

# 1. CALL TO ORDER

Call to Order – 2:02 PM

# 2. TERRITORIALACKNOWLEDGMENT

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>əy̓əm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əł̓əm (Kwkwetlem) and q̓icəy̓ (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 Board Composition

President ( <i>Chair</i> ) .....	Osob Mohamed
VP External Relations .....	Samad Raza
VP Finance .....	Corbett Gildersleve
VP Student Services.....	Matthew Provost
VP Student Life .....	Jennifer Chou
VP University Relations.....	Gabe Liosis
At-Large Representative .....	Balqees Jama
At-Large Representative .....	Phum Luckkid
Faculty Representative (Applied Sciences).....	Harry Preet Singh
Faculty Representative (Arts & Social Sciences).....	Sude Guvendik
Faculty Representative (Business) .....	Mehtaab Gill
Faculty Representative (Communications, Art, & Technology) .....	Haider Masood
Faculty Representative (Education).....	Emerly Liu
Faculty Representative (Environment).....	Anuki Karunajeewa
Faculty Representative (Health Sciences) .....	Nafoni Modi
Faculty Representative (Science).....	WeiChun Kua

## 3.2 Society Staff

Board Organizer.....	Gabriel Goodman
Operations Organizer .....	Ayesha Khan
Campaign, Research, and Policy Coordinator .....	Sarah Edmunds
Administrative Assistant.....	Joseph An
On-Campus Coordinator.....	Ashley Brooks
Communications Coordinator .....	Sindhu Dharmarajah

## 3.3 Guests

Council Representative (Computing Science).....	Ryan Vansickle
Council Representative (Mathematics).....	Ben Tischler

**3.4 Regrets**

Faculty Representative (Applied Sciences) ..... Harry Preet Singh

**3.5 Absents**

Faculty Representative (Business) ..... Mehtaab Gill

## 4. CONSENT AGENDA

### 4.1 CONSENT AGENDA

*Be it resolved to adopt the consent agenda by unanimous consent*

**CARRIED AS AMENDED UNANIMOUSLY**

- Move Adoption of the Agenda out of the Consent Agenda and adding to section 5.

#### **4.1.1 MATTERS ARISING FROM THE MINUTES – Board Minutes – MOTION BOD 2021-03-26:01**

*Be it resolved to receive and file the following minute(s):*

- BOD 2020-11-13
- BOD 2021-03-12

#### **4.1.2 MATTERS ARISING FROM THE MINUTES – Committee Minutes – MOTION BOD 2021-03-26:02**

*Be it resolved to receive and file the following minutes(s):*

- AC 2021-03-08
- EVENTS 2021-02-24
- EXEC 2021-02-08
- FARM 2020-07-13
- FARM 2020-07-27
- FARM 2020-08-10
- FARM 2020-10-13
- FARM 2020-11-09
- FARM 2020-12-07
- GOV 2021-02-24
- UAA 2021-03-05

## 5. ADOPTION OF THE AGENDA

### 5.1 ADOPTION OF THE AGENDA – MOTION BOD 2021-03-26:03

**Osob/Gabe**

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

**CARRIED AS AMENDED UNANIMOUSLY**

- Add section 6 Ratification of Regrets for Harry Preet Singh
- Add New Business 7.4 Collective Governance Restructuring Working Group

- Add New Discussion Item 8.4 Co-Curricular Record for At-Large Members on SFSS Committees
- Add New Business 7.5 Clubs Terms of Reference
- Add New Business 7.6 Events Terms of Reference
- Add New Business 7.7 Finance Policies FP-13 Regarding Psycho-Educational Assessments
- Add New Announcement 10.1 Black Student Support Center Coordinator Update
- Amend motion 7.3 Members Honorarium wording from "*Whereas the working group seeks to have students including council members part of the group that selects people to receive the emergency funding*"
- *Whereas this role will require dedicating time and labour to complete and this time should be compensated*
- *Be it resolved that the Board of Directors approve up to \$X and distributed as recommended in the attached "Members Honorarium Proposal" from a line item determined by the VP Finance"*
- To:
- "*Whereas the working group seeks to have students including council members part of the group that design the emergency funding process*"
- *Whereas this role will require dedicating time and labour to complete and this time should be compensated*
- *Be it resolved that the Board of Directors approve up to \$2730 and distributed as recommended in the attached "Members Honorarium Proposal" from a line item determined by the VP Finance"*
- Add another resolved clause in section 7.6, "*Be it further resolved to amend the Events TOR to replace all mentions of "Board of Directors" with "Council"*"
- Add a new Discussion item 8.5 Updates on SFU Team Name Change Campaign

## 6. RATIFICATION OF REGRETS

### 6.1 MOTION BOD 2021-03-26:04

**Gabe/Sude**

*Be it resolved to ratify regrets from Harry Preet Singh.*

**CARRIED UNANIMOUSLY**

## 7. NEW BUSINESS

### 7.1 Accessibility Fund Delegation of Authority-MOTION BOD 2021-03-26:05

**Jennifer/Gabe**

*Whereas the SFSS Accessibility Committee discussed delegating authority to the Accessibility Designated Assistant to approve accessibility fund grants,*

*Be it resolved that the Board of Directors amend SO-8 (Accessibility Committee) to include 8.7 a): "The Accessibility Coordinator, or the Accessibility Designated Assistant if the coordinator position does not exist, shall be empowered to give approval for such grants for these purposes that are under \$3,000, which shall be reported to the next meeting of the Accessibility committee."*

**CARRIED UNANIMOUSLY**

- Current Accessibility Fund request process requires students to fill out a form and then brought to accessibility committee. This process has time constraints and the committee only meets one every two weeks or in between semesters.
- Accessibility Assistant can review these grant applications and have it approved much more quickly.
  - Accessibility Assistant will be reporting funds approved between accessibility committee meetings so there's full transparency.

**7.2 Contract Worker Justice SFU Campaign-MOTION BOD 2021-03-26:06**

**Gabe/Haider**

*Whereas, cleaning and food service workers at SFU are outsourced by the University, and not directly employed by SFU.*

*Whereas, this system leads to lack of job security, excludes workers from services provided by SFU, and results in low wages and precarious work.*

*Whereas, cleaners and food service workers on campus are primarily women, people of colour, and immigrants.*

*Whereas, the "Contract Worker Justice SFU" campaign has emerged to urge SFU to operate cleaning and food services back in house and employ these workers directly.*

*Be it resolved that the Board of Directors support and endorse the "Contract Worker Justice SFU" campaign*

*Be it further resolved that the SFSS sign onto the Open Letter on Contracted Services.*

**CARRIED UNANIMOUSLY**

- Main organizers of this campaign reached out to see if SFSS would be endorsing the campaign to help amplify the campaign.
  - It is important to know that food and cleaning staff are not directly employed by SFU and these jobs are outsourced meaning external companies employ them with low wages and this system promotes precarious labor and low job security.
  - Because they aren't directly employee by SFU, they weren't included in SFU Diversity Meter. This is an issue because they make up a high portion of racialized community.
  - It is important for SFSS help them be brought back into SFU so that they get fair wages and benefits.

**7.3 Members Honorarium - Emergency COVID-19 Funding Working Group-MOTION BOD 2021-03-26:07**

**Corbett/Matthew**

*Whereas the working group seeks to have students including council members part of the group that designs Emergency Funding Process*

*Whereas this role will require dedicating time and labour to complete and this time should be compensated*

*Be it resolved that the Board of Directors approve up to \$2730 from a line item determined by VP Finance.*

**CARRIED UNANIMOUSLY**

- For At-Large students that will be helping with COVID-19 Emergency Funding selection and approval process.

- Expecting to have seven students, working around 20 hours with wage being \$19.50/hour. With the total amount being \$2730.

**7.4 Collectives Governance Restructuring Working Group – MOTION BOD 2021-03-26:07**  
**Gabe/Corbett**

*Be it resolved that the Board of Directors strike a Collectives Governance Restructuring Working Group. Be it further resolved to appoint Corbett Gildersleve as the Chair of the Collectives Governance Restructuring Working Group.*

**CARRIED UNANIMOUSLY**

- Currently, within SFSS Collectives such as Out on Campus Collective and Women's Center Collective there's lots of challenges with understanding governance structures.
  - There needs to be clarification of roles and power of these collective bodies.
  - Collectives don't have a written constitution and there is no clear definition of collective and it's hard to define membership. This makes it difficult and confusing for members to get elected to roles and these issues will be addressed within the working group.
  - This work may also impact other constituency groups such as FNSA, DNA, SOCA so having conversations with all these other groups will be important.

