

1. CALL TO ORDER

Call to Order – 12:07 PM

2. TERRITORIAL ACKNOWLEDGMENT

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

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

VP Finance (<i>Chair</i>).....	Corbett Gildersleve
Ex-Officio.....	Osob Mohamed
VP Student Life.....	Jennifer Chou
Student At-Large.....	Pariya Zabihi
Student At-Large.....	Ahmed Alam
Business Representative	Mehtaab Gill
At-Large Representative	Phum Luckkid
Applied Sciences Representative	Harry Preet Singh
Council Representative	<i>Vacant</i>

3.2 Society Staff

Operations Organizer	Ayesha Khan
Finance Coordinator.....	Kurth Belliveau
Administrative Assistant	Joseph An

3.3 Absents

Student At-Large.....	Pariya Zabihi
Student At-Large.....	Ahmed Alam

4. ADOPTION OF THE AGENDA

4.1 MOTION FASC- 2021-03-30:01

Jennifer/Mehtaab

Be it resolved to adopt the agenda as Presented.

CARRIED UNANIMOUSLY

5. MATTERS ARISING FROM THE MINUTES

5.1 MOTION FASC 2021-03-30:02

Harry/Mehtaab

Be it resolved to receive and file the following minutes:

- FASC 2021-01-27

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

6.1 Council Remuneration Proposal

- In the Annual General Meeting from October, there was a decision to restructure governance by merging Council and Executive committee with no more At-Large and Faculty representative positions.
- Two remuneration model proposals for the new body. One way is to take the money over and redistribute them or to use living wage as a reference to model remuneration. Second choice is simpler.
- Phum asked about with the living wage model, how to guarantee that people work the required amount of hours. Corbett responded that there could potentially be an oversight group to monitor this or to improve systems that already exist and expand on that.
- There will be a meeting next week for students to comment and make recommendations on this motion and after that FASC will make a recommendation to go to Council and Board.
- Kurt and Ayesha showed support for the living wage model.
- Logistical processes would be same with payments paid twice a month.

6.2 Budget Draft Review

- Work between Corbett and Kurt
- Members can look at individual tabs and look at details and notes for each section and ask Corbett or Kurt if there's any questions.
- Slightly higher revenue than last year, don't expect to receive less so there's room to increase revenue activity fee revenue next year.
- Student health plan administration fee is taken from 1% of health plan fee paid for administrative costs dealing with health plan. Planning to zero this out as it's not needed anymore. It would be better served going back to health plan to benefit students and aid in new benefits like psycho-educational assessments.
- Rent revenue is revenue gained from studentcare, coffee shop and convenience store in the sub based on their lease agreements based on eight months September 21 to April 2022 as potential if the buildings open up.
- MBC Food Court Premium Payment is from an agreement with SFU when we sold back Pub space and MBC food court and the revenue is less because it's been closed.
- Finance office cost covers finance office with two coordinators.
- Student center-clubs is for coordinator wages, office, bank charges, telephone, club portals.
- Operating costs is different because we no longer have rotunda and MBC areas and now only have costs for Surrey Campus.
- Big drop in insurance as we shifted over \$50,000 from the building insurance for the SUB to general fund.
- IT support is how much we pay on average per year for the computers. Flat rate per computer.

- Job development costs reduced as the funds weren't being used nearly up to \$45,000.
- Staff Development Day is budget for having staff retreat with some training opportunities, leadership development and collaborations like team building.
- Significant drop in email service as we joined Tech Soup Canada which provides licenses for software and hardware. This gave us access to non-profit version of G Suite for free.
- Stipend for Council shows how much it would cost if we pass the living wage proposal.
- For Committees BOD, Corbett kept the same amounts that currently exist for pulled out a certain percentage of the budget of each amount and given it back to department for their specific needs. Each Chair will be responsible for oversight of each budget and spending. The idea is to have them just in case the committee needs extra money.
- New thing is to looking into Committee Stipends for At-Large committees as some of this committee work is very labor intensive or meet for long time and their work is impactful. Calculation roughly on having five people per committee with average of 20 committees and average of 10 meetings a year, working out to be total of \$35,000.
- There's increase of funds for Black Students Support Office, Student Advocate Office and Accessibility Office and the full-time coordinator.
- Expecting a bit of surplus overall.

