

1. CALL TO ORDER

Call to Order – 5:32 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 (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

Gender, Sexuality, and Women’s Studies Councillor (<i>Chair</i>).....	Devynn Butterworth
Computing Science Councillor (<i>Vice Chair</i>)	Ryan Vansickle
Science Undergraduate Society (SUS) Councillor	Zaid Lari
History Councillor	Alan Saunderson
Labour Studies Councillor	Justin Chen
World Lit Councillor.....	Sara Aristizabal Castaneda

3.2 Society Staff

Board Organizer.....	Emmanuela Droko
Operations Organizer	Ayesha Khan
Administrative Assistant.....	Christina Kachkarova

3.3 Regrets

History Councillor	Alan Saunderson
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4. CONSENT AGENDA

4.1 CONSENT AGENDA

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

CARRIED UNANIMOUSLY

4.1.1. RATIFICATION OF REGRETS

Be it resolved to ratify regrets from Allan Saunderson.

5. ADOPTION OF THE AGENDA

5.1 MOTION OCEO 2021-08-17:01

Ryan/Sara

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

6.1 Work Reports

SUBMITTED BY: GSW Councillor (Chair) “Devynn Butterworth”

- Chair reminded Committee that the Executive’s work reports were due on August 16th at 11:59 PM and that the purpose of the work reports was to keep the Executive accountable to the SFSS membership. She also explained that they were able to see when the last edits to the document were made and therefore determine whether submissions were completed prior to or after the deadline but that all Executives who had submitted their reports, had done so in the appropriate time.
- Labour Studies Councillor raised concern about recording comments about the work reports.
- Chair mentioned that work reports are publicly available and that, if necessary, it would be possible to discuss certain concerns in-camera, but that topics discussed ex-camera need to be recorded.
- President’s Work Report had a total of 60.25h of work as he returned from his Leave of Absence with many of those hours being bargaining sessions. Each item had 1-2 sentences summarizing the work except for those that were confidential.
- VP Internal and Organizational Development’s Work Report had a total of 85h of work with many of those hours appearing to be SFSS Member misconduct discussion.
- Vice-Chair highlighted that VPIOD was 25 hours over his biweekly expected hours. Chair mentioned that she will start an excel sheet to keep track of Executives who are consistently going over or under hours.
- Labour Studies Councillor suggested that VPIODs increase in hours could be due to amount of SFSS Member misconduct discussion sessions but that the Committee should reach out to VPIOD to inquire about his workload.
- Chair mentioned that Governance Committee will be looking over the duties of the Executives to see if the expectations of them to complete their duties within the allotted hours was reasonable.
- SUS Councillor suggested redistributing the work of Executives from those who are consistently going over hours to those who are not meeting hours if this continues to be a consistent issue. He highlighted that due to the changes in governance structure, there is increased amount of responsibility for both Councillors and Executives.
- Labour Councillor highlighted how detailed the work reports of President and VPIOD were. Chair stated that she will confirm with Executives and mentioned that they might add details as they go along. Labour Councillor highlighted that long work reports might be adding to the long hours of the Executives to which Chair stated that she will remind Executives to keep explanations from one to two sentence but mentioned that detailed information helps increase accountability.
- SUS Councillor suggested including hours for writing work reports under administrative hours and agreed that short explanations, including point form, would be satisfactory. He suggested providing informal feedback to Executives during the first week of September 2021, after the Semester reports of the Executive have been reviewed.
- Chair mentioned that hosting an informal meeting with the Executives might be a good way to provide the feedback. Labour Studies Councillor voiced his support for an informal meeting, highlighting that the goal is to set expectations while building a good relationship with the Executives and not to make them feel uncomfortable.

- SUS Councillor suggested comparing the work mentioned in the work reports by Executives and the Yearly Plans submitted by Executives to ensure that they are following through on their commitments. Labour Studies Councillor voiced support for this idea mentioning that the priorities of Executives might shift once they have entered into a role.
- VP Finance and Services Work Report had a total of 30h and 5min of work. Chair highlighted that this was 30 hours under the required 60 hours of biweekly work.
- Labour Studies Councillor suggested the missing hours of work should be discussed with VP Finance and Services privately to ensure that there was no error in the recording of the hours. Chair explained that she will email VP Finance and Services to enquire about the missing hours and report back to the OCEO as she does not want to CC the OCEO if the reason for which the hours are missing is a private matter.
- SUS Councillor suggested that a reason as to why VP Finance and Services hours might be so different is that the 2 weeks included in her work report do not include a week in which she reviews Council Reports, which are time consuming to review. He suggested reviewing previous work reports to see if her hours differed.
- World Literature Councillor highlighted that it was possible VP Finance and Services was doing the same amount of work, but that her work was being completed faster. She noted the difference in the length of the meeting times between VP Finance and Services meetings and Presidents.
- Chair stated that since the previous work reports of Council were not yet published on the SFSS website, she was unable to access them but that she would review VP Finance and Services previous report as soon as she was able to in order to determine if the absence of Council reports was the reason for VPFS not meeting the minimum hours required.
- SUS Councillor highlighted that Executives must be made aware that their Senate duties are not a part of their roles as Executives, mentioning that VP Finance had included a Senate meeting with Serena Bains who is also VPUAA as counting towards her hours for SFSS work.
- Computing Science Councillor mentioned that VPUAA failed to include the full names and positions of the individuals that they had met with. He suggested mentioning to Executives that they should include both the position of the person they met with as well as their full name.
- VP External and Community Affairs failed to fill out his work report. Vice-Chair highlighted that he is about to go on a Leave of Absence.
- SUS Councillor raised a concern regarding stipend reductions. He reminded OCEO that if work reports were missing, the VP Finance and Services was required to enact a stipend reduction in accordance with SFSS Policies. He mentioned that enacting stipend reduction policies can put the VP Finance and Services in a difficult position and that OCEO should discuss with VPFS if she has been enacting stipend reductions as well as see if they are able to access proof that would be accessible to the OCEO in an in-Camera session.
- Chair mentioned that she will add the concern of access to financial records to the next OCEO meeting but highlighted that if an individual who was unable to complete their work report but reached out to VP Finance and Services with a specific reason as to why