

## 1. CALL TO ORDER

Call to Order – 12:34 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<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (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*) .....Gabe Liosis  
VP Internal and Organizational Development (*Vice Chair*) .....Corbett Gildersleve  
VP Equity and Sustainability .....Marie Haddad  
GSWS Councillor .....Devynn Butterworth

### 3.2 Society Staff

Operations Organizer .....Ayesha Khan  
Administrative Assistant .....Joseph An

### 3.3 Absents

VP Equity and Sustainability .....Marie Haddad

## 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 2021-06-11:01

*Be it resolved to adopt the agenda as presented*

#### 4.1.2. MATTERS ARISING FROM THE MINUTES-HRP Minutes-MOTION HRP 2021-06-11:02

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

- HRP 2021-03-30

## 5. NEW BUSINESS

### 5.1 Administrative Coordinator-MOTION HRP 2021-06-11:03

**SUBMITTED BY: President “Gabe Liosis”**

**ATTACHMENT: Administrative Coordinator Job Description Draft  
Corbett/Devynn**

*Be it resolved that the HR & Personnel Sub-Committee approve the draft Job Descriptions as attached for the new Administrative Coordinator position.*

**CARRIED UNANIMOUSLY**

- This new position would be a bargaining unit position.
- Position would offer a more dedicated support to the admin team by supervising, supporting all Designated Assistants, doing cheque requisitions, scheduling admin team, taking and organizing minutes, various documents etc.
- Would help spread workload that Operations Coordinator has been doing.
- Wage model comes from collective agreement that outlines grids for various positions.

**5.2 Accessibility Coordinator-MOTION HRP 2021-06-11:04**

**SUBMITTED BY: President “Gabe Liosis”**

**ATTACHMENT: Accessibility Coordinator Job Description Draft**

**Devynn/Corbett**

*Be it resolved that the HR & Personnel Sub-Committee approve the draft Job Descriptions as attached for the new Accessibility Coordinator position.*

**CARRIED UNANIMOUSLY**

- The position would also be a union position.
- Position would support the work of Accessibility Committee and Disability and Neurodiversity Alliance (DNA).
- Job would be more relevant in the Fall and Ayesha suggested to hire for the Fall semester.

## 6. DISCUSSIONS

### **6.1 Building Coordinator Job Descriptions**

**SUBMITTED BY: President “Gabe Liosis”**

**ATTACHMENT: Building Coordinator Draft**

- Currently in the stages of opening the Student Union Building and this includes that making sure that SFSS has enough operational capacity to open the building in a way that would support the services that SFSS generally provides and that the building functions properly for students to use.
- This position would help the building run, support the work on building manager and would oversee building assistants to assist their work.
- Work can also involve routine checks of building, monitoring facility, maintaining building standards, facilitating bookings, main point of contact for questions regarding the building, etc.
- Devynn suggested to consider diversity in looking to hire for the position.
- The position can also aid the Event Coordinator duties afterhours.

### **6.2 Communications Policy for Constituency Groups with SFSS Coordinators**

**SUBMITTED BY: President “Gabe Liosis”**

- Many equity seeking groups within SFSS (FNSA, SOCA, DNA) have SFSS coordinators that support their work, and they report to the President and Operations Organizer and the coordinators are currently to work collaboratively with student leader within the group but this method creates communication barrier between SFSS and constituency groups.

- Purpose of this policy is to mandate SLOs to be in constant communication with the groups around staff that is supporting their work and power dynamics are mitigated.
- Want to prevent policing or gatekeeping staff and constituency groups about what information they can have and not.
- SFSS also needs better way to track staff during transitions and people are not left out.
- Devynn suggested sending out a survey to have everyone's input and needs.

## 7. ATTACHMENTS

**7.1 Administrative Coordinator Job Description Draft**

**7.2 Accessibility Coordinator Job Description Draft**

**7.3 Building Coordinator Draft**

## 8. ADJOURNMENT

**8.1 MOTION HRP 2021-06-11:05**

**Devynn/Corbett**

*Be it resolved to adjourn the meeting at 1:22 PM.*

**CARRIED UNANIMOUSLY**

## Internal/External **Administrative Coordinator** (Permanent, Full-Time)

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is students thriving everywhere and is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a full-time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.

**Working Relationship/Reporting Structure:** The Administrative Coordinator reports to and takes direction from the Board Organizer, the President (and the Operations Organizer). The Administrative Coordinator works closely with SFSS staff. The Administrative Coordinator supervises and supports the work of the Designated Assistants in the Administrative (Admin) Department.