7. ATTACHMENTS

7.1 BN-SFSS-Council-Remuneration-Proposal

7.2 2021-22 Budget – 3rd Draft

8. ADJOURNMENT

8.1 MOTION FAC 2021-03-30:03

Jennifer/Harry

Be it resolved to adjourn the meeting at 1:06 PM

CARRIED UNANIMOUSLY

Briefing Note - SFSS Council Remuneration Proposal

Author: VP Finance Corbett Gildersleve

ISSUE

The way the SFSS remunerates student leaders needs to be updated towards providing a stipend in-line with a living wage.

BACKGROUND

With the bylaw changes approved by the membership at the October 26, 2020 Annual General Meeting, a new Board of Directors, now called Council, was created to start for May 1st, 2021.

This new Council is composed of:

- An executive committee of seven
- one representative from each recognized departmental and faculty student union
- one representative from each recognized constituency group
- one representative from each recognized affiliated student group.

Stipends are set in the bylaws for council, executive committee, and IEC members, however the amounts are set in policy. Currently, we also have stipend reduction policies that penalize board members who arrive late to meetings, submit incomplete work reports, and other matters.

An example of the current stipend reduction is that if an Executive is late to a board meeting by more than 10 minutes without previously alerting the chair, they are fined \$50. If they submit a late board report, they are fined \$100.

Research

Previous research into Board stipends was conducted by the Campaigns, Research, and Policy Coordinator in 2015 as well as 2020. Their findings are linked in the appendix.

Living Wage

A living wage is the minimum required full-time wage that covers living costs including housing, clothing, food, transportation, child care, medical expenses, and other related costs. A living wage is calculated by examining the costs of basic goods and services and deriving the lowest possible income one could earn to be able to afford those basic necessities. A living wage is the lowest possible wage that protects the wage-earner from material poverty. It does not cover things like home ownership, credit card debt, savings, caring for elderly family members, etc. It is also calculated for a family of 4 with two children renting a 3 bedroom apartment.

The living wage framework is linked to the end of this briefing note. Overall, a living wage is higher than a minimum wage and it varies from city to city, province to province, and year to year. The living wage in 2019 was set at \$19.50 an hour for Metro Vancouver.

The current stipends for board members works out to around \$14.50/hour (\$1750 month/120 hours) which was set in 2008. **This amount is now just below the minimum wage set in 2020 (\$14.60/hour).** The minimum wage will go up to \$15.20/hour in June 2021. If we were to correct for inflation from 2008 (the last time the Board stipends were increased), the current stipend amount would be \$17.96 for 2021, which is not too far from a living wage for Metro Vancouver.

Due to the Administrative Review and Restructuring conducted over the summer term, the SFSS has more flexibility in the SFSS budget to discuss financial changes to Council and Executive Committee stipends.

KEY CONSIDERATIONS

This new governance model gives us an opportunity to review the way students elected to Council and the Executive Committee are remunerated.

This proposal, if passed by the Board, would not go into effect until May 1st, 2021. Future changes to stipends would not go into effect until the following fiscal year as per Bylaw 6-14.

Governance Model

The new governance model has the Council acting as the Board of Directors for the SFSS to oversee larger items like the annual budget, long term contracts and agreements, etc. Within this Council exists an Executive Committee to work with administrators and staff to manage day-to-day issues. The work required to be effective in an Executive role is akin to a full-time job. Some weeks will be busier than others, but the current model is to work at least 60 hours biweekly. For Council members, the expected hours are around 10 hours biweekly. Therefore,

remuneration for both roles needs to be at an appropriate level so that those that need to work full-time for the Society can afford to do so.

Research Findings

- The stipend amounts for members of the Board have not changed since 2008.
- Executive Officer stipends across multiple student societies in 2015 were higher than the SFSS's.
- Councillors have received a \$35 per diem since at least 2014-2015 year
- The Council Chair has received an additional per diem since at least 2017
- Faculty and At-Large Representatives stipends have changed considerably
 - Started out as a small per diem in the 2000s, then a fixed stipend that raised in value until 2008

Comparing executive officer remuneration across multiple student societies has issues, as each student society has different sizes and budgets. Their Executives might have different roles and responsibilities, as well as work expectations. It's better to start from some foundational ideas about remuneration and build from there than just comparing amounts across student societies.

SFSS Demographics

Undergraduate students are highly diverse: racially, culturally, and also in terms of age, gender, socioeconomic status, etc. A living wage helps bridge the socioeconomic gap for students who would like to serve the SFSS community on Council but do not have the family or individual financial resources. Students should not be excluded from contributing their skills and experience because they can't volunteer their hours. Receiving fair remuneration ensures more equitable access so students can work to improve our time at SFU.

