

1. CALL TO ORDER

Call to Order – 10:05 AM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy̓əm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Selilwitulh (Tsleil-Waututh), k^wik^wəłəm (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 Committee Composition

President (<i>Chair</i>).....	Gabe Liosis
VP Internal and Organizational Development.....	Corbett Gildersleve
VP Finance and Services	Almas Phangura
VP University and Academic Affairs	Serena Bains
VP External and Community Affairs	Matthew Provost
VP Equity and Sustainability	Marie Haddad
VP Events and Student Affairs (<i>Vice Chair</i>).....	Jess Dela Cruz

3.2 Society Staff

Board Organizer.....	Emmanuela Droko
Administrative Assistant.....	Joseph An

3.3 Absent

VP Finance and Services	Almas Phangura
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3.4 Guest

Associate VP University and Academic Affairs	Priyanka Dhesa
Associate VP External & Community Affairs	Nimrit Basra
Council Rep (WLLSU).....	Sara Aristizabal

4. CONSENT AGENDA

4.1 CONSENT AGENDA

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

CARRIED AS AMENDED

- Matthew objected and decided to move Adoption of the Agenda out of the Consent Agenda into Section 5.

4.1.1. MATTERS ARISING FROM THE MINUTES-Executive Minutes-MOTION EXEC 2021-05-25:01

Be it resolved to receive and file the following minutes:

- EXEC 2021-05-07

5. ADOPTION OF THE AGENDA

5.1 ADOPTION OF THE AGENDA – MOTION EXEC 2021-05-25:02

Gabe/Matthew

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED UNANIMOUSLY

- Add New Business 7.4 titled VP Finance and Services Task Delegation
- Add Discussion Item 8.3 titled “Town Hall with Bonnie Henry for Post-Secondary Students on May 28th”.
- Add Discussion Item 8.4 titled “Protests in Colombia”.
- Add Discussion Item 8.5 titled “Update on Access for All Campaign”.

6. UPDATES

6.1 CJSF Temporary Space

SUBMITTED BY: Corbett Gildersleve

- Board had discussion about CJSF’s temporary space and came to an agreement that they would try to modify their current space and use Vancouver Studio when necessary and will use one office in the SUB.

7. NEW BUSINESS

7.1 Associate VP External and Community Affairs Appointment-MOTION EXECUTIVE 2021-05-25:03

SUBMITTED BY: Matthew Provost

Matthew/Marie

Whereas, as per Council Policies, R-17 (Associate Vice-Presidents), “Vice-Presidents may appoint Associate Vice-Presidents to assist in the duties of their respective Executive Office” by “nominat[ing] a Member in good standing of the Society for the position”;

Whereas, as per Council Policies, R-17 (Associate Vice-President), “[n]ominations for the position of Associate Vice-President shall be ratified subject to approval by the Executive Committee by a majority vote”;

Whereas, Vice President External & Community Affairs Matthew Provost has nominated Nimrit Basra to serve as Associate Vice-President External & Community Affairs;

Be it resolved that the Executive Committee ratify the nomination of Nimrit Basra as Associate Vice-President External & Community Affairs for the 2021-2022 term

CARRIED UNANIMOUSLY

- Matthew nominated Nimrit Basra and members supported this nomination.

7.2 Appoint Employer Representatives to the Women's Centre Assistant Hiring Committee - MOTION EXECUTIVE 2021-05-25:04

SUBMITTED BY: Jess Dela Cruz

Jess/Marie

Be it resolved to appoint Jess Dela Cruz and Marie Haddad to the Women's Centre Assistant Hiring Committee.

CARRIED AS AMENDED UNANIMOUSLY

- Jess and Marie volunteered to help out in this role.

7.3 Appoint Employer Representatives to the Administrative Assistant Hiring Committee - MOTION EXECUTIVE 2021-05-25:05

SUBMITTED BY: Jess Dela Cruz

Jess/Corbett

Be it resolved to appoint Serena Bains to the Administrative Assistant Hiring Committee.

Be it further resolved that the Executive Committee add a motion to the next Council meeting agenda to seek and identify a Non-Executive Councillor to fill the second employer seat on the Administrative Assistant Hiring Committee.