### **Duties & Responsibilities:**

The Administrative Coordinator will be assigned the following duties:

- Committee Documentation Support
  - Shared drive organization and infrastructure
  - Liaise with Comms for website and YouTube upload of minutes and meeting recordings
  - Maintain Standard Operating Procedures for Administrative processes
- Coordination of Admin Team
  - Collect schedule availability
  - Build semesterly schedule
  - Collect and verify timesheets
- Committee Admin - Week to week
  - Support all chairs with room booking and AV (or Zoom)
  - Oversee agenda development, distribution, minute taking, approval etc
  - Assign Admin Team minute takers

- Administer any software that consolidates meeting agendas, supplemental documents, and/or voting
- New Executive Training
  - Coordination of training materials
  - Schedule, room booking, AV, food and drink
- New Council Training
  - Coordination of training materials
  - Schedule, room booking, AV, food and drink
- G Suite Administration
  - Create new emails & manage password changes
  - Email list updates
  - Google Calendar creation, management and troubleshooting
- Financials
  - Process Admin cheque reqs for copiers, monthly invoices
  - Staff and Board CRs for Office Supplies, other
  - Coordinate 'change of signers' official documents
- Staff Support
  - Staff office supplies and equipment
  - Staff Meetings, agenda, room setup, tech, snacks
  - Annual Staff Workshop/Retreat - booking, supplies & equipment, AV, food & drink
- Good & Welfare
  - Staff and Board birthdays
  - Special occasion lunches, celebrations, "Staff & Council/Executive Meet and Mingle"
  - Seasonal SFSS-wide Party
- Hirings/Postings
  - Building new job postings in Collage
  - Administer job postings with Charity Village, WorkinNonProfits, etc.
  - Request work orders for SFSS distribution with the Communications Department
- Phones
  - Add, cancel, move phone lines for the SFSS
  - Manage physical phones, including upgrades/replacements
  - Support and manage staff voicemail, including password resets
- Computing and I.T.
  - Point of contact for administration of SFSS "managed" equipment

- Track and support hardware upgrades
- Support with software and wifi issues
- Request new SFU computing accounts, annual renewals
- Keys
  - With Building Manager, Coordinate key/card distribution
  - Liaise with SFU Security for new and returned keys
- Other duties as assigned

**Required Skills & Experience:**

- Knowledge of and experience with the issues and regulatory environment pertaining to post-secondary education
- Knowledge of post-secondary student organizations' structure and mandate
- Broad knowledge of Society policies, procedures and governing structures
- Ability to work in a self-supervisory, multi-task environment, within clear timelines
- Strong interpersonal skills
- Demonstrated knowledge of issues confronting students and is familiar with conflict resolution
- Excellent verbal and written communication skills
- Administrative ability and experience
- Ability to review and process meeting minutes and complete cheque requisitions
- Familiarity with Microsoft Office Suite and Google Suite

**Please send your documents as PDF files in Collage (with link to posting). Applications must be received no later than X:XX xm (PST) on Month XXth, 2021. Applicants must be available to work during regular office hours Monday to Friday, including evenings and/or possibly weekends.**

*The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.*

**We thank all who apply, but only those candidates selected for interviews will be contacted.**

**Please Note:** The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit [our website](#).

**Internal/External  
Accessibility Coordinator  
(Permanent, Full-Time)**

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at the Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is students thriving everywhere and is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership. One of the SFSS constituency groups is the [Disability & Neurodiversity Alliance \(DNA\)](#).

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**This is a full-time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.**

**Context:** The SFSS is looking to support its disabled members and members with disabilities by improving accessibility on campus. With this in mind, we are hiring an Accessibility Coordinator to assist with disability advocacy on campus and to manage the Disability and Neurodiversity Alliance Accessibility Centre in the new Student Union Building.

The SFSS has its own Accessibility Committee, as well as a close relationship with the Disability and Neurodiversity Alliance (DNA). Both of these groups undertake projects to improve accessibility around campus, as well as advocate for disability justice. To this end, the SFSS has recently developed a new [Accessibility Policy](#), as well as a [Disability Justice Issues Policy](#).

These groups and policies help ensure that the SFSS is always acting in the best interests of its disabled members and members with disabilities. Throughout your role as Accessibility Coordinator, you will ensure that these working relationships are maintained, these policies are followed, and that the concerns of members are addressed.

*The SFSS shall not negatively discipline any Accessibility Centre staff member for any social or academic advocacy positions taken by the Disability and Neurodiversity Alliance (DNA), its members, the Accessibility Committee (AC), or its members. DNA, the AC and the Accessibility Coordinator hired shall be separate and distinct, however, DNA and the AC shall serve as the bodies that guide the types of services, resources, and advocacy support that is offered by the Accessibility Centre. This shall in no way preclude or prevent DNA from engaging in collective action, and engaging in social or academic advocacy as the DNA membership and Executives sees fit.*

**Goal:** The Accessibility Coordinator will work closely with both DNA and the Accessibility Committee to implement student projects, with help from the Accessibility Assistant. They will also oversee, coordinate and assist in the delivery of programs and services in the DNA Accessibility Centre.



