

1. CALL TO ORDER

Call to Order – 10:04 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^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish), Selilwitulh (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

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

3.2 Society Staff

Operations Organizer	Ayesha Khan
Board Organizer	Emmanuela Droko
Administrative Assistant	Joseph An

3.3 Leave of Absents

VP Finance and Services	Almas Phangura
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3.4. Guests

Associate VP University & Academic Affairs	Priyanka Dhesa
Nominee Associate VP University & Academic Affairs	Hanah Bazzi
Nominee Associate VP Events & Student Affairs	Akum Sidhu

4. CONSENT AGENDA

4.1 CONSENT AGENDA

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

CARRIED UNANIMOUSLY

- Serena objected and moved the Adoption of the Agenda out of the Consent Agenda.

4.1.1. MATTERS ARISING FROM THE MINUTES-Executive Minutes-MOTION EXEC 2021-06-08:01

Be it resolved to receive and file the following minutes:

- EXEC 2021-05-25

5. ADOPTION OF THE AGENDA

5.1 ADOPTION OF AGENDA – MOTION EXEC 2021-06-08:02

Gabe/Jess

Be it resolved to adopt the agenda as amended.

CARRIED UNANIMOUSLY AS AMENDED

- Add New Business 6.6
- Add New Business 6.7
- Amend New Business 6.1
- Amend New Business 6.4

6. NEW BUSINESS

6.1 Out on Campus Assistant Hiring Committee Appointment-MOTION EXECUTIVE 2021-06-08:03

SUBMITTED BY: President “Gabe Liosis”

Jess/Corbett

Be it resolved to appoint Marie Haddad and Serena Bains to the Out on Campus Assistant Hiring Committee

CARRIED UNANIMOUSLY AS AMENDED

- Changing X with “Marie Haddad and Serena Bains”
- As usual for hiring unionized staff, there needs to be 2 employer representatives and 2 employee representatives. Choosing 2 employer representatives in this meeting.
- Marie and Serena appointed.

6.2 COVID-19 Staff Check In Survey and Recommendation -MOTION EXECUTIVE 2021-06-08:04

SUBMITTED BY: President “Gabe Liosis”

ATTACHMENTS: COVID-19 Staff Check In Survey & Recommendation

Gabe/Marie

Be it resolved that the Executive Committee adopt the recommendations for a gradual return to work plan for SFSS staff as presented in the document titled "COVID-19 Staff Check In Survey & Recommendations".

CARRIED UNANIMOUSLY

- Need to consider and plan for gradual return to campus for staff.
- Did a survey to see where our staff are at with comfort levels in returning to campus. Based on the survey results, a series of recommendations were created.
- Outcome of survey results was that overwhelming staff wanted to return to student with safe plans.
- Will have optional gradual return to plan, staff can return on voluntary basis while following social safety recommendations.
- Planning to split staff into two cohorts A/B, for each department and have schedules made so the groups don't meet each other. This return to work will be voluntary. And not reach 50% maximum capacity at any time.
- Staff will have access to hand sanitizers, have face coverings, follow social distancing and clean desk policy.

- John Walsh has suggested for people to do Canvas Covid-19 course so that people are aware of all the protocols.
- These recommendations have gone through Joint Health and Safety Committee and have been approved.
- It is assumed for members to not be put on responsibility for deciphering situations where some people may not be able to wear masks for medical reasons or a member may not be compliant to rules. And that those people are made to know to not interact with staff, regardless of their situation for safety reasons.
- Matthew suggested providing additional safety equipment such as face shields or clear masks.
- Corbett suggested that some Council and Executive members are regularly in campus so there should be a plan for segregating this group as well.

**6.3 Associate VP Events & Student Affairs Appointment-MOTION EXECUTIVE 2021-06-08:05
SUBMITTED BY: VP Events and Student Affairs (Vice Chair) “Jess Dela Cruz”**

Jess/Corbett

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 Events & Student Affairs Jess Dela Cruz has nominated Akum Sidhu to serve as Associate Vice-President Events & Student Affairs;

Be it resolved that the Executive Committee ratify the nomination of Akum Sidhu as Associate Vice-President Events & Student Affairs for the 2021-2022 term

CARRIED UNANIMOUSLY

- Jess recommended and nominated Akum Sidhu and Akum was appointed.