CARRIED AS AMENDED UNANIMOUSLY

- Will open this committee up to Council to find a second person to fill the seat.

7.4 VP Finance and Services Task Delegation-MOTION EXECUTIVE 2021-05-25:06

SUBMITTED BY: Corbett Gildersleve

Corbett/Matthew

Whereas the VP Finance and Services is currently unable to complete certain time-sensitive tasks due to unexpected medical reasons,

Be it resolved that the Executive Committee task the VP Internal and Organizational Development to complete any time-sensitive finance and services tasks, including items that require the VP Finance and Service's signature, until June 8th, 2021.

CARRIED AS AMENDED UNANIMOUSLY

- It will be best to delegate some responsibilities to Corbett to complete audit and finance tasks in timely manner.

8. DISCUSSION ITEMS

8.1 SFU Coop - Executive Officer Roles

SUBMITTED BY: Corbett Gildersleve

- <https://swpp.magnet.today/>
- Talked with Director of Coop about having Executive roles being counted as Coop.
- Would benefit international students or students who need to be classified as full-time requirements without taking full course load.
- President would act as Supervisor.
- Potential financial benefit as there can be subsidy wages provided for the coop.
- President suggested passing a motion to have it officially written as policy.
- Action item to work on this motion to bring it back to Executive, contacting Co-op director, looking into grants and wage subsidy.

8.2 Member Services Annual Report

SUBMITTED BY: Corbett Gildersleve

- Need to know how things went last year to help with administrative and operational tasks.
- Will ask for an annual report from all Member Services about how pandemic impacted this year compared to the year before, financial impacts, website analytics, etc.

- Can help out when filling out other Annual reports and having detailed records will be beneficial in case there's other pandemic in the future.
- Should collect report from every department that has coordinators.
- Jess, Ayesha, Corbett, and Gabe will meet to develop content for what the report should look like.

8.3 Town Hall with Bonnie Henry for Post-Secondary Students on May 28th

SUBMITTED BY: Matthew Provost

- Matthew received an email invitation looking for Student Union leaders to have up to 15 members to attend this town hall meeting and ask questions.
- Some questions can be about safety plans regarding return to campus.
- Questions will need to be sent prior to the meeting.
- The questions will be reviewed and brainstormed by contributing members.
- Matthew and Gabe will help with reaching out to FNSA, DNA, SOCA about this meeting.

8.4 Colombia Protest

SUBMITTED BY: Serena Bains

- Since April 28, there has been series of protest regarding tax on food, utilities, wages, and other necessities and hurt working class.
- Union University students, teachers, Afro-Colombian and Indigenous groups have been in forefront of these protests to demand withdrawal of the tax bill and increasing support for affected groups.
- SFSS will put out a statement regarding this to amplify Colombian voices and show support. Serena reached out to Association of Latin American Students and other Colombian members to see and edit the statement.
- Serena and Sarah will work to submit a motion to strike a working group at the next Council Meeting and ask Latin American Students and Colombian members to be part of the working group.

8.5 Update on Access for All

SUBMITTED BY: Serena Bains

- Serena reached out to various student societies to discuss how to support each other and what next steps to take on this.
- Many societies are in support.
- Full plan to return to campus will be updated in June and effective on August so Serena suggested if members can help write a letter for Council and have individual student societies to sign on it as it's time sensitive.
- Gabe suggested that the letter should be sent to SFU and the Provincial Government.

9. ANNOUNCEMENTS

9.1 Next Executive Committee Meeting will be on Tuesday, June 08, 2021 at 10 AM.

10. ATTACHMENTS

10.1 Supervisor Evaluation of the Work Performance Form paper version

11. ADJOURNMENT

11.1 MOTION EXECUTIVE 2021-05-25:07

Matthew/Jess

Be it resolved to adjourn the meeting at 11:56 AM.