**7.5 Clubs Terms of References – MOTION BOD 2021-03-26:08**  
**Phum/Weichun**

*Be it resolved to edit the Clubs Terms of Reference to include edits as listed in Clubs TOR s6.pdf*

**CARRIED UNANIMOUSLY**

- This is a result of discussion with Governance Committee last meeting.
- Board members suggested that there needs to be some changes and the edits addressing that has been made to the document.
- Was looking at a process by which a club executive could be removed in an event something egregious was committed. A process already exists but members felt there needed to be more details and changes.
  - Two ways to initiate the process, first is club member initiated and the other is SFSS Club coordinator initiated. In both cases, there are always two coordinators involved and if necessary, the two coordinators would bring in respondent to inform regarding the matter to resolve the issue.
  - If problem reoccurs, coordinators would advise that the Executive Member be removed.
  - There's also opportunity for Member Services Advisory Committee to either confirm or dissent against that decision. And in this case, the committee would confidentially discuss the matter and vote on whether to uphold the decision or not.
  - Option for decision to be appealed further to Council and Council would review complaint in In-Camera session and strike the committee to review the decision and that decision is final.

**7.6 Events Terms of Reference – MOTION BOD 2021-03-26:09**  
**Phum/Gabe**

*Be it resolved to adopt the SFSS Events Terms of Reference as listed in Events TOR.pdf*

*Be it further resolved to amend the Events TOR to replace all mentions of "Board of Directors" with "Council"*

**CARRIED AS AMENDED UNANIMOUSLY**

- There were some confusions about SFU spaces and SFSS spaces and also making risk assessments. The edit addressed these issues and made clarifications.
- Made clear that if you are booking events in SFU spaces, as a club you must do it through SFSS room booking portal.
- Added clarifications on what it means for an event to be high risk and included event risk matrix that gives comprehensive chart.

**7.7 Finance Policies FP-13 Regarding Psycho-Educational Assessments – MOTION BOD2021-03-26:10**

**Emerly/Jennifer**

*Whereas a pilot project between the Society and Studentcare has been approved to allow extra-contractual coverage for psycho-educational assessments through the use of the SFSS Health Plan's psychology benefit and the Health and Dental Plan Reserve Fund,*

*Be it resolved that the Board of Directors amend FP-13: Health and Dental Plan Reserve Fund of the SFSS Finance Policies in accordance with the changes in the attached draft*

**CARRIED UNANIMOUSLY**

- Aims to support students and their academic success by providing them with opportunity to receive assessments assessed at subsidized cost through Health and Dental plan.
- Psycho-Educational assessments can provide diagnosis of learning and developmental disabilities, ADHD or any other social, emotional, behavioral psychological problems.
- Students with disabilities may register with CAL to request for class and exam accommodations.
- SFSS is the one of only two student societies providing this benefit in conjunction with Studentcare and Pacific Blue Cross insurers.
- The service will be covered as an extra contractual benefit paid for on a case by case by basis directly from SFSS reserve fund.
  - Psycho-Educational normally range from \$2000-3000 so this added service will cover 80% of the assessment expenses up to \$3,000 annually and maintained at \$500,000.
  - Added 13.5, stating that the Society will implement an annual \$50,000 reserve commitment cap for the assessment reimbursements for the protection of the society as a safeguard metric for unlikely event of runaway claims and reevaluated if ever reached.
  - If a student has been diagnosed with a specific learning disability and qualifies for StudentAid BC funding, they can be reimbursed by the province up to 75% up to \$1700 dollars.
  - If the government does not cover the entire cost, they'll proceed with SFSS funding process so the health insurer will evaluate the claim. Studentcare will submit a form signing officer from SFSS (Operations Organizer or Finance Coordinator) who will sign and issue a check to PBC and PBC will reimburse remaining funds. This process ensures that the claim is tracked and vetted by external body.

- For this policy year, service is retroactive as of January 1<sup>st</sup> 2021.
- After that, usual policy year resets into August 31<sup>st</sup> and August 31<sup>st</sup> of next year and then there's 90 days afterwards that students can still submit reimbursement.
- If reimbursement is denied for issues such as issue with completion, it will be escalated to SFSS Accessibility Assistant and there's currently no standard operating procedures for the assistant.
- Many members showed support for this project.

## 8. DISCUSSION ITEMS

### 8.1 Student Union and Constituency Group Core Carryover

- A lot of events got cancelled due to Covid-19 so lot of student core was not used and there was a request to carry this over to the next fiscal year instead of funds getting reset.
- This may help when the school starts transitioning back into person and holds larger events.
- From accounting perspective, there can't be carryovers from last year. The pool size would have to increase to accommodate extra remaining funds.
- Another option is to reset things and keep record of how much we could carry over and see if it's going to max out or not. And then depending on the spending, make a motion to increase budget from there.
- Corbett and Kurt suggested to use second option so that there's no fear of potential deficit and make it look like there's overspending.
- It will be good idea to discuss with Council as well.

### 8.2 Cheque Requisition Expiration

- Regarding situations when SFSS receives cheques that are very old up to a year or more and students forget about reimbursement. It will be good to develop a policy or stance on what to do in this situation for clarity.
- It will be worthwhile for FASC or Governance to explore this as well as an amendment to finance policies.

### 8.3 Letter to Minister of Agriculture on Food Insecurity

- Samad and Anuki lobbied for this topic with MP Ron McKinnon. He said he can write a cover letter for the letter that we send to him and have it sent to Minister of Agriculture which would provide more legitimacy to the letter.
- Sude will help out with writing the letter that will be sent to MP Ron McKinnon.

### 8.4 Co-Curricular Record for At-Large Members on SFSS Committees

- Matthew wanted to give something to recognize work of At-Large Members.
- Hoping to get their work recognized as co-curricular record in their transcript with X amount of hours and the work that they've done.
- Also potentially giving out certificates.
- Matthew will be submitting a survey soon to be sent to At-Large members.

### 8.5 SFU Team Name Change Campaign

- SFU team name has been dropped officially in August.
- There were discussions on how and what to allocate to BIPOC athletes for harm reduction supports.
- Working group was formed consisting of athletes, coaches and departmental people to try to come up with names and doing research.
- Will consult with various groups such as SOCA and FNSA to have their input as well.
- Many members showed support.

## 9. GUEST 30 MIN Q&A

## 10. ANNOUNCEMENT

### 10.1 Black Student Support Center Coordinator Update

- Board authorized process to hire this coordinator and Balqees completed the job description draft and sent it out to HR which will be sent to SOCA and Union for review.
- Hoping to strike a hiring committee at the next HR personnel committee and complete the hiring process by end of this board term.

## 11. ATTACHMENTS

- 11.1 Accessibility Fund Delegation of Authority
- 11.2 Open Letter on Contracted Services
- 11.3 2021-03-25 SFSS Finance Policies - FP-13 - Health & Dental Reserve Policy w. PEA edits
- 11.4 Clubs TOR s 6 - GOV REVIEWED
- 11.5 Clubs TOR s6
- 11.6 Events TOR - GOV REVIEWED
- 11.7 Events TOR
- 11.8 OOC\_WC Collective Summary

## 12. ADJOURNMENT

### 12.1 MOTION BOD 2021-03-26:11

**Matthew/Gabe**

*Be it resolved to adjourn the meeting at 4:19 PM.*

**CARRIED UNANIMOUSLY**



## Accessibility Fund Delegation of Authority

### Background

Currently, the Accessibility Fund request process requires students to fill out a form to be brought to the SFSS Accessibility Committee.

The SFSS Accessibility Committee meets once every two weeks. In the past, we've had issues where a grant needed to be approved before there were any at-large members appointed to the committee.

Recently, we hired an SFSS Accessibility Designated Assistant who can take on the role of reviewing grant applications. This would allow students to submit grant applications and get them approved more quickly.

### Key Considerations

Amount the the Accessibility Designated Assistant can approve

- Sometimes groups can request a grant for accommodations for multiple events, like multiple meetings for the semester that require CART Captioning
- Since this can get expensive, the SFSS Accessibility Committee decided that \$3,000 was a reasonable amount
  - In the past, grant request amounts for CART Captioning for biweekly (once every two weeks) meetings has been around \$3,000

Reporting approved applications

- The Accessibility Designated Assistant will report any funds approved between meetings at the upcoming Accessibility Committee meeting, where the committee can review the funds approved

Improved access to the fund

- Having the Accessibility Designated Assistant be the one to approve the fund on delegated authority would help students access the fund earlier, if they missed a committee meeting and do not have time to wait another two weeks for the next one



**Jennifer Chou**  
VP Student Life  
Board of Directors  
vpstudentlife@sfss.ca  
604-653-8041

Maggie Benston Centre 2220  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
**sfss.ca**

- This would also mean that the committee would not have to worry about making quorum to vote on approving a fund request, especially during busy times like exam season (midterms and finals) and during semester break

## Motion

Whereas the SFSS Accessibility Committee discussed delegating authority to the Accessibility Designated Assistant to approve accessibility fund grants,

Be it resolved that the Board of Directors amend SO-8 (Accessibility Committee) to include 8.7 a): "The Accessibility Coordinator, or the Accessibility Designated Assistant if the coordinator position does not exist, shall be empowered to give approval for such grants for these purposes that are under \$3,000, which shall be reported to the next meeting of the Accessibility committee."

