

1. CALL TO ORDER

Call to Order – 3:32 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), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) 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 HRP Committee Composition

President (*Chair*).....Osob Mohamed
VP FinanceCorbett Gildersleve
VP Student Services.....Matthew Provost
At-Large RepresentativeBalqees Jama

3.2 Society Staff

Operations OrganizerAyesha Khan
Board OrganizerGabriel Goodman
Administrative Assistant.....Christina Kachkarova

3.3 Guest

VP University RelationsGabe Liosis

4. CONSENT AGENDA

4.1 CONSENT AGENDA

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

CARRIED UNANIMOUSLY

4.1.1. ADOPTION OF THE AGENDA- MOTION HRP 2021-03-30:01

Be it resolved to adopt the agenda as presented

4.1.2. MATTERS ARISING FROM THE MINUTES-Board Minutes-MOTION HRP 2021-03-30:02

Be it resolved to receive and file the following minutes:

- HRP 2020-08-07
- HRP 2021-02-17

5. NEW BUSINESS

**5.1 Striking Hiring Committee for the SFSS Black Student Support Centre (BSSC) - Coordinator-
MOTION HRP 2021-03-30:03**

Balqeess/Corbett

Whereas, SFSS and the SFU Students of Caribbean and African Ancestry (SOCA) have been working together to establish a Black Student Support Centre and Coordinator as long-term systemic support for Black students and SOCA,

Whereas, the SOCA has accepted the draft job description for the SFSS Black Student Support Centre (BSSC) - Coordinator which is in line with the SFSS-SOCA Letter of Agreement,

Whereas the SFSS-SOCA Letter of Agreement outlines that employer seats shall go to the Execs of SOCA but SOCA has voted to allow for those seats to be occupied by SFSS Board members,

Be it resolved that the HR and Personnel committee strikes the hiring committee for the SFSS Black Student Support Centre (BSSC) - Coordinator with Board members Osob Mohamed and Balqeess Jama to sit on the committee.

CARRIED UNANIMOUSLY

- At-Large Representative discussed the job description for the SFSS Black Student Support Centre Coordinator. She mentioned that it is broadly based on the job description for the FNFA Coordinator and is in line with SFSS-SOCA Letter of Agreement and Collective Agreement. She mentioned that the description clearly outlines that the role involves work with SOCA executives as well as with the Board Organizer and SFSS executives.
- At-Large Representative mentioned that applicants can self-identify on their application.
- Ayesha Khan asked for input for looking for applicants and suggested advertising to closed group organizers to reach more people as well as to Charity Village.
- President stated uncertainty as to where candidates should be sourced from and re-emphasized that other platforms for job advertisement should be considered.
- Gabriel Goodman suggested adding knowledge of anti-Semitism to knowledge of types of oppressions.

6. DISCUSSIONS

6.1 Policy Research and Campaign Mobilizing Hiring Committees

- President mentioned that some hiring committees are yet to be struck and some job descriptions have not been finalized yet.
- President mentioned that ideally the Policy Research Coordinator would be hired by the end of the 2021/2020 Board term, but the Campaign Mobilizing Hiring Committee would be left up to the discretion of the next Board.
- Gabriel Goodman highlighted the importance of prioritizing the hiring of a Policy Research Coordinator.

Matthew Provost joined the meeting at 3:52 PM

7. IN-CAMERA

7.1 MOTION HRP 2021-03-30:04

Corbett/Matthew

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

CARRIED UNANIMOUSLY

7.2 Staff Review

8. EX-CAMERA

8.1 MOTION HRP 2021-03-30:05

Matthew/Corbett

Be it resolved to go ex-camera.

CARRIED UNANIMOUSLY

9. ATTACHMENTS

9.1 DRAFT Job Description_ Black Student Support Centre - Coordinator

10. ADJOURNMENT

10.1 MOTION HRP 2021-03-30:06

Matthew/Corbett

Be it resolved to adjourn the meeting at 4:20 PM.

CARRIED UNANIMOUSLY

Draft Job Description: SFSS Black Student Support Centre Coordinator

Black Student Support Coordinator and Centre - Combined PDF - BN 2020-12-11

<https://drive.google.com/file/d/15dbrfVeWY2FLIeY75VE7YtBm8fUsWHZB/view?usp=sharing>

Position Summary

The Simon Fraser Student Society's vision of students thriving everywhere is realized through its support of students to reach their full potential by providing resources and services that represent, connect and benefit our membership. One such resource is the Students of Caribbean and African Ancestry ([SOCA](#)).