Significant Budget Changes in 2020/2021

Due to COVID-19, the 2020/2021 budget had a number of significant updates over the year. Initially we were projected to have up to a \$500,000 deficit due lower estimated enrollments. Fortunately, this did not materialize outside of Fraser International College, who pay SFSS fees through a service agreement. We expect their enrollment numbers to increase once the students are back to in-person classes.

Additionally, we conducted an administrative review and restructuring in the early summer term, which resulted in a smaller administrative team, freeing up around \$400,000/year in future budgets.

Around \$200,000 has been set aside to increase student support and advocacy programming in the form of hiring a Campaign Mobilizer, Black Student Support Coordinator, and an

Accessibility Student Support Coordinator. Other funds have been set aside awaiting the results of the SFSS-CUPE Collective Bargaining which has already started. I would like to use around \$100,000-\$150,000 of these funds to increase the remuneration to a living wage for student leaders in Council and the Executive Committee.

BUDGET ESTIMATES

Each model is designed around a maximum potential budget with full seats, all stipends claimed, and all benefits used. In practice, the amounts will be less due to turnover in Council seats, stipends being reduced, etc.

Current Model

The current model breaks down below and costs the SFSS around \$300,000 a year in stipends, CPP and WCB payments, as well as benefits. It is based on Board members contributing between 60-120 hours a month (depending on position) at \$14.50/hour, and councillors contributing around 10 hours a month to attend Council meetings and sit on committees (if applicable). The Council chair also receives a higher stipend due to added responsibilities.

Fee breakdown:

This costs students around \$11.50/year in student fees.

Current						
Positions	Seats	Per Meeting	Meetings	Subtotal	WCB+CPP	Total
Reps	60	\$35.00	18	\$37,800.00	\$0.00	\$37,835.00
Chair	1	\$110.00	18	\$1,980.00	\$0.00	\$2,090.00
Total						\$39,925.00
Positions	Seats	Stipend	Payments	Subtotal	WCB+CPP	Total
Executives	6	\$875	24	\$126,000.00	\$6,854.40	\$133,729
FARM	10	\$437.50	24	\$105,000.00	\$5,712.00	\$111,150
Benefits						\$19,200.00
Total						\$264,079
Grant Total						\$304,003.90

Redistribution Model

With the removal of Faculty and At-Large Representatives, their stipends can be redistributed to councillors. The main difference is cost is due to expanded board benefits like cellphone and transportation benefits to all council members. These benefits are:

- \$600/year in cell phone bills (up to \$50/month)
- \$600/year in transportation costs (UPass, parking passes, etc.)

Fee breakdown:

This model would cost students around \$15.20/year in student fees.

Redistribution						
Positions	Seats	Per Meeting	Meetings	Subtotal	WCB+CPP	Total
Reps	60	\$120.00	20	\$144,000.00	\$7,833.60	\$151,953.60
Vice Chair	1	\$240.00	20	\$4,800.00	\$261.12	\$5,301.12
						\$73,200.00
Total						\$230,454.72
Positions	Seats	Stipend	Payments	Subtotal	WCB+CPP	Total
Executives	7	\$875	24	\$147,000.00	\$7,996.80	\$155,872
Benefits						\$8,400.00
Total						\$164,272
Grant Total						\$394,726.52

This model would increase the costs by around \$90,000 compared to the current model.

Living Wage Model

This model sets each Council member's stipend to a wage range that increases to a living wage over multiple years. The reason for this is due to some uncertainty with COVID-19 extending into part of the 2021/2022 fiscal year impacting FIC fee revenue. When FIC enrollments go back

to normal, SFSS annual revenue will increase between \$100,000-\$150,000/year. A living wage model includes basic phone and transportation costs, so I have removed them from this model.

Fee breakdown:

For 2021/2022 this model would cost students around \$15.20/year, and the 2022/2023 model would cost students around \$16.90/year.

Positions	Seats	Per Hour	Target Hours	Pay Periods	Monthly	Annual	CPP+WCB	Total
2021/2022								
Executives	7	\$17.50	60	24	\$2,100.00	\$25,200.00	\$1,370.88	\$177,770.88
Reps	50	\$17.50	10	24	\$350.00	\$4,200.00	\$228.48	\$210,228.48
Vice Chair	1	\$17.50	15	24	\$525.00	\$6,300.00	\$342.72	\$6,642.72
Total	58				\$2,975.00	\$35,700.00	\$1,942.08	\$394,642.08
2022/2023								
Executives	7	\$19.50	60	24	\$2,340.00	\$28,080.00	\$1,527.55	\$198,087.55
Reps	50	\$19.50	10	24	\$390.00	\$4,680.00	\$254.59	\$234,254.59
Vice Chair	1	\$19.50	15	24	\$585.00	\$7,020.00	\$381.89	\$7,401.89
Total	58				\$3,315.00	\$39,780.00	\$2,164.03	\$439,744.03

This model would cost around \$90,000/year more than the Current Model for the first year, and then an additional \$50,000/year for the second year.