## Open Letter on Contracted Services

To Dr. Joy Johnson,  
President, Simon Fraser University

Dear Dr. Johnson,

Re: Contracted Cleaning, Food Services and Security at Simon Fraser University

We are writing to you to express our concerns about the circumstances of the contracted workers who provide vital services to SFU's three campuses and to ask you to bring these services back in house. As you know, the food service workers are employed by Compass-Chartwells and have a collective agreement with Unite Here! Local 40 while the cleaners are employed by Best Service Pros Ltd. and have a contract with Unit 4 of CUPE 3338. This workforce is primarily composed of women, people of colour, and immigrants. As a community, we can and must do better by these workers.

The principal rationale for contracting out cleaning and food services is to save the university money. However, these are labour intensive services and wages are the dominant cost. Periodic re-tendering of contracts puts downward pressure on terms and conditions of employment because contractor success in obtaining contracts is dependent on submitting the lowest bid. This system also limits job security. The result is a low wage, insecure, precarious workforce which could not be more different demographically than the university's highest-paid employees.

The way SFU provides these services is different from UBC and UVic. Both these universities operate the services themselves and the workers are their employees. We have reviewed the collective agreements of the cleaners and food service workers and compared their terms and conditions of employment with the contracted workers with CUPE local 116 at UBC and CUPE Local 917 at UVic. While comparing contracts is often challenging, given the different employment systems in place and difference names for classifications of doing the same work, what is clear from this comparison is that the wages of the contract workers at SFU are significantly lower than at UBC or UVic.

We note that the 2019 living wage for Metro Vancouver was \$19.50 per hour. None of the 2021 pay grades for janitorial staff meet this threshold. The closest is \$17.93. Only 1 of the seventeen 2021 pay grades for food service workers is above the 2019 living wage threshold and that position is currently unfilled.

The issue of low pay is only part of the story though. SFU contract workers do not have the same level of job security because contracts are periodically re-tendered, making it impossible for a contractor to guarantee employment beyond the term of the agreement between it and SFU. In 2017, when the contract for food services was re-tendered, it changed hands from Compass-Chartwells to Sodexo, only to change back to the former company in 2019. Before the 2017 change, food service staff organized

protests and visited the President's office asking that their jobs, their collective agreement and their union be continued by the successful bidder. At the time and without any successorship guarantee, the workers feared losing their jobs and their negotiated conditions of employment. In fact, during this change, all the workers were issued termination notices. We understand that the university brokered an arrangement with the successful bidder and those workers were hired back, but the experience was very stressful for the workers affected, underscoring the lack of job security experienced by workers under the contract system in place at SFU. While the government has enacted new successorship legislation, it still does not address the key issue that these employees do not have the same level of job security or benefits that university employees have. Periodic changes in contractors is also very disruptive for workers, creating insecurity about both their job security and the work they perform.

While the CUPE Local 3338 Unit 4 agreement with Best Cleaning Services and the Local 40 food services agreement with Compass Chartwells are different, they share many of the same discrepancies when compared with the agreements covering the same employees at UBC, UVic, and other SFU employees. Cleaners at SFU get only 4 sick days per year. They have no pension, no dental plan, and no extended health plan. There is no group life insurance or long-term disability plan. They receive 2-weeks' vacation for their first 4 years, 3 weeks after 5 years, and 4 after 11. They only qualify for the statutory minimum parental leave under federal EI and provincial Employment Standards with no top up. They have no right to access SFU's library or recreational facilities. There is no tuition waiver for their spouses or children. These conditions contrast sharply with what university employees get at UBC and UVic who perform comparable work.

While the food service workers' contract is slightly better it is still significantly inferior to that of comparable university employees. SFU contract workers start with 2 weeks' vacation and receive 3 weeks after 3 years, 4 after 6 years, and 5 weeks after 11 years of service. They receive only 5 sick days per year. Their pension is a trust agreement managed by the union in which the employer contributes 70 cents per hour or approximately 5% of earnings. They do have group life insurance but the maximum is \$25,000. They also have a basic dental and extended health plan (excluding part time workers), access to SFU's gym facilities but no right to library services or other SFU facilities. Parental leave is the statutory minimum with no top up, and there is no tuition waiver. Again, these conditions are significantly inferior to those at UBC and UVic. They are also inferior to the employment conditions of Unit 1 of CUPE on campus.

These differences have also been underscored by the impact of Covid-19. SFU food service workers have faced layoffs during the past year and the threat of a budget cut to cleaning services (during a pandemic) was floated by the university before being shelved. While both SFU and their respective employers have taken some steps to cushion the impact, contract workers have lost significant amounts of their already low income. In particular, the closure of most food services has meant lay-offs for a significant number of these workers. Meanwhile, at UBC and UVic, the universities have been able to address some of the impact of Covid-19 by re-deploying a portion of their workforce to other jobs within the university, an option not possible under the present arrangements at SFU.

When SFU carried out its Diversity Meter Survey in November, 2019, an initiative which we support, unfortunately it did not include the contracted workers, so no data was collected on them. However, this is a workforce which is primarily composed of women, people of colour, and immigrants and they are arguably the most vulnerable employees on our campus. It is regrettable that SFU does not know more about these workers as they are also members of the SFU community who perform work that is essential to all of us. SFU's plans for addressing structural discrimination should include them.

We note that SFU is in the process of appointing a new Vice President who will be responsible for leading the university's equity, diversity and inclusion initiative. We hope that one of the VP's first tasks in promoting SFU's important commitments in this area will be to address our concerns about contract workers.

We believe that as a matter of basic justice and as a way of signalling SFU's commitment to its principles of equity, diversity and inclusion, the university should take steps to bring back the contracted work, including making a commitment that it will employ those currently working for the contractors to ensure that such a decision does not generate insecurity and anxiety in the workforce. The university should then move quickly to improve the pay and benefits of these workers and retain CUPE and Unite Here! as the bargaining agents for these workers. We realize that this will involve advance planning and additional resources on the part of the university. Paying people fairly and including them as full members of the university community may cost a bit more, but it is the right thing to do. If UBC and UVic have been able to manage similar services in house, SFU should be able to do the same.

Thank you for your attention to our letter.

Yours Respectfully,

#### Initial Faculty Signatories

1. John Calvert, Health Sciences
2. Enda Brophy, Communication
3. Svend Robinson, JS Woodsworth Resident Scholar
4. Daniel Ahadi, Communication
5. Alberto Toscano, Communication
6. Shane Gunster, Communication
7. Adel Iskander, Communication
8. Siyuan Yin, Communication
9. Jody Baker, Communication
10. Jan Marontate, Communication
11. Michael T. Schmitt, Psychology
12. Roxanne Panchasi, History

13. Ronda Arab, English
14. Clint Burnham, English
15. Steve Collis, English
16. El Chenier, History
17. Kendra Strauss, Labour Studies
18. Samir Gandesha, Humanities
19. Malcolm Steinberg, Health Sciences
20. Denise Oleksijczuk, Contemporary Arts
21. Allyson Clay, Contemporary Arts (Emeritus)
22. Gerardo Otero, International Studies
23. Yıldız Atasoy, Sociology
24. Claudette Lauzon, Contemporary Arts
25. Gary McCarron, Communication
26. Carla Graebner, Librarian
27. Julian Christians, Physiology & Genetics
28. Hannah McGregor, Publishing
29. Baharak Yousefi, Librarian
30. Eldritch Priest, Contemporary Arts
31. Kumari Beck, Education
32. Kirsten McAllister, Communication
33. Carolyn Lesjak, Education
34. Laura Marks, Contemporary Arts
35. Genevieve Fuji Johnson, Political Science
36. Habiba Zaman, Gender, Sexuality, and Women's Studies
37. Christopher Pavsek, Contemporary Arts
38. Eugene Mcann, Geography
39. Robert Hackett, Communication (Emeritus)
40. Sabine Bitter, Contemporary Arts
41. Lynn Quarmby, Molecular Biology and Biochemistry
42. Nicholas Blomley, Geography
43. Jin-me Yoon, Contemporary Arts
44. Evelyn Encalada Grez, Labour Studies/Sociology & Anthropology
45. Aaron Windell, History
46. Paola Ardiles, Health Sciences
47. Nicole Berry, Health Sciences
48. Susan Erikson, Health Sciences
49. Ruth Lavergne, Health Sciences
50. Bruce Lanphear, Health Sciences
51. Mark Lechner, Health Sciences
52. Cecilia Sierra Heredia Lecturer, Health Sciences
53. Kate Tairyan, Health Sciences
54. Tim Takaro, Health Sciences

