əłəm (Kwkwetlem) and q̓ícəy̓ (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  
At-Large Representative ..... Balqees Jama  
VP Student Services ..... Matthew Provost

### 3.2 Society Staff

Transition Manager ..... Lawrence Jones

### 3.3 Regrets

VP Student Services ..... Matthew Provost

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION HRP 2020-10-21:01

**Balqees/Corbett**

*Be it Resolved to ratify regrets from Matthew Provost.*

**CARRIED UNANIMOUSLY**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION HRP 2020-10-21:02

**Corbett/Balqees**

*Be it resolved to adopt the agenda as presented.*

**CARRIED AS AMENDED UNANIMOUSLY**

- Ratify Regrets from Matthew Provost.
- Move Discussion Items 7.2, 7.3, 7.4, 7.5 to In-Camera 8.2, 8.3, 8.4, 8.5
- Add New Business Item 6.1 Vacation Carryover Letter of Agreement

## 6. NEW BUSINESS

### 6.1 Vacation Carryover Letter of Agreement MOTION HRP 2020-10-21:03

**Osob/Balqees**

*Be it resolved that the HR and Personnel Committee approve the letter of agreement regarding approval of vacation entitlement carry over. Be it further resolved that the HR and Personnel Committee task Osoob Mohamed to sign the letter agreement.*

**CARRIED UNANIMOUSLY**

- Discussion held In-Camera.

## 7. DISCUSSION

### 7.1 New Staffing Updates

- FNSA coordinator has been settling in well. FNSA constitution almost done.

### 7.2 JHSC COVID-19 Updates

- Joint Health and Safety Committee discussion at the last meeting consisted of an annual review and discussion of general improvements as well as the SUB Safety Plan. There is a need to make sure things are running smoothly as WorkSafe BC is doing check-ins, especially when the SUB opens.
- Future discussion needed on opening of the SUB as COVID cases appear to be climbing.
- Staff must sign in and check-in with John Walsh prior to entering the SUB for essential tasks only.

### 7.3 Ongoing Hiring Committee Updates and Tracking

- Snapshot document is accessible and will be shared to staff and Board. Viewing access for those not on hiring committees.
- This document will be beneficial to those on hiring committees. Might need to reference hiring booklet for additional resources. President will confer with hiring committee.
- Collage could be potentially used to help this process.

### 7.4 Student Advocate Hiring Committee

- Job description has been completed, but hiring committee needs to look it over. Suggestion raised by Transition Manager to have a 2-week hiring posting as there has been high interest in previous job postings.
- Staff has been named to this hiring committee, currently looking to form a committee. Ideally, process should be started by second week of November/ after the AGM.
- This position would relieve pressure from the Board.

### 7.5 Additional Admin Assistant - New Management Support

- This position would first primarily consist of writing minutes and then transitioning into other tasks assisting the Board.
- Currently new 2 Admin Assistant doing less hours than expected (20 hours a week), might not be sustainable with number of minutes needed to be completed each week.
- No need to create a new job description for this. President mentioned this new role might be like the previous Executive Assistant, review of previous job description is needed. This position hiring should be held off until the Operations Organizer is on board to see what support is needed.

## 8. IN-CAMERA

### 8.1 MOTION HRP 2020-10-21:04

#### Corbett/Balqees

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

**CARRIED AMENDED UNANIMOUSLY**

### 8.2 Vacation Carryover Letter of Agreement

- 8.3 PD Request from OOC Coordinator
- 8.4 Copy Centre Grievance - Status Update
- 8.5 FNSA Coordinator Progress & Support
- 8.6 FNSA Coordinator Probationary Review

## 9. EX-CAMERA

### 9.1 MOTION HRP 2020-10-21:05

Corbett/Balqees

*Be it resolved to go ex-camera.*

**CARRIED UNANIMOUSLY**

## 10. ATTACHMENTS

### 10.1 Letter of Agreement

## 11. ADJOURNMENT

### 11.1 MOTION HRP 2020-10-21:06

Corbett/Balqees

*Be it resolved to adjourn the meeting at 3:24PM.*

**CARRIED UNANIMOUSLY**



**LETTER OF AGREEMENT**  
**BETWEEN**  
**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3338, UNIT 5 &**  
**THE SIMON FRASER STUDENT SOCIETY**

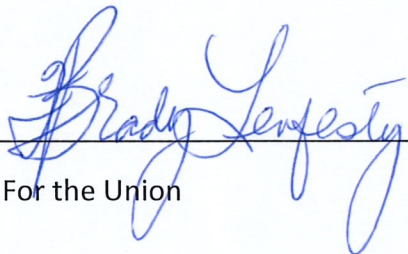
The Parties agree without prejudice & precedent to the following:

RE: Vacation Entitlement Carryover (Article 23, 5. C)

For the calendar year of 2020 (Jan 1, 2020 through to and including Dec 31, 2020):

At the end of the 2020 calendar year an employee may carryover up to two (2) weeks, or ten (10) working days, of unused vacation time to the next calendar year. This vacation time may be used at any time within the next (2021) calendar year.

\_\_\_\_\_  
For the Employer

  
\_\_\_\_\_  
For the Union

Date  
\_\_\_\_\_

Date  
Sept. 16, 2020.