**Working Relationship(s)/ Reporting Structure:** The Accessibility Coordinator reports to and takes direction from the President and Operations Organizer; Supervises, assigns and supports the work of the Accessibility Assistant; Works alongside other SFSS staff; Supports the SFSS Accessibility Committee in implementing their annual plan, and closely collaborates with the Disability and Neurodiversity Alliance (DNA).

### **Duties & Responsibilities**

- Support students who have accessibility concerns, unmet needs, or trouble accessing services on campus
- Approve accessibility department plans, initiatives and ideas
- Recruit, orient, train and allocate tasks to volunteers
- Supervise and work with an accessibility assistant
- Order and manage inventory within the space
- Work with users of the space to keep the space functional, accessible and safe
- Liaise with maintenance to keep the space functional, accessible and safe
- Help implement rules and guidelines for the space that are in line with SFSS policies
- Support DNA members with their goals and initiatives, including fielding consultation requests when asked
- Assist with meeting scheduling, room booking, catering and room set-up for meetings and events of DNA, in its space or in other locations
- Help implement Accessibility Committee Annual Plan and other relevant projects
- Manage and process some forms and administrative tasks
- May be required to attend and present at Accessibility Committee meetings
- Ensure proper representation on the Accessibility Committee at the beginning of each semester
- Serve as a point of contact for SFU's Centre for Accessible Learning (CAL)
- Kickstart outreach and promotion initiatives
- Ensure that the SFSS Accessibility Policy is followed throughout the organization
- Ensure that the Disability Justice Issues Policy is followed throughout the organization
- Work with DNA to prepare annual budgets for submission to the SFSS
- Work with Finance to develop budgets for the Accessibility Department
- Manage accounts with external organizations
- Perform duties in a mix of both virtual and physical spaces
- Other duties as assigned

### **Qualifications & Assets**

- Lived experience as a self-identified disabled person or person with disabilities
- Experience with disability advocacy work
- Experience with student advocacy work
- Understanding of theories of disability justice
- Organizational, analytical and problem-solving skills
- Training in interpersonal communication and conflict resolution
- Knowledge of current issues within disability communities
- Ability to work with people from diverse backgrounds
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions
- Experience with university or student union policy work is an asset

- Proficiency or fluency in alternative forms of communication, such as American Sign Language (ASL) is an asset
- Mental Health First Aid is an asset

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**Internal/External**  
**Building Coordinator**  
**(Permanent, Full-Time)**

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**Context:** The SFSS is excited to open its brand new Student Union Building (SUB) in Fall of 2021. The SUB is a 113,000 square foot building located at the heart of SFU's Burnaby Mountain campus. Funded 100% by undergraduate students, the SUB will provide space for students to study, connect, and unwind. The building features lounges, meeting rooms, gas fireplaces, a community kitchen, offices, game areas, rehearsal rooms, study areas, and a ballroom, amongst other amenities.

**Working Relationship/Reporting Structure:** The Building Coordinator reports to and takes direction from the Building Manager, the President (and the Operations Organizer). The Building Coordinator works closely with Member Services Coordinator (MSC), SFSS staff, Contractors, and SFU Facilities staff. The Building Coordinator and the MSC supervises and supports the work of the Building Assistants.

**Goal:** The Building Coordinator will be responsible for the day to day operations of the SUB. The Building Coordinator will also be tasked with requesting and monitoring custodial and facilities work.

**Duties & Responsibilities**

- Routinely checks the building to ensure that furniture is in proper order, waste containers have been emptied, rooms are locked or unlocked appropriately, and that the building is operating as expected
- Proactively monitor the facility condition to ensure building standards and efficiencies are maintained

- Monitor and perform audits of the work carried out by facilities/custodial staff
- Facilitate all space bookings within the SUB
- Provide basic A/V troubleshooting and ad hoc event support
- Assume supervisory responsibility for SUB building whilst on shift, liaising directly with university staff and other externals when necessary
- First point of contact for maintenance requests or any concerns relating to the facility
- Escalatory point of contact for unusual requests/occurrences
- Opening/closing duties as determined by the Building Manager
- Maintain first aid records and supplies
- Adhere to and implement company policies and procedures
- Carry out building operations administration tasks including but not limited to: creating and maintaining the asset register, logging maintenance requests, collecting and collating departmental data, generating reports, etc.
- Other duties as determined

### **Required Skills & Experience**

- Able to work independently or in a team with a firm understanding of SFSS and SFSS student culture
- Highly organized and able to meet demands on time
- Strong interpersonal skills by being proactive in maintaining organizational communications and working relationships
- A valid BC class 5 drivers license is an asset
- Grade 12 diploma (post-secondary diploma in a related field is an asset)
- Supervisory experience
- Previous experience working in a high volume events facility or similar operation as an asset
- Ability to handle complaints, exercise mature judgement, initiative, diplomacy and tact
- Intermediate computer skills – competent in use of GSuite products
- Occupational First Aid Level 2 qualification preferred

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