55. Rochelle Tucker, Health Sciences
56. Bob Anderson, Communication (Emeritus)
57. Aman Chandi, Gender, Sexuality & Women's Studies
58. Marjorie Griffin Cohen, Political Science/Gender, Sexuality, and Women's Studies (Emeritus)
59. Dara Culhane, Anthropology
60. Peter Dickinson, Contemporary Arts
61. Aude-Claire Fourot, Political Science
62. Andy Hira, Political Science
63. Meredith Kimball, Gender, Sexuality, and Women's Studies (Emeritus)
64. Jacqueline Levitin, Gender, Sexuality, and Women's Studies (retired)
65. Willeen Keough, History
66. Helen Hok-Sze Leung, Gender, Sexuality, and Women's Studies
67. Jen Marchbank, Gender, Sexuality, and Women's Studies
68. Arlene McLaren, Sociology and Anthropology
69. Kathy Mezei, Humanities (Emeritus)
70. Hiromi Matsui, Applied Sciences (retired)
71. Tiffany Muller Myrdahl, Gender, Sexuality, and Women's Studies
72. Catherine Murray, Professor, Gender, Sexuality, and Women's Studies
73. Dr Bidisha Ray, History
74. June Scudeler (Métis), Indigenous Studies
75. Lisa Shapiro, Philosophy
76. Travers, Sociology and Anthropology
77. S. Laurel Weldon, Political Science
78. Coleman Nye, Gender, Sexuality, and Women's Studies
79. Nadine Attewell, Health Sciences
80. Travis Salway, Health Sciences

SFU Community Signatories

Name	Department/Affiliation	Title
Corinne Henderson	Political science	Masters student
Carolina Lopez	Education	Alumni
Lydia Castro	Linguistics	Student
Ed Graham	English	PhD Student
Antone Minard	Humanities / English	Sessional Instructor
Lillian Deeb	CERi	RA
Kayla phillips	Alumni	Alumni
Sydney Ball	School of Communication	Alumni

Seamus Bright Grayer	Teaching Support Staff Union (TSSU)	Chief Steward
Stephanie Fung	Community member	Communications Specialist
Daisy Espinosa		n/a
Maki Cairns	Psychology + Gender, Sexuality, & Women Studies	Undergraduate Student
Vincci Li	Alumni	PhD student (York University)
Catherine Dubé	School of Communication and TSSU	MA Student and Steward
Jennifer Thomas	Alumni, Sociology PhD	Doctor
Kayla Hilstob	School of Communication	PhD Student
Noah Jensen		Alumni
Kyle Willmott	Sociology	Assistant Professor
Asha Nygra	community member	n/a
Sun-ha Hong	CMNS	Assistant Professor
Lea Ashelia Hogan	Teaching Support Staff Union	Organizer
Gabe Liosis	Simon Fraser Student Society	President-Elect & Current Vice-President University Relations
Hyejin Jo	School of Communication	PhD Student
Shoak Alhussami	GSWS	Alumni
Melissa Roth	Alumni	Alumni
Federica Cogoni	Political science	MA student
Joey Thall	Community member	UBC Alumni
Phil Dluhy	Physics	Alumnus
Leanna Jantzi	SFU Library	Head, Fraser Library
Amanpreet Kaur Singh	Undergraduate Student Bachelor of Science	Student
Sujit Narayanan	Physics	PhD student
Abi Parasuraman	Biology	Student
Benjamin Anderson	School of Communication, Labour Studies Program	Lecturer, PhD Candidate, Writing Facilitator



John Dale	School of Environmental Design & Rural Development	Graduate Student
Chloe Riley		Librarian
Ebony Magnus	SFU Library	Head, Belzberg Library
Kate Elliott	Interdisciplinary Studies	Student
Magie Ramirez	Geography	Assistant Professor
Scott Uzelman	Alumni	Alumni
Madelyn Prevost	Sociology & Anthropology	PhD Student
Chuk Goodin	APSA	Supervisor
Adena Brons	SFU Library	Liaison Librarian
Valorie Crooks	Department of Geography	Canada Research Chair & Full Professor
Erika Plettner	Chemistry	Professor
Eiman Elnoshokaty	Library	Librarian
Celeste Snowber	Faculty of Education	Professor
Sabrina Higgins	Department of Humanities	Assistant Professor
Rosemary Collard	Geography	Assistant professor
LINDA HARASIM	SCHOOL OF COMMUNICATION	PROFESSOR EMERITUS
Dara Culhane	Sociology and Anthropology	Professor
Hlromi Matsui	FAS Dean's staff	retiree
Judy Zaichkowsky	Beedie	Professor
Nouha ishaq Yes		
Megan Mackenzie	School for International Studies	Professor
Lucy LeMare	Faculty of Education	Professor
Dr. Jacqueline Viswanathan	Department of French	Professor emerita
Janice Matsumura	History Dept	Associate professor
Jessie Russell	Environmental Science	Alumna
Lynne Quarmby	Molecular Biology & Biochemistry	Professor
Ljudmila Petrovic	Faculty of Education	Graduate Student
Veronica Dahl	Computing Sciences	Lifetime Professor (Emeritus)
Maite Taboada	Linguistics	Professor

Kyla Gardiner	School for the Contemporary Arts	Assistant Professor
Dale McCartney	Education	Sessional instructor
Brenda Lyshaug	International Studies	
Megan Crouch	SFU Library	Librarian
Celeste Snowber	Faculty of Education	Professor
Meghan Winters	Faculty of Health Sciences	Associate Professor
Fareed Yaqub	School of Communication	Student
Deanna Reder	Indigenous Studies	Associate Professor
Jinko Graham	Statistics and Actuarial Science	Professor
Travers	Sociology & Anthropology	Professor
Rebecca J. Cobb	Psychology	Associate Professor
Veronique Sioufi	Geography	PhD Student
Rebecca Cox	Education	Associate Professor
Evelyn Pinkerton	School of Resource and Environmental Management	Professor Emerita
Judy Radul	Contemporary Arts	Professor
Grace Iarocci	Psychology	Professor
Jenna Thomson	Library	Liaison Librarian
Maya K. Gislason	Faculty of Health Sciences	Assistant Professor
Scott Yano	Continuing Studies	Instructor
Evan M.	community member	Research technician
Fiona Brinkman	MBB	Professor
Gaëlle Planchenault	French	Associate Professor
Ali Nezhadsafavi		PhD student
Marie Haddad	Department for Psychology, Kinesiology and BPK	Student, Incoming SFSS VP Equity and Sustainability and SFSS BIPOC Committee member
Paola De Rycke	French	PhD
Jessie Strongitharm	Communications	Alumni
Heesoon Bai	Education	Professor
Patricia Gruben	School for the Contemporary Arts	Associate Professor (ret.)

Janis McKenzie		Librarian
Siobhan Watters	School of communication	phd candidate, instructor
Frédéric Lesage	School of Communication	Associate Professor
Sarah Perkonig	International Studies/Labour Studies	Alumni
Suzanne Smythe	Faculty of Education	Associate Professor
Deborah Dergousoff	Sociology/Anthropology	Sessional Instructor
Nina Smart	Library	Librarian
Remi Castonguay	Library	Librarian
Sarah D. Johnson	Dept. of Physics	University Lecturer
Olivia Ingram	English	Alumni
Hazel Plante	Library	
Tsion gebremedhen	Faculty of health sciences	Student
Donald Taylor		Librarian
Stacy pigg	Sociology and Anthropology	Full Professor
Özlem Sensoy	Education	Professor
Atousa Hajshirmohammadi	ENSC	University Lecturer
Danielle Murdoch	Criminology	Faculty
Ania Dymarz	Library	Head, Learning and Instructional Services
Ashley Edwards	Library	Librarian
Keshav Mukunda	SFU Library	Librarian
Simon Fraser University	sociology	Professor
Irina Presnyakova	Linguistics	Alumni
Christie Carlson	SFU Staff	Admin Assistant
Sylvia Cho	Linguistics	PhD student
Henny Yeung	Linguistics	Assistant Professor
Leanne Bartley	Linguistics	Postdoctoral Fellow
Kelli Finney	Linguistics	PhD Student
Clara Wilmot	Archaeology	BA Student and SFSS Council Rep
Thomas Leischner	Faculty of Science	Student Engagement Coordinator