In order to support our Black, Caribbean, and Afro-Descent students, we are looking for our inaugural Black Student Support Centre (BSSC) – Coordinator.

The Students of Caribbean and African Ancestry (SOCA)'s organizational values are community building, representation, inclusivity, and social justice. SOCA is a student group devoted to creating a safe space for students of African and Caribbean descent and allies on campus. SOCA supports and advocates for Black students, providing services and promoting Afrocentric intellectual and cultural experiences through open and interactive exchange of ideas among members of the SFU community.

The Black Student Support Centre (BSSC) – Coordinator oversees, coordinates and assists in the delivery of programs and services in the SOCA space. The Black Student Support Office will be housed in one of the offices in the SOCA organizational suite in the SUB, as per the SFSS-SOCA Memorandum of Understanding as outlined in the institutional relationship [Letter of Agreement](#), unless SFSS provides a separate space for the BSSC operations.

The BSSC – Coordinator closely collaborates with the SOCA Executives, and once approved by SOCA, implements the group's annual plan of action.

As an employee of the Simon Fraser Student Society (SFSS), the Black Student Support Centre (BSSC) – Coordinator reports to and takes direction from the Operations Organizer, as well as the President, as Staff Liaison Officers of the Society. This position will uniquely be expected to collaboratively work with the SOCA Executives to execute on the mandate of services, events, and advocacy through the Black Student Support Centre.

This is a full-time, permanent, unionized position of 35 hours per week along with membership in Canadian Union of Public Employees (CUPE) Local 3338, at a wage rate of \$26.94 per hour and additional benefits as defined in the Collective Agreement.

Responsibilities

- Serve as a resource and advocate for the SFSS's Black students;
- Provide culturally specific supports, as well as host Black and African-Descent student gatherings, cultural events, and other culturally relevant activities;
- Work with other coordinators and Executives of the SFSS where necessary as support for anti-Black racism campaigns and initiatives as necessary;
- Work closely with the SFSS VP Equity and Sustainability and other SFSS Executives on issues related to the Black community on the campus;
- Liaise with all SFSS departments and services, as necessary;
- Work with SOCA's Executive and Membership to prepare the annual budget for submission to the SFSS;
- Collaborate with the SOCA Executives, and once approved by SOCA, implement the group's annual plan of action;
- Prepare an annual report for inclusion in the SFSS Annual Report, in conjunction with SOCA Executive;
- Manage the efficient operations of the assigned office in the SOCA Organizational Suite as per the SOCA-SFSS [Letter of Agreement](#)
- Coordinate with the Operations Organizer and SOCA Executives to maintain proper functioning of the SOCA space:
 - Advise about the required servicing and maintenance of office furniture and equipment including information technology systems;
 - Coordinate the distribution of keys / key cards and maintains up-to-date records;
 - Advise on changes that are required to the SOCA space, as required.
- Ensure meeting scheduling, room booking, catering and room set-up for meetings and events of the SOCA, in its space or in other locations;
- Ensure that accurate meeting minutes are recorded, reviewed, and distributed internally and externally;
- Respond to requests for information, engagement, and/or outreach;
- Undertake research and other projects, as required;
- Recruit, orient, train, and allocate tasks to volunteers;
- Help with campaigns, special events, outreach, and workshops in close collaboration with SOCA and Black/African Descent students;
- Support SOCA's development and implementation of recommendations;

Qualifications

- Lived experience as a self-identifying Black or African-Descent person;
- Post-secondary degree in a relevant discipline or a diploma plus pertinent experience and training;
- Experience in peer support programming, mutual aid, or marginalized community empowerment initiatives;
- 1 year lived experience in organizing with Black, Caribbean, and other African-Diasporic communities, or in administrative and coordination settings;
- Ability to work with stakeholders from diverse backgrounds;
- Excellent organizational, analytical, problem-solving, and conflict resolution skills;
- Excellent interpersonal and communication (both verbal and written) skills;
- Excellent ability to provide advice and support decisions;
- Ability to write accurate minutes and reports;
- Ability to exercise discretion, initiative and diplomacy;
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions.

Assets

- Experience working with Black and African diaspora communities;
- Understanding of intersectionality and social justice;
- Considerable understanding and knowledge of anti-Black racism and systemic discrimination as it relates to anti-Indigenous racism, anti-Asian racism, sexism, transphobia, misogyny, homophobia, classism, xenophobia, and ableism.