CARRIED UNANIMOUSLY

SUPERVISOR EVALUTION OF WORK TERM
www.sfu.ca/coop

Dear Co-op Supervisor,

We would like to extend our gratitude to you in support of SFU Co-op students, particularly during this challenging time. As you know, many co-op students are new to the workforce and do not have prior remote work experiences. We sincerely thank you for patience and support of our students during COVID-19. If you need any support working with students remotely, please let us know.

As well, we thank you in advance for setting time aside to debrief with your SFU Co-op student before they complete their work term. We encourage you to find time to talk about their areas of strengths and any areas for improvement. The time you spend debriefing can have a life-long impact on their career and future direction. Your feedback can be extremely valuable as they develop as professionals. Your final evaluation forms an integral piece of their overall assessment. Evaluations are due April 10th (spring), August 10th (summer), or December 10th (fall).

Please note, your evaluation will be visible to the student immediately upon submission of this form.

Thank you for mentoring your student and for supporting the SFU Co-op Program.

Sincerely,

Muriel Klemetski, Director
 Co-operative Education, Simon Fraser University

Please indicate (with an x) the nature of the work term:

Remote	
Partially Remote	
Note Remote	

Basic Information

Please provide some basic information regarding this Co-op placement

Employer:	
Student's Name:	

Area of Work Performance

Please evaluate your Co-op student on their work performance using the following scale:

Grade	Description
A	Your student has consistently exceeded your expectations
B	Your student has met and occasionally exceeded your expectations
C	Your student has satisfactorily met your expectations
D	Your student has inconsistently met your expectations
F	Your student has not met your expectations
N/A	Not able to evaluate

Area of Work Performance	Description	Grade
Interest in Work	Your student engages in work, pursues clear goals, takes initiative, shows pride in accomplishments.	
Managing Work Flow	Your student plans and organizes their work, takes notes, reports on progress.	
Quality of Work	Your student shows attention to detail and produces quality error-free work.	
Quantity of Work	Your student produces an appropriate volume of work with consistent output.	
Versatility	Your student adapts to change, adjusts priorities, shows capability in autonomous <i>and</i> team environments.	
Responding to Supervision	Your student receives feedback as an opportunity to learn and refine, and applies feedback to their work.	
Solving Problems	Your student analyzes problems, develops and implements creative solutions.	
Using Judgment	Your student exercises good judgment in situations requiring tact and diplomacy.	
Showing Integrity	Your student demonstrates appropriate workplace ethics and decision making.	
Building Relationships	Your student builds effective workplace relationships, maintains appropriate boundaries.	
Adapting to Organizational Culture	Your student interacts well with co-workers, and respects diversity in your organization.	

Demonstrating Resourcefulness	Your student applies their knowledge, both disciplinary and interdisciplinary, to their work.	
Communication: Written	Your student uses appropriate written communication, including email etiquette, professional English language skills.	
Communicating: Interpersonal/Verbal	Your student communicates and listens well, shares and seeks information when needed	
Using Work Time Appropriately	Your student limits distractions, deals with downtime effectively, uses technology appropriately to accomplish work, shows good judgement.	
Becoming a Professional	Your student demonstrates professionalism (punctual, reliable, and appropriate dress).	
Engagement in work	Your student engages mentally, cognitively, and emotionally in their work/ workplace.	
Overall Work Performance Grade		
Overall Work Performance Comment (please use this space to elaborate, max 200 words):		

Additional Questions and Comments

Please elaborate on your student's strengths (max 200 words):
In what areas can your student improve? Your recommendations are important to their life-long development and future career (max 200 words):
General comments regarding SFU's Co-op program (e.g. supports required during COVID-19) (max 200 words):
Are you interested in connecting with SFU for the purpose of: <input type="checkbox"/> Alumni Association <input type="checkbox"/> Career Fairs <input type="checkbox"/> Joint Research Opportunities <input type="checkbox"/> Sponsorship or Student Awards

Are you an SFU Alumnus? Yes | No

Occasionally we use general comments from supervisors in promotional material.
Do we have your permission to do this? Yes | No

Has this evaluation been discussed with the student? Yes | No

We encourage you to debrief in-person with your student. Your constructive feedback may have positive life-long consequences as they develop professionally.

Thank you for supporting the SFU Co-op Program.