Michelle Beninteso	Department of Linguistics, FASS	Department Administration
Tamila McMullan	Biological Sciences	Senior Lecturer
Vanessa M	FASS - psychology	Student
Sylvia Cho	Linguistics	PhD student
Elise McClay	Linguistics	Research Technician
Rory Doucette	Archaeology	Undergraduate Research Assistant
Akumjoat Sidhu	Political Science, SASS Third-year representative	Undergraduate student
Zachary Williams	School of Communication	Alumni
Sandra Wong	Library	Librarian
Tarunjit Heer	Criminology	Student
Balraj Dadwal	Criminology	Student
Claudia Wong	Linguistics	Term Lecturer
John Alderete	Linguistics	Professor
Gurnoor bajwa	Member	Student
Emanuela Mileva	Linguistics	SFU alumni
MariÈve Mauve Pagé	Publishing Program, Simon Fraser University	Lecturer
Azadeh Yamini-Hamedani	World Languages and Literatures	Associate Professor
Matt Greaves		
Diane Dagenais	Faculty of Education	Professor
Mike Archibald	community member	n/a
Keith Leung	Linguistics	PhD student
Mark Fettes	Education	Associate Professor
Jeremy Brown	History	Associate Professor
Maia Harman	FASS	Student
Erin Barley	Biological Sciences	Senior Lecturer
Nina Saklikar	Library	Librarian
John R. Welch	Department of Archaeology and School of Resource and Environmental Management	Professor
Andrew Longhurst	Geography	PhD student

Kristen Schiefke	School for the Contemporary Arts	Manager, Academic and Administrative Services
Henry Daniel	School for the Contemporary Arts	Professor
Jeevat somal		Friend of student
Yifang Yuan	Department of Linguistics	PhD student
Dan Laitsch	Faculty of Education	Associate Professor
Lucas Chambers	Department of Linguistics	MA student
Carole Gerson	English Department	Professor Emerita
Amanda Watson	Sociology and Anthropology	Lecturer
Holly Hendrigan	Library	Librarian, FAS
Elsbeth Pratt	School for the Contemporary Arts	Associate Professor
Michael Hathaway	Sociology and Anthropology	Associate professor
Stephanie Bertels	Beedie School of Business	Associate Professor
Jeevan Dhaliwal	School of Criminology	Student
Peter Dickinson	School for the Contemporary Arts	Professor
Harsimran Bindra	Chemistry	Student
Tianna Gough		Crim Student
jaskirat mattu	criminology	undergrad student
Simone Rapisarda	School for the Contemporary Arts	Assistant Professor
Dennis Sandgathe	Department of Archaeology	Senior Lecturer
Heather Bliss	Department of Linguistics	Lecturer
Lyana Patrick	Faculty of Health Sciences	Assistant Professor
Jesse Hawker	Department of Linguistics	Master's Student
Sabrina Schroeder	School for the Contemporary Arts	Assistant Professor
Lynn Fels	Education	Professor
Jamie Scott	MBB and FHS	Professor Emerita and former CRC

Sharalyn Jordan	Counselling Psychology, Faculty of Education	Associate Professor
Ashley Farris-Trimble	Linguistics	Associate Professor
Prubjot Kaur Gill	Library	Copyright Specialist
Mala Fernando	Biology	Retired Sr. Lecturer
Clarence Chou	FASS	Undergraduate student
Tyne Johnson-Dhillon	CERi	communications assistant
Kate Tairyan	Faculty of Health Sciences	Senior Lecturer
Chantelle spicer	Department of Anthropology	masters student
Roberta Neilson	SFU GSWS	Department Manager (and alumni)
Frances Dodd		Librarian
Kathleen Akins	Philosophy	Professor
Robyn Bailey	Faculty of Health Sciences	Manager, Graduate Programs
Brad McNeney	Statistics and Actuarial Science	Associate professor
Jacqueline Levitin	Contemporary Arts/GSWS	Associate Professor (retired)
Tasneem Azad	Faculty of Science	Student
Peter Jacobs	Linguistics	Associate professor
Amreen Nehal		high school student
Melissa Orobko	BISC	PhD Student and Alumni
Quentin Flett		
rosemary hu	community	past student
Jennifer Wang	Philosophy	Assistant Professor
Sharon Mah	Faculty of Health Sciences	Manager, Communications and Marketing
Kayli Jamieson	School of Communication	Student and RA
Mark Leier	History	Professor
Hope Power	Library	Librarian
Jesse Betteridge	Community member	MA Communication
Leah Hopton	Library, SFU (BC ELN)	
Alexandra Wesolek	Mathematics	PhD student

Frank Davalos	Communication	Alumni
John-Henry Harter	History/Labour Studies	Precarious for 17 years at SFU
Eirian Vining	Library	Research Data Librarian
Stuart Poyntz	School of Communication	Associate Professor
Jean Routhier	School of Contemporary Arts, Prod & Event Services	Resident Technician
Noah Berson	Labour Studies	Student
Emily Sweeney	School of Communication	Undergraduate student
Patrick Camastra	School of Communication	Student
Quentin Rowe-Codner	Labour Studies	Student
Maryam Labani Motlagh	School of Communication	student
Jenna Walsh	SFU Library	Librarian
Afsana Nitol	GSWS	Alumni
Tanner Mirrlees	Ontario Tech University	Associate Professor
Samantha Zimmerman	Department of Mathematics	MSc Student
Brianna Mau	Community member and SFSS staff	Alumni
Nancy Hedberg	Linguistics	Professor
Therese Mah	School of communication	Alumni
Oliver Schulte	School of Computing Science	Full Professor
janani ravikularam		
Heesoon Bai	Education	Professor
Kitty Cheung	School of Interactive Arts and Technology	Student
Sarah Hornstein	Sociology and Anthropology	Alumni
Rachel Lee Berting	Community Member	UBC Undergraduate Student
Ariel Johnson	Beedie, Education	Operations manager, graduate student
Pablo Nepomnaschy	Faculty of Health Sciences	Associate Professor
Carolyn Tinglin	Faculty of Education	PhD student

Ena Lee	Faculty of Education	Assistant Professor
Daniel Cooper	Education department	Masters Student
Phillies Tanafranca	Community Engaged Research Initiative	research assistant
Cecilia Kalaw	Health Sciences	Research Facilitator





## FP-13: HEALTH AND DENTAL PLAN RESERVE FUND

*POLICY TYPE: FINANCE POLICY*

*POLICY TITLE: HEALTH AND DENTAL PLAN RESERVE FUND*

*POLICY REFERENCE NUMBER: FP-13*

Adopted: March 26, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position Signature Date		
Board President		

### *Policy*

13.1 The Health and Dental Plan Reserve Fund was established in order to ensure that the Society has the resources necessary should the cost of the Health and Dental Plan exceed the Student Society Fee established. This Fund is also accessible to members requiring a psycho-educational assessment through an extra-contractual arrangement between the Society and the insurer (the Society's health and dental plan provider) that utilizes the Health Plan Reserve Fund to allow students to be reimbursed for psycho-educational assessments (PEAs).

### *Definitions*

**Psycho-educational assessment:** These assessments involve psychological testing to analyse a person's mental processes that underlie their educational performance. A Psycho-educational assessment can help students in need identify areas of strength and weakness in their learning profile and obtain a deeper understanding of their educational abilities, as well as assisting with any academic accommodations they may wish to request through SFU's Centre for Accessible Learning. Psycho-educational assessments may cover learning assessments for Specific Learning Disorders, and assessments for other conditions such as ADHD.

**Health Plan insurer:** Pacific Blue Cross is the Health Plan insurer for the Society.

### *Standards*

13.2 The Society will work to maintain the fund at \$500,000.

13.3 To request and receive academic accommodations through SFU's Centre for Accessible Learning (CAL), a PEA may be required for students. Academic accommodations are used to provide support to students encountering academic barriers. Students that do not request academic accommodations through CAL but would still like to undergo a PEA may also do so,

regardless of diagnosis.

13.4 In order to receive reimbursement for a PEA, the following qualifications must be met:

- (a) Students who receive or are approved for student loans may qualify for [provincial funding](#), which covers 75% of the cost of a PEA up to \$1,700. If students do not qualify for provincial funding, the SFSS Health Plan will reimburse up to 80% of the cost, to a maximum of \$3,000 annually (including the \$500 Health Plan psychology benefits). This benefit is only available to members (SFU undergraduate students) directly enrolled in the Plan, and not available to dependents that may be covered under the Plan. For SFSS coverage, both positive and negative diagnoses are covered. Provincial funding, however, only covers if a positive diagnosis is identified. Members who qualify and are approved for provincial funding but still have an outstanding balance may apply for additional funding through the SFSS with necessary documentation.