To be clear, all remuneration models are affordable within the SFSS's budget and **will not** require a request to increase student fees.

RECOMMENDATIONS

I recommend adopting the Living Wage Model for Council going forward. The costs compared to the Redistribution Model are similar and it is more straightforward and easier to budget. It sets everyone on the same level in relation to base costs and benefits, with the only difference being hours of commitment due to positional responsibilities.

The Living Wage Model also is in line with the strategic vision of the SFSS, and brings compensation in line with improving Student Financial Health. A living wage also encourages high-quality participation by SFSS leaders, and encourages the full participation of socio-economically marginalized community members. This new governance model requires a high degree of participation by elected SFSS officials to carry out the mission of the society. The elevation of Councillors to legal directors of the society requires compensation commensurate with responsibility. Members of Council are also the legal employers and managers of union-excluded SFSS staff and are legally responsible for oversight of SFSS Human Resources. Overall, the council is responsible not just for policy-setting, but operational oversight of the society.

APPENDIX

[2015 Student Society Executive Officer Remuneration Review](#)

[2021 Board Remuneration Research](#)

[Board Policies \(R-12 Stipend Reduction Schedule\)](#)

[Budget calculations for each model](#)

[SFU Student Demographics](#)

[SFSS Demographics \(Age\)](#)

[Living Wage Information](#)

[Living Wage Framework](#)

[Inflation Calculator \(Canada\)](#)

[BC Minimum Wage](#)

SIMON FRASER STUDENT SOCIETY
Operating Budget - 3rd Draft
For The 12 Months Ending April 30, 2022
Consolidated

Dept		2020/2021 Budget	2021/2022 Budget
	REVENUE		
400	SFSS Membership Fees Revenue (Note 1)	2,808,480	2,765,783
401	SFSS Membership Fees Revenue - FIC (Note 2)	275,856	268,879
400	Student Health Plan Administration Fee (Note 3)	36,000	36,000
31	Rent Revenue	53,700	50,923
31	MBC Food Court Premium Payment	28,141	28,141
31	Interest Revenue	10,000	10,000
31	Advertising Revenue	-	-
31	Commission Revenue	75	-
	TOTAL REVENUE	3,212,252	3,159,725
	ADMINISTRATIVE COSTS		
10	Finance Office	151,063	151,920
13	Student Centre - Clubs	382,842	383,300
17	Communications Office	181,514	194,284
18	Campaign, Research, And Policy Office	109,968	96,552
25	Independent Electoral Commission	20,741	20,741
29	Surrey Campus Office	75,945	65,856
32	Administration Office	511,788	240,731
11	Building Operating Costs	-	4,782
31	Audit	21,000	21,000
31	Bank Charges	6,000	6,000
31	Insurance	84,000	34,000
31	Legal Aid Clinic	5,000	5,000
31	Employment Postings	2,000	2,000
31	Fax Telephone Line	360	-
31	Office Supplies/Expenses	2,900	2,900
31	Lease Expense	1,000	1,000
31	Travel - Mileage	500	-
31	Travel - Food	500	-
31	Travel - Other	500	-
31	Travel - Lodging	1,200	-
31	Office & Computer Supplies	-	-
31	IT Support	40,000	40,000
31	Dues and Memberships	5,000	5,000
31	Job Development	45,500	10,000
31	Good & Welfare	6,000	6,000
31	Staff Development Day	2,500	2,500
31	Email Service	10,000	-
31	Services Review Survey	-	-
31	Food Bank R&D Project	-	-
31	Food Bank Contribution	30,000	30,000
31	Student Staff Meetings	1,467	1,467
31	Bursary Contribution	30,000	30,000
31	Employer Health Tax	10,268	17,692
	TOTAL ADMINISTRATIVE COSTS	1,739,556	1,372,725