**6.4 Executive Officer SFU Coop Supervisory Structure -MOTION EXECUTIVE 2021-06-08:06
SUBMITTED BY: VP Internal and Organizational Development “Corbett Gildersleve”**

Corbett/Matt

Whereas the VP Internal and Organizational Development has met with the SFU Work Integrated Learning Director about SFSS Executive roles being recognized as coops;

Whereas coops have requirements to be recognized as coops;

Whereas one requirement is a supervisory reporting structure;

Whereas Bylaw 4.10.h tasks the President to Ensure that Executive Officers carry out their assigned duties in accordance with these By-Laws and as directed by the Council”;

Whereas the Bylaws do not specify who supervises the President in carrying out their duties;

Whereas the SO-17 “Oversight Committee on Executive Officers” 17.4 tasks the committee to “Ensure that members of the Executive Committee are fulfilling their duties per the Societies Act, By-Laws and Society Policies”;

Whereas the President belongs to the Executive Committee;

Be it resolved that the Oversight Committee on Executive Officers Chair, by and with advice of the members of the Oversight Committee on Executive Officers, act as the supervisor for the SFSS President if they wish to have their role recognized as a SFU coop.

Be it further resolved that the Executive Committee to task the Governance Committee to codify the coop supervisory structure into SFSS Policy

CARRIED AS AMENDED UNANIMOUSLY

- change the wording “Exe” to “Executive Committee” in the last be it resolved clause.
- There was discussion with the SFU Coop director and the group has received more information about the process such as what SFU would need, supervisor requirements and this motion is to move further forward with the process.
- Jess and Serena showed support of this new structure.

**6.5 Associate Vice-Presidents Work Reports-MOTION EXECUTIVE 2021-06-08:07
SUBMITTED BY: VP Internal and Organizational Development “Corbett Gildersleve”
Jess/Corbett**

Whereas R-17 allows for Executive Officers to appoint an Associate Vice President to assist the Executive Officer in the performance of their duties;

Whereas R-17.5 requires that “Associate Vice-Presidents shall have no less than fifteen (15) hours per week of work done.”;

Whereas there is a need to track the hours and work of Associate Vice-Presidents for accountability and transparency purposes;

Whereas there are existing work report templates for Executive and Non-Executive Council Members that can be adapted for Associate Vice-Presidents;

Be it resolved that the Executive Committee mandate Associate Vice-Presidents to complete and submit a work report no less than once every calendar month;

Be it further resolved that the reports be reviewed and hours be tracked by the VP Finance and Services.

CARRIED UNANIMOUSLY

- To require work reports to be done by the new Associate VP position which would be reported to Council to track hours and work done.

6.6 Appointing a second Associate Vice-President University and Academic Affairs – MOTION EXECUTIVE 2021-06-08:08

**SUBMITTED BY: VP University and Academic Affairs “Serena Bains”
Serena/Matthew**

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 University & Academic Affairs Serena Bains has nominated Hanah Bazzi to serve as Associate Vice-President University & Academic Affairs;

Be it resolved that the Executive Committee ratify the nomination of Hanah Bazzi as Associate Vice-President University & Academic Affairs.

CARRIED UNANIMOUSLY

- Serena recommended and nominated Hanah Bazzi and Hanah was appointed.

6.7 Extend Delegated Authority – MOTION EXECUTIVE 2021-06-08:09

SUBMITTED BY: VP Internal and Organizational Development “Corbett Gildersleve”

Corbett/Matthew

Whereas Almas Phangura, VP Finance and Services, has taken a Leave of Absence until June 21, 2021;

Whereas the VP Finance and Services needs to approve and sign time-sensitive materials;

Whereas the VP Internal and Organizational Development was given delegated authority to approve and sign materials on the VP Finance and Services behalf at the May 25, 2021 Executive Committee meeting;

Be it resolved that the Executive Committee extend the delegated authority until June 21, 2021

CARRIED UNANIMOUSLY

- In response to continuing need for Corbett to continue these tasks.