13.5 The Society will implement an annual \$50,000 reserve commitment cap for PEA reimbursements that may be re-evaluated should it be reached in any given policy year.

#### *Process*

13.6 Proposals for accessing the Health and Dental Plan Reserve Fund for reasons other than a PEA reimbursement are to be submitted in writing to the SFSS Vice-President Finance.

13.7 Members seeking a PEA may contact CAL to review histories and reports which may suggest the presence of a specific learning disability and thus the need for confirmatory testing. CAL does not specifically provide referrals but may recommend a first screening be conducted before a PEA. If a screening or PEA is required, students can choose to see either a registered psychologist in a private practice OR have the testing conducted by a certified school psychologist within their employment role. Payment for these services is done upfront. For members that have already undergone testing, please see [Documentation Guidelines for Students with Disabilities](#), available from CAL, for a list of required documentation.

13.8 To receive reimbursement for a first screening and/or PEA, the following steps must be taken:

- (a) Members must submit their first screening and/or PEA claim under the psychology benefit of their SFSS Health Plan first, even if they have already exhausted the maximum psychology benefit amount for the policy year. Members must include:
  - i. A completed Health Claim Form, and
  - ii. A final receipt which includes the practitioner's name and licensing information as well as a breakdown in the number of hours required to complete the assessment.
- (b) Once the claim has been processed and paid (or denied) under the member's individual psychology benefit, the student will receive an Explanation of Benefits from the Health Plan insurer.
- (c) Members shall then submit their claim to Studentcare for review and processing the

extra-contractual benefit. Up to \$500 shall be reimbursed to the member as part of their regular Health & Dental Plan psychology benefit, unless the member has already claimed the maximum of this benefit, in which case 80% of the cost up to \$2,500 will be covered by the Health & Dental Plan Fund. The member must provide the following:

- i. A completed Health Claim Form,
  - ii. A photocopy of the member's detailed receipt from the registered psychologist who rendered the services. The receipt must include a breakdown of the number of hours required to complete the Psycho-Educational Assessment, and
  - iii. A photocopy of the member's 'Explanation of Benefits' received from the Health Plan insurer following the member's submission under their individual coverage.
- (d) Members may only claim reimbursement for PEAs conducted in the current fiscal year (September 1<sup>st</sup> to August 31<sup>st</sup>). Requests for reimbursement may be submitted up to 90 days after the end of the fiscal year. Claimants must be members of the SFSS upon undergoing a PEA.

13.9 All claims for reimbursement of a PEA through the Health & Dental Plan Reserve Fund will be reviewed and approved on a case-by-case basis by the Society and the Health Plan insurer, in accordance with applicable privacy legislation and policies. In order to disperse funds from the Health & Dental Reserve Fund for the purpose of reimbursing students for PEAs, the following steps must be taken:

- (a) Studentcare is responsible for completing the Extra-Contractual Cost-Plus Claim Form (without any personal information included to maintain the highest privacy standards), indicating the cost to the SFSS Operations Organizer and SFSS Finance Coordinator for review,
- (b) A signing officer of the Society shall sign off on the form and return to Studentcare along with a cheque payable to the Health Plan Insurer (PBC) within 7 business days. Note that the Health Plan Insurer charges 10% administrative fees for processing Extra-Contractual claims (plus applicable taxes),
- (c) Studentcare submits the claim package to the Health Plan Insurer on the member's behalf, and the Health Plan Insurer will pay the member's claim at the eligible amount.
- (d) Should a claim be denied, any requests for information shall be directed to the SFSS Accessibility Assistant ([accessibility@sfss.ca](mailto:accessibility@sfss.ca)).

## 6. Executives

I. Proper operation of a club requires that Executive Members, whether elected or appointed, be responsible to the membership. To this end, it is imperative that:

- (a) club decisions be collaboratively made through the proper channels, and (b) elected and appointed positions are not used for personal gain.

J. Executive Members of a SFSS club shall:

- (a) maintain the highest ideals of honour and integrity while serving as executives of a SFSS club,
- (b) accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities, and
- (c) avoid any situation that could impair their judgment in the performance of their elected duties while in office,
- (d) declare and avoid a conflict of interest at the first opportunity, as a result of their personal interests whether real or perceived, or known interests of any close relatives, acquaintances, or business partners, in any enterprise which proposes to transact business with the SFSS club,
  - (i) willfully leave the meeting during any discussion or vote on a subject where such an interest exists,
- (e) not use information designated confidential for the personal gain of themselves or any other persons, and
- (f) Where the executive is found to have breached their duty by violating this policy, that executive may be:
  - (ii) be requested to resign from their position
  - (iii) subject to removal as an Executive Member by the SFSS in accordance with Section 6(k) of the Clubs Terms of Reference.

K. Removal Process for Executive Members of a SFSS Club:

*a. Member Initiated*

- i.* Complaint is reported to the SFSS Staff. For issues initiated by the SFSS staff, the procedure will be below.
- ii.* Two SFSS Coordinators will arrange for a meeting with the complainant(s) regarding the issue. One Coordinator will act as the lead, and the second will be present for support. The Coordinators will seek permission to proceed with the investigation which may include reaching out to the accused executive member.
- iii.* SFSS Coordinators review the information with other departmental Coordinators to update them on the findings of that meeting and the issues being raised.
- iv.* SFSS Coordinators will then reach out to the accused executive member to arrange for a meeting. During this meeting the concerns that have been raised to the SFSS will be brought to the attention of the accused executive member and they will be given an opportunity to respond to the complaints.
- v.* If necessary, SFSS Coordinators will then have a follow up meeting with the complainant(s) regarding their findings on the matter.
- vi.* SFSS Coordinators will advise the accused executive member of the steps/actions that will be taken (if required)

*b. SFSS Staff Initiated*

- i.* Two SFSS Coordinators will arrange for a meeting with the complainant(s) regarding the issue. One Coordinator will act as the lead, and the second will be present for support. The Coordinators will seek permission to proceed with the investigation which may include reaching out to the accused executive member.



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  - (iii) subject to removal as an Executive Member by the SFSS in accordance with Section 6(k) of the Clubs Terms of Reference.

**Commented [GL1]:** The original subsection (c) was removed.

**Commented [GL2]:** Added.

**Commented [GL3R2]:** Any changes we make to the removal process will be made as an amendment to Section 5(c) of the Clubs TOR.

## K. Removal Process for Executive Members of a SFSS Club:

### a. Member Initiated

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- i. Two SFSS Coordinators will arrange for a meeting with the complainant(s) regarding the issue. One Coordinator will act as the lead, and the second will be present for support. The Coordinators will seek permission to proceed with the investigation which may include reaching out to the accused executive member.



## EVENTS TERMS OF REFERENCE

Last Revised: April 19th, 2020

### 1. Definitions

- a. "SFSS" refers to the Simon Fraser Student Society
- b. "SFU" refers to Simon Fraser University
- c. "You", the "Event Organizer", and "Group" refers to the persons or groups responsible for the hosting, planning, and execution of events through the SFSS.
- d. "High Risk" includes hosting an event:
  - i. with a large amount of attendees,
  - ii. where external attendees are allowed,
  - iii. where alcohol is present,
  - iv. where physical activity may be encouraged, and/or
  - v. other high-risk indicators as outlined in Appendix 1: Event Risk Matrix

### 2. Statement of Agreement

- a. You agree to abide by the [SFSS](#) & [SFU](#) policies and guidelines.
- b. You agree to go through the SFSS room booking portal when booking events in both SFSS and SFU, as the Society is the liaison between SFSS Members and SFU for event booking processes in SFU spaces.
- c. You agree to respect and abide by the SFSS Organizational Values of Inclusivity, Integrity, Empowerment, Advocacy, Community, and Accessibility.
- d. You agree to advise the SFSS if your event is being sponsored or supported by any external organization.
- e. The terms listed in this document shall hold true for all events held in association with the SFSS.
- f. The SFSS Coordinators, [Union-Excluded Staff](#), and/or Board of Directors reserve the right to fulfill any executive decision agreed upon by the SFSS, as they see appropriate. These decisions will be made in conjunction with the Event Terms of Reference.

### 3. Booking Policies

- a. All room bookings requests, including bookings for events in SFU spaces, must go through the SFSS room booking form on the club portal.
- b. If an event is booked on an SFU space, SFSS must wait for SFU's approval before the Society confirms the event bookings with club members. Events on these spaces must abide by SFU Policies.
  - i. SFU may request information, through the SFSS, on:
    1. room usage
    2. ticket sales and marketing
    3. A/V requirements
    4. Food requirements
    5. Any other relevant event details
- c. You agree to utilize the Event Planning Toolkit to assist in the planning of your event, to be provided by the SFSS.