BOD ALLOCATIONS**Administrative-BOD**

20	Stipends - Executive	126,000	176,400
20	Stipends - Non-Executive	105,000	-
20	Stipends - Council	23,400	216,300
20	CPP / WCB	11,229	2,500
20	Childcare	100	100
20	Parking and Transportation	9,600	-
20	Legal and Consultant Expenses	25,000	25,000
20	Telephones	9,600	-
20	Copies/Printing	1,276	1,276
20	Office Supplies/Expenses	1,000	1,000
20	Conferences	12,000	12,000
20	BOD Retreat, Orientation & Development	20,000	20,000
20	Council Expenditures	2,000	2,000
20	Annual/Special General Meeting	6,500	6,500
	Total BOD Administrative Costs	<u>352,705</u>	<u>463,076</u>

Committees-BOD

20	Accessibility Committee	-	-
20	BIPOC Committee	-	-
20	Events Committee	-	25,000
20	Large-Scale Events	-	10,000
20	Equity and Sustainability Committee	-	10,000
20	Executive Committee	-	-
20	Executive Oversight Committee	-	-
20	External and Community Affairs Committee	-	10,000
20	Faculty and At-Large Members Committee	-	-
20	Finance and Administrative Services Committee	-	-
20	First Year Advisory Committee	-	-
20	Governance Committee	-	-
20	Human Resources and Personnel Committee	-	-
20	Member Services Advisory Committee	-	-
20	Nomination Committee	-	-
20	Space Oversight Committee	-	-
20	Surrey Campus Committee	-	10,000
20	University and Academic Affairs Committee	-	10,000
20	Vancouver Campus Committee	-	5,000
20	Committee Stipends	-	35,000
	Total BOD Committee Costs	<u>-</u>	<u>115,000</u>

TOTAL BOD ALLOCATIONS

<u>352,705</u>	<u>578,076</u>
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SERVICES

12	Student Unions	95,983	95,188
12	Faculty Student Unions	15,750	15,750
12	Departmental Student Unions	180,650	180,650
13	Clubs	266,000	266,000
14	Ombuds Office	908	-
16	Events	126,209	102,884
21	Black Student Support Office	11,481	69,406
22	Student Advocate Office	11,481	60,306
23	Accessibility Office	11,481	60,306

24	Women's Centre	107,538	119,329
27	Out On Campus	106,603	106,666
41	FNSA	39,902	58,972
	TOTAL SERVICES AREAS	<u>973,986</u>	<u>1,135,457</u>
	TOTAL SFSS EXPENDITURES	<u>3,066,247</u>	<u>3,086,258</u>
	Increase / (Decrease) To Surplus	<u>146,005</u>	<u>73,468</u>

Please refer to each department's budget for detailed budgetary notes.

- Note 1** SFSS Membership Fees Revenue is the portion of the overall Undergraduate Student Activity Fee that funds the majority of SFSS programs and services. The amount collected per undergraduate student is \$42.74 (or \$21.38 for students enrolled in 3 or fewer credits) based on actual counts for Summer 2020, Fall 2020, and Spring 2021.
This is a net amount after an allowance for bad debts has been deducted.
- Note 2** FIC Membership Fees Revenue - Based on actuals for Summer 2020, Fall 2020 and Spring 2021.
- Note 3** The SFSS student health plan 2021/2022 Admin fee is 1% of the Health Plan fee.

Calculation of SFSS Membership Fees Revenue (based on previous years actuals)

	<u>2021-2 (May-Aug)</u>		<u>2021-3 (Sep-Dec)</u>		<u>2022-1 (Jan-Apr)</u>		Total
	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	
Students	3,240	15,287	1,877	23,829	2,141	22,225	
SFSS Rate	21.38	42.74	21.38	42.74	21.38	42.74	
Revenue (Student# x Rate)	69,271	653,366	40,130	1,018,451	45,775	949,897	\$ 2,776,890
Bad Debt	277	2,613	161	4,074	183	3,800	\$ 11,108
Net Revenue	68,994	650,753	39,970	1,014,378	45,591	946,097	\$ 2,765,783

Calculation of SFSS Membership Fees Revenue - FIC (based on previous years actuals)

	<u>2021-2 (May-Aug)</u>		<u>2021-3 (Sep-Dec)</u>		<u>2022-1 (Jan-Apr) est</u>		Total
	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	
Students	-	2,181	-	2,174	-	1,898	
SFSS Rate	-	43.00	-	43.00	-	43.00	
Revenue (Student# x Rate)	-	93,783	-	93,482	-	81,614	\$ 268,879
Bad Debt	-	-	-	-	-	-	\$ -
Net Revenue	-	93,783	-	93,482	-	81,614	\$ 268,879