7. IN-CAMERA

7.1 MOTION EXECUTIVE 2021-06-08:10

SUBMITTED BY: VP Events and Student Affairs (Vice Chair) “Jess Dela Cruz”

Jess/Matthew

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

CARRIED UNANIMOUSLY

- Hiring Committee(s) Updates & Questions

8. EX-CAMERA

8.1 MOTION EXECUTIVE 2021-06-08:11

Jess/Matthew

Be it resolved to go ex-camera.

CARRIED UNANIMOUSLY

9. ANNOUNCEMENTS

9.1 Next Executive Committee Meeting will be on Tuesday, June 22, 2021 at 10 AM.

10. ATTACHMENTS

10.1 COVID-19 Staff Check In Survey & Recommendation

11. ADJOURNMENT

11.1 MOTION EXECUTIVE 2021-06-08:12

Matthew/Corbett

Be it resolved to adjourn the meeting at 11:36 AM.

CARRIED UNANIMOUSLY

COVID-19 Staff Check-In Survey Results & Recommendations

Background

The Joint Health and Safety Committee* (JHSC) put together a COVID-19 Staff Check-In Survey that was completed on Thursday, May 13th, 2021. The intention of the survey was to conduct a temperature check of staff to understand the thoughts and feelings towards opening up the Student Union Building (in a safe manner), in line with SFU's decision to operate in-person by the summer. The survey results will help us better understand what steps the SFSS will need to take in order to be safely operational, and for our staff to feel comfortable returning. This includes but is not limited to: cleaning measures, adequate building staffing/hiring, safety protocol, etc.

**The JHSC is composed of 2 employer representatives- Gabe Liosis and Ayesha Khan as the Staff Liaison Officers (SLOs), in addition to Ricky Che, Dipti Chavan, Athena Guertin, and Somayeh Naseri (as members from CUPE staff). The JHSC is often also frequented by guests including John Walsh, the Building Manager.*

The Survey

The COVID-19 Staff Check-In Survey was created by the SFSS Operations Organizer, Ayesha Khan, with active input from members of the JHSC.

The survey was anonymous in nature and mandatory for staff to participate in.

The survey included 4 mandatory questions and 1 optional question. The mandatory questions included staff's level of comfort regarding return to in-person work, staff's concerns of returning to in-person work, identifying which precautions would make staff more comfortable returning to in-person work, and identifying which precautions would make staff uncomfortable in returning to in-person work.

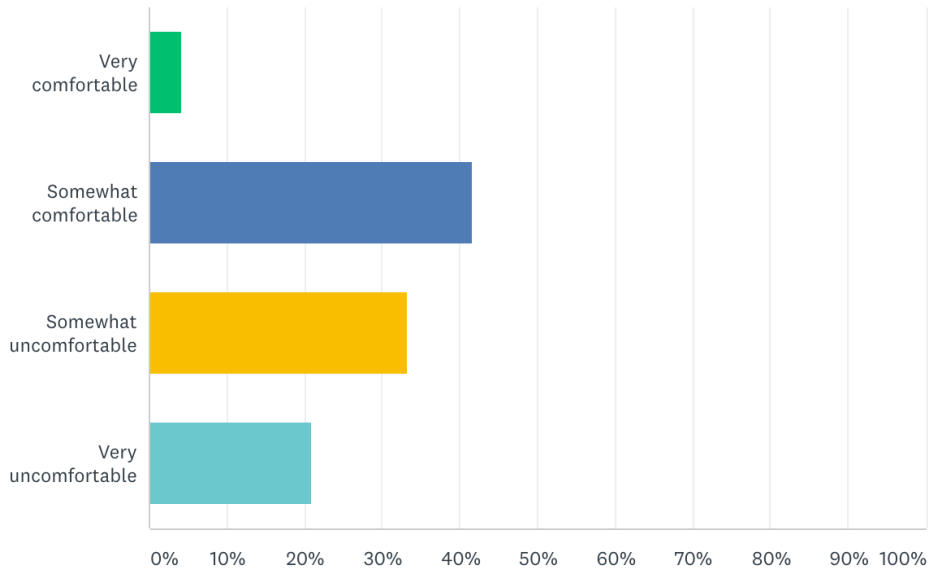
The optional question provided us with data regarding how many of our staff have received the COVID-19 vaccine.

The Results

We currently have an active staff complement of 24 workers. This survey was distributed to 24 workers and received 100% participation. See below for the results:

How comfortable do you feel possibly returning to work in the office in the Fall?

Answered: 24 Skipped: 0



Which of the following are concerns you have about working in the office? (Select all that apply.)

ANSWER CHOICES	RESPONSES	
Getting exposed to the coronavirus at the office	87.50%	21
Organizing childcare	0.00%	0
Leaving family members at home who need assistance	0.00%	0
Getting exposed to the coronavirus while commuting to work	70.83%	17
Decreased flexibility to work from home	50.00%	12
Decreased productivity	12.50%	3
Not being able to return to the office due to health reasons	16.67%	4
Potentially spreading coronavirus to my coworkers	37.50%	9

Which of the following would make you feel more comfortable working in the office? (Select all that apply.)

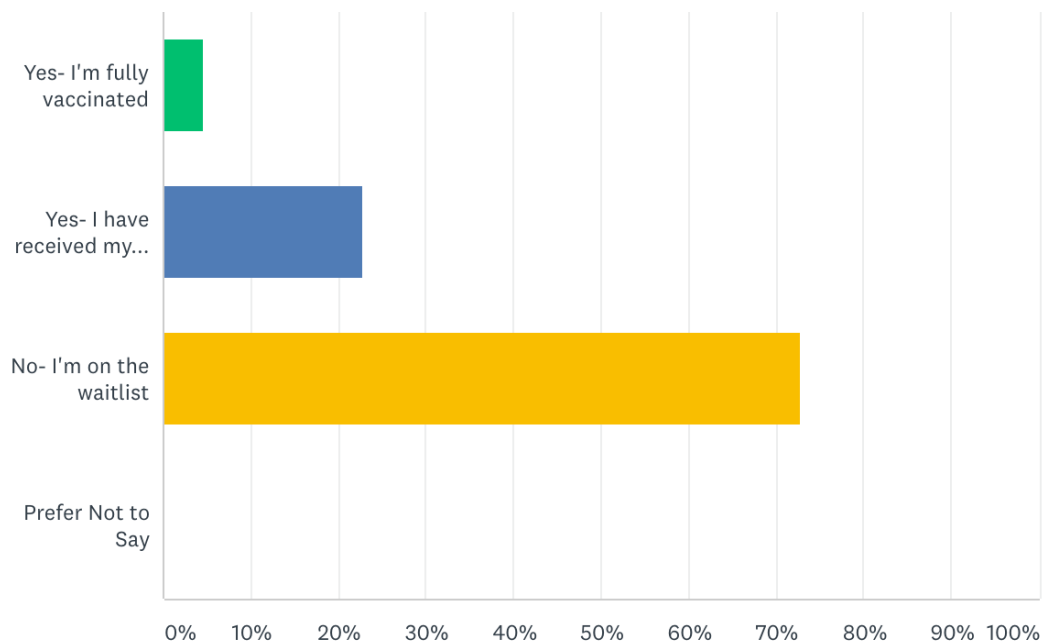
ANSWER CHOICES	RESPONSES	
Temperature checks before entering into the building	29.17%	7
Hand sanitizer stations	70.83%	17
Closing any communal spaces (e.g. kitchens, gathering spaces)	54.17%	13
Implementing a “clean desk policy” so desks can be cleaned more easily	41.67%	10
Availability of a vaccine	75.00%	18
Government guidance saying it is okay to return to work	54.17%	13
Limiting the number of employees in the building	41.67%	10
Limiting outside visitors to the building	50.00%	12
Staggering hours/shifts	33.33%	8
Staggering lunchtimes	33.33%	8
Having secured care/support for children or other family members	12.50%	3
I feel uncomfortable requesting members or staff to wear masks	20.83%	5
Nightly deep cleans/sanitation	79.17%	19
Installing partitions in between desks	45.83%	11
Nothing would make me feel more comfortable returning to the office	8.33%	2
Have very clear guidelines/steps on how to deal with member non compliance to rules, and be told we are supported in our following of said rules	79.17%	19

Which of the following would you be upset if implemented or required when returning to work in the office? (Select all that apply.)

ANSWER CHOICES	RESPONSES	
Temperature checks before entering into the building	8.70%	2
Closing any communal spaces	17.39%	4
Clean desk policy	17.39%	4
Getting a vaccine	17.39%	4
Limiting the number of employees in the building	4.35%	1
Limiting visitors to the building	8.70%	2
Staggering hours/shifts	8.70%	2
Staggering lunchtimes	4.35%	1
Wearing masks in the office	26.09%	6
Nightly deep cleans/sanitation	8.70%	2
Partitions in between desks	13.04%	3
None	56.52%	13

[Optional] Have you received the COVID-19 vaccine?

Answered: 22 Skipped: 2



Anonymous Comments/Questions/Concerns

“Of course, I think the measures taken should reflect where we are in the future. Staggering hours or having part time in-office hours so we are able to maintain social distance and have as few people as possible are the best choices at the moment.”

“I feel that the return to in person work is important for team morale. Over the past year, I have noticed that the morale has steadily decreased and this may have resulted in productivity issues. I would like to see things return to normal as soon as possible however I do understand that the steps to get to this point will be gradual. At this point I also feel that the trust in the PHO, Provincial Gov and Federal Gov is fairly low, we should ensure that we have secure and clear standalone policies and standards should we return to the office. I would like to see specific thresholds for closures set for when there is a confirmed case. Communication to the student membership will also be quite important as they will likely expect a high level of functionality with the building being open; we should be setting up expectations as soon as possible for the students to prevent any kind of backlash for when we do open in the fall.”

“To me, this is really important: Please for the mental health and physical health of staff make the return to work gradual. It has been a scary and overwhelming year and a bit and returning to commuting and working on site 5 days a week is a lot all at once. Health and Safety includes mental health and a full and sudden return to "Normal" can be overwhelming at the best of times and more so when there is still a virus around that keeps us at home for a year and a half. I fully support accommodations being made for those who may feel particularly anxious or overwhelmed or even scared. As a really small staff group, I think we need to support each other.”

Recommendations

To open the Student Union Building (SUB) for operational needs on a gradual return to in-person service. Any and all accommodation requests (to remain working remotely) shall not be unreasonably denied.

All staff may have access to return to work in-person in the SUB. This can be established on a rotating schedule.

A schedule can be determined by staff being divided into two work groups ("Group A" and "Group B"*) or staff self-electing their schedule.

Option for Group A and Group B: will alternate weeks they have access to working in-person in the SUB. This rotating schedule shall be implemented by the Operations Organizer and the President (as SLOs).

Staff Self-Selection: Staff have the option to either continue working remotely or to self-select themselves to start working in-person in the SUB. This option is established after SLOs have determined the minimum and maximum staffing requirements in the SUB. Staff can sign themselves up for days they will be in the SUB while ensuring safety measures are met. The Operations Organizer will prepare a weekly sign-up sheet for staff to participate in.

In the planning process for return to in-person work, staff have expressed the interest in the SUB opening on a gradual basis. This can look like the SUB being open for 2 days a week in the first 4 weeks, followed by 3 days a week for the next 4 weeks, followed by 4 days a week for the following 4 weeks, and finally, followed by 5 days a week onwards.

Social distancing measures shall be taken into consideration in ensuring the safety of staff.

Safety Measures for the SUB

- Temperature checks before entering into the SUB
- Hand sanitizer stations
- Closing any communal spaces (e.g. kitchens, gathering spaces)
- Implementing a "clean desk policy" so desks can be cleaned more easily
- Limiting the number of employees in the building
- Limiting outside visitors to the building
- Staggering hours/shifts
- Staggering lunch times
- Nightly deep cleans/sanitation
- Have very clear guidelines/steps on how to deal with member non compliance to rules, and support staff in following of said rules

So far, 5 staff have received their first dose of the vaccine and 16 staff members are on the waitlist. As of May 12th, Management has made the vaccine more accessible to our staff by providing paid time off for vaccine administration titled "COVID-19 Paid Vaccine Leave". Since the rollout of the COVID-19 Paid Vaccine Leave, 3 staff members have used this leave entitlement to receive the first dose of the vaccine.

With the above schedule and safety measures in place, we can plan to be fully operational in 12-13 weeks from the date of implementation.

*Group A/B are determined in the following:

- *Splitting each department into two equal groups: “Group A” and “Group B”*
(This is to ensure that departments are at 50% maximum capacity in the SUB at any given time)
- *Group A and Group B will alternate weeks in the office and remotely*
- *A monthly schedule will be drafted with Group A/B scheduling*

Proposed Schedule(s)

Group A/B Schedule:

WEEK	SUB ACCESS	SUB DAYS
June 14- June 15	GROUP A	Monday & Tuesday
June 21- June 22	GROUP B	Monday & Tuesday
June 28- June 29	GROUP A	Monday & Tuesday
July 5- July 6	GROUP B	Monday & Tuesday
July 12- July 14	GROUP A	Monday, Tuesday, Wednesday
July 19- July 21	GROUP B	Monday, Tuesday, Wednesday
July 26- July 28	GROUP A	Monday, Tuesday, Wednesday
August 3- August 6 (<i>stat holiday on Mon Aug 2</i>)	GROUP B	Tuesday, Wednesday, Thurs
August 9- August 12	GROUP A	Monday, Tuesday, Wed, Thurs
August 16- August 19	GROUP A	Monday, Tuesday, Wed, Thurs
August 23- August 26	GROUP B	Monday, Tuesday, Wed, Thurs
August 30- September 2	GROUP A	Monday, Tuesday, Wed, Thurs
September 7- September 10 (<i>stat holiday on Mon Sept 6</i>)	GROUP B	Tues, Wed, Thurs, Fri
September 13- September 17	GROUP A	Mon, Tues, Wed, Thurs, Fri
September 20- September 24	GROUP A/B Merge (All Staff)	Mon, Tues, Wed, Thurs, Fri
September 27- Onwards	All Staff	Mon, Tues, Wed, Thurs, Fri

Staff Self-Selection Schedule

SUB DAYS: June 14- June 15

SUB Space (*Min # of Staff= *Max # of Staff=)	Staff Sign-Up
Administration	
Clubs	
FNSA	
SOCA	
Finance	
Communications	
Events	
etc.	

Considerations/Critique/Gaps

Hiring of the Building Coordinator positions will need to be initiated as soon as possible, in order to support the Building Manager, John Walsh, in running and maintaining the SUB.

When considering staff having access to the building on a bi-weekly basis, it is important to note the hardships that may arise in them transporting equipment to and from their remote work location and the SUB (considering they may be taking public transportation). This presents the privacy risk for student/sensitive information to be exposed to the public and for SFSS property to be damaged/lost/stolen. This will also present health/safety concerns in terms of staff manually carrying/lifting equipment* for extended periods of time/between locations. **Equipment includes but is not limited to: computers, monitors, chairs, etc.*

It is advised that before merging all staff back together (the week of Sept 20), that the JHSC conducts a follow-up COVID-19 Staff Check-In survey to understand the concerns of staff. This will allow us to also assess the spread of the virus, the availability of the second dose of the vaccine, and staff access to the second dose of the vaccine, etc. This will also provide the opportunity to review our safety measures.

The above plan does not factor in the arrival of international students and their ability to be vaccinated (if they haven't already), and the access needs of immunocompromised workers. In September, staff will continue to not be unreasonably denied the option to work remotely-provided they have medical accommodations and/or are not required to be student-facing in the SUB (as determined by the Operations Organizer and the President). Such accommodations can be facilitated through their CUPE Shop Steward and an SLO.

The entirety of this plan shall not be implemented without being approved by the JHSC and the Executive.