- d. Failure to completely fill necessary forms or requests prior to provided deadlines may result in your booking request not being approved and/or cancelled.
  - i. It is recommended to have all requests submitted no later than 10 business days prior to the scheduled event.
- e. Requests for additional services, equipment, and space are subject to availability and are not guaranteed.
- f. You agree to respect and abide by established deadlines for event requests including but are not limited to: A/V bookings, space bookings, catering requests, grant requests, security requests.

## 4. Marketing and Communications

- a. You agree to not promote or proceed in the sales of tickets until the SFSS have fully approved your event.
  - i. Please refer to section 5.b.
- b. Graphic designs and logos must adhere to the SFSS Brand Guide, if graphics do not adhere to the guide the club will be subject to disciplinary action at the discretion of the SFSS.
- c. Posters, notices, and advertisements may only be displayed on notice boards provided for such items.
  - i. These items are not permitted on walls, glass, concrete surfaces, and or doors. Please refer to the SFU Policy [here](#).

Commented [GL1]: Removed "SFU"

## 5. Finances

- a. Profits made from group events must be utilized towards the mandate of the collective host group, and not for the benefit of independent individuals.
- b. The SFSS, staff, and its affiliates are not responsible for any net financial losses incurred from events.
- c. Upon SFSS request, event organizers agree to disclose accurate information of ticket sales, number of event attendees, total expenses, and revenue made.
  - i. Failure to do so may result in disciplinary action(s) taken against organizers, at the discretion of the SFSS.

## 6. Food & Alcohol

- a. You agree to obtain all necessary permits and licenses to ensure the success of your event.
  - i. All food served must be accompanied by a copy of a valid Food Permit, submitted to the SFSS Student Centre in advance.
    - 1. Temporary food health permits must be obtained from Fraser Health.
  - ii. Special Event Permits may be obtained online.
  - iii. Serving It Right certificates may be obtained online.
  - iv. A valid *Food Safe Level 1* certificate is required by at least one person who will be handing/serving the food
- b. The serving of alcoholic beverages is subject to both [provincial regulations](#) and [SFU policy](#).
  - i. Failure to abide by these terms will result in disciplinary action(s) taken against you, at the discretion of the SFSS.

- c. Catering for events held on SFU property at the SFU Vancouver and Burnaby campuses must be ordered through SFU Catering Services.
- d. Events held on SFSS property may order catering through any third party caterer.
- e. For events at SFU Surrey, there is no mandated caterer. Please ensure you order from a third party caterer with a commercial kitchen, or contact [surrey@sfss.ca](mailto:surrey@sfss.ca) for catering recommendations.

## 7. Transportation

- a. Events which require transportation to and from an event must receive approval from an SFSS Member Services Coordinator.
- b. Once given proper approval, you and all participants must fill out the appropriate SFSS waiver forms to be provided by the Coordinator.

## 8. Conduct

- a. You and all event participants shall behave in a friendly, positive, and secure manner which ensures the safety of all involved.
- b. The participation in any prohibited conduct will result in offending persons or groups to be subject to disciplinary actions, being administered at the discretion of the SFSS. Prohibited conduct includes but is not limited to:
  - i. Theft and vandalism
  - ii. The stealing, defacing, or destruction of property
  - iii. Assaulting, harassing, intimidating, or threatening another individual or group
  - iv. Endangering the health and/or safety of others
  - v. Storing, possessing, using, or distributing weapons or dangerous goods
  - vi. Storing, possessing, using, or distributing illegal drugs or alcohol
  - vii. Stealing, misusing, destroying, defacing, or damaging university property or property belonging to someone else
  - viii. Hazing
  - ix. Violating any other institutional, municipal, provincial, or federal policies and laws
  - x. Encouraging, aiding, or conspiring in any such prohibited conduct

## 9. Risk Management

- a. During the planning of your event, a risk assessment will be conducted by the SFSS and any relevant SFU departments. If significant risk will be present, you must provide an Event Emergency Plan to the SFSS Coordinators at least two weeks before the event. It is recommended that organizers for larger events submit Event Emergency Plans at least one month in advance. Examples of emergency plans can be provided upon request.
  - i. Failure to do so will result in disciplinary action(s) taken against you, at the discretion of the SFSS.
- b. You agree to report medium- or high-risk elements to the SFSS as soon as it is brought to your attention. Any additional costs associated with the safety and success of the event will be incurred by the event organizers.

- i. Failure to report these may result in disciplinary action(s) taken against you, at the discretion of the SFSS.

## 10. Emergency Situations

- a. You agree to report to the SFSS any incidents where intervention from Campus Security, RCMP, EMS, and any other official authority was required.

## 11. Liability and Insurance

- a. The SFSS, staff, and its affiliates will not be held responsible for any injuries or damages incurred by individuals who are not members of the SFSS.
- b. You and all event participants agree to sign a waiver form if required by the SFSS.
  - i. Failure to do so will result in cancellation of your event.
- c. You agree to reimburse the SFSS for any damages or losses caused to any property during the event, including but not limited to audio visual equipment, building infrastructure, furniture, or any other unmentioned properties.
- d. Certificates of Insurance are recommended to be requested from the SFSS for your event. To do so, please contact the Student Centre at [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca)
- e. The responsibility to procure any appropriate event documents will fall upon the event organizers.
  - i. Failure to do so may result in the cancellation of your event.
- f. You agree to indemnify the SFSS for the consequences following any breach in the policies stated in this Events Terms of Reference.

## 12. Agency

- a. The views and actions expressed during the event do not necessarily represent those of the SFSS.
- b. Event organizers are not permitted to enter into contractual agreements unless they are approved by the SFSS. Where there may be a conflict, this document will prevail.
  - i. Event organizers must notify the SFSS Coordinators of any extraneous agreements they attempt to enter into, and must have them approved prior to legitimately entering into the agreement.
  - ii. Any agreements that have not been approved by the SFSS will result in the event being cancelled and disciplinary action being taken against the organizers, at the discretion of the SFSS.

If the rules set out in this document are not followed, SFSS Coordinators have the authority to administer disciplinary actions to the event organizers until the issues are resolved. Member Services Coordinators may also perform random audits to ensure that event organizers are following these Terms of Reference.

Should there be any questions, please contact the SFSS Student Centre at [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca).

# EVENTS TERMS OF REFERENCE

Last Revised: April 19th, 2020

## 1. Definitions

- a. “SFSS” refers to the Simon Fraser Student Society
- b. “SFU” refers to Simon Fraser University
- c. “You”, the “Event Organizer”, and “Group” refers to the persons or groups responsible for the hosting, planning, and execution of events through the SFSS.
- d. “High Risk” includes hosting an event:
  - i. with a large amount of attendees,
  - ii. where external attendees are allowed,
  - iii. where alcohol is present,
  - iv. where physical activity may be encouraged, and/or
  - v. other high-risk indicators as outlined in Appendix 1: Event Risk Matrix

## 2. Statement of Agreement

- a. You agree to abide by the [SFSS](#) & [SFU](#) policies and guidelines.
- b. You agree to go through the SFSS room booking portal when booking events in both SFSS and SFU, as the Society is the liaison between SFSS Members and SFU for event booking processes in SFU spaces.
- c. You agree to respect and abide by the SFSS Organizational Values of Inclusivity, Integrity, Empowerment, Advocacy, Community, and Accessibility.
- d. You agree to advise the SFSS if your event is being sponsored or supported by any external organization.
- e. The terms listed in this document shall hold true for all events held in association with the SFSS.
- f. The SFSS Coordinators, Union-Excluded Staff, and/or Board of Directors reserve the right to fulfill any executive decision agreed upon by the SFSS, as they see appropriate. These decisions will be made in conjunction with the Event Terms of Reference.

## 3. Booking Policies

- a. All room bookings requests, including bookings for events in SFU spaces, must go through the SFSS room booking form on the club portal.
- b. If an event is booked on an SFU space, SFSS must wait for SFU's approval before the Society confirms the event bookings with club members. Events on these spaces must abide by SFU Policies.
  - i. SFU may request information, through the SFSS, on:
    1. room usage
    2. ticket sales and marketing
    3. A/V requirements
    4. Food requirements
    5. Any other relevant event details
- c. You agree to utilize the Event Planning Toolkit to assist in the planning of your event, to be provided by the SFSS.

- d. Failure to completely fill necessary forms or requests prior to provided deadlines may result in your booking request not being approved and/or cancelled.
  - i. It is recommended to have all requests submitted no later than 10 business days prior to the scheduled event.
- e. Requests for additional services, equipment, and space are subject to availability and are not guaranteed.
- f. You agree to respect and abide by established deadlines for event requests including but are not limited to: A/V bookings, space bookings, catering requests, grant requests, security requests.

## 4. Marketing and Communications

- a. You agree to not promote or proceed in the sales of tickets until the SFSS have fully approved your event.
  - i. Please refer to section 5.b.
- b. Graphic designs and logos must adhere to the SFSS Brand Guide, if graphics do not adhere to the guide the club will be subject to disciplinary action at the discretion of the SFSS.
- c. Posters, notices, and advertisements may only be displayed on notice boards provided for such items.
  - i. These items are not permitted on walls, glass, concrete surfaces, and or doors. Please refer to the SFU Policy [here](#).

## 5. Finances

- a. Profits made from group events must be utilized towards the mandate of the collective host group, and not for the benefit of independent individuals.
- b. The SFSS, staff, and its affiliates are not responsible for any net financial losses incurred from events.
- c. Upon SFSS request, event organizers agree to disclose accurate information of ticket sales, number of event attendees, total expenses, and revenue made.
  - i. Failure to do so may result in disciplinary action(s) taken against organizers, at the discretion of the SFSS.

## 6. Food & Alcohol

- a. You agree to obtain all necessary permits and licenses to ensure the success of your event.
  - i. All food served must be accompanied by a copy of a valid Food Permit, submitted to the SFSS Student Centre in advance.
    - 1. Temporary food health permits must be obtained from Fraser Health.
  - ii. Special Event Permits may be obtained online.
  - iii. Serving It Right certificates may be obtained online.
  - iv. A valid *Food Safe Level 1* certificate is required by at least one person who will be handing/serving the food
- b. The serving of alcoholic beverages is subject to both [provincial regulations](#) and [SFU policy](#).
  - i. Failure to abide by these terms will result in disciplinary action(s) taken against you, at the discretion of the SFSS.

- c. Catering for events held on SFU property at the SFU Vancouver and Burnaby campuses must be ordered through SFU Catering Services.
- d. Events held on SFSS property may order catering through any third party caterer.
- e. For events at SFU Surrey, there is no mandated caterer. Please ensure you order from a third party caterer with a commercial kitchen, or contact [surrey@sfss.ca](mailto:surrey@sfss.ca) for catering recommendations.

## 7. Transportation

- a. Events which require transportation to and from an event must receive approval from an SFSS Member Services Coordinator.
- b. Once given proper approval, you and all participants must fill out the appropriate SFSS waiver forms to be provided by the Coordinator.

## 8. Conduct

- a. You and all event participants shall behave in a friendly, positive, and secure manner which ensures the safety of all involved.
- b. The participation in any prohibited conduct will result in offending persons or groups to be subject to disciplinary actions, being administered at the discretion of the SFSS. Prohibited conduct includes but is not limited to:
  - i. Theft and vandalism
  - ii. The stealing, defacing, or destruction of property
  - iii. Assaulting, harassing, intimidating, or threatening another individual or group
  - iv. Endangering the health and/or safety of others
  - v. Storing, possessing, using, or distributing weapons or dangerous goods
  - vi. Storing, possessing, using, or distributing illegal drugs or alcohol
  - vii. Stealing, misusing, destroying, defacing, or damaging university property or property belonging to someone else
  - viii. Hazing
  - ix. Violating any other institutional, municipal, provincial, or federal policies and laws
  - x. Encouraging, aiding, or conspiring in any such prohibited conduct

## 9. Risk Management

- a. During the planning of your event, a risk assessment will be conducted by the SFSS and any relevant SFU departments. If significant risk will be present, you must provide an Event Emergency Plan to the SFSS Coordinators at least two weeks before the event. It is recommended that organizers for larger events submit Event Emergency Plans at least one month in advance. Examples of emergency plans can be provided upon request.
  - i. Failure to do so will result in disciplinary action(s) taken against you, at the discretion of the SFSS.
- b. You agree to report medium- or high-risk elements to the SFSS as soon as it is brought to your attention. Any additional costs associated with the safety and success of the event will be incurred by the event organizers.

- i. Failure to report these may result in disciplinary action(s) taken against you, at the discretion of the SFSS.

## 10. Emergency Situations

- a. You agree to report to the SFSS any incidents where intervention from Campus Security, RCMP, EMS, and any other official authority was required.

## 11. Liability and Insurance

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## EVENT RISK MATRIX

Last revised: January 24<sup>th</sup> 2019

	Low	Medium	High
<b>Primary Event Organizers?</b>	3+	1 - 2	None
<b>Number of Attendees?</b>	< 20	21 - 40	> 40
<b>Who can attend?</b>	Internal	Internal and External	
<b>Ages?</b>	All		19+
<b>Food?</b>	Snacks, Appetizers		Catering, Full Meals, etc.
<b>Alcohol?</b>	No		Yes
<b>Location?</b>	SFSS Space, SFU Indoor Space		SFU Outdoor Space, Off Campus
<b>Physical Activity?</b>	No	Minimal	Yes
<b>Travel to location?</b>	No	Yes	
<b>Special Equipment/Props Required?</b>	No	Yes	
<b>Guest Speakers?</b>	Yes		
<b>Animals?</b>	Yes		
<b>Overnight?</b>	No	Yes	
<b>Permit(s) and/or Waiver(s)?</b>	No	Yes	
<b>SFSS Presence?</b>	No		Yes
<b>Security Presence?</b>	No	Yes (1)	Yes (2+)
<b>Examples</b>	<ul style="list-style-type: none"> <li>• General Member Meetings</li> <li>• Video Games</li> <li>• Movies</li> <li>• Board Games</li> </ul>	<ul style="list-style-type: none"> <li>• Yoga</li> <li>• Dance Rehearsal</li> <li>• Elections</li> <li>• Medium-sized Conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Concerts</li> <li>• Large Conferences</li> <li>• Sports Events</li> </ul>



## Overview

Recent governance changes have made the already unclear structure and governance of Women's Centre and Out On Campus Collectives more uncertain.

Specific problem areas include:

- The Collectives do not have a written constitution.
- Collectives are poorly-defined.
- OOC/WC do not have distinct memberships, complicating constituency-based voting.
- Working relationship between the respective Collectives, Council Reps, and Coordinators is unclear.
- Council seats affiliated with SFSS Departments create an imbalance of power, resources, and influence.
- Former Collective work is now Bargaining Unit work, degrading the role of Collectives.

Changes are needed to clarify the role of these constituency groups within the SFSS.

## Stakeholder Analysis

Stakeholder Group	Perspectives
Council & Executive Committee	<ul style="list-style-type: none"><li>• Solutions must adhere to SFSS Bylaws.</li><li>• Solutions must mitigate conflicts of interest arising from Council seats being affiliated with SFSS departments.</li><li>• Solutions must preserve the OOC and WC Council seats.</li></ul>
Coordinators	<ul style="list-style-type: none"><li>• Bargaining unit work must be respected.</li><li>• Coordinator autonomy should be preserved.</li><li>• A lot of trauma has come out of working with Collective in recent history.</li><li>• Collectives haven't contributed much to their respective departments in the past 2-3 years.</li></ul>
Students	<ul style="list-style-type: none"><li>• Collective should be accessible.</li><li>• Commitment should be flexible.</li><li>• Collective needs power to make its own decisions and act on them (e.g.,</li></ul>

	<p>creating budgets, engaging in political action, etc.).</p> <ul style="list-style-type: none"> <li>● Collective should be offered a seat on OOC hiring committees.</li> <li>● Administrative work (e.g., social media curation, policy development) is not particularly desirable.</li> <li>● Collective previously controlled all aspects of the centres.</li> <li>● Important that labour in marginalised communities be recognised financially.</li> <li>● Collectives should be non-hierarchical.</li> <li>● OOC and the WC staff exist because of Collective organising.</li> </ul>
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## Implications

The outcome of this work may impact other areas such as the FNSA, DNA, and SOCA insofar as they are other constituency groups that have recently become/will become staffed and may experience the issues identified above in the future. As such, these groups should be considered within the scope of work.

## Working Group

A working group is needed to spearhead this project. Here are the members of the working group:

- Corbett Gildersleve (VP Finance)
- Gabe Liosis (VP University Relations)
- Marie Haddad (VP Equity & Sustainability-Elect)
- Ashley Brooks (OOC Coordinator)
- Athena Guertin (WC Coordinator)
- Sarah Edmunds (CRPC)

As the VP Finance reaches out to these groups during the SFSS budget consultations, we may also use those opportunities to consult with other constituency groups on Constituency Group and Collective governance.

## Motion

*Be it resolved that the Board of Directors strike a Collectives Governance Restructuring Working Group.*

*Be it further resolved to appoint Corbett Gildersleve as the Chair of the Collectives Governance Restructuring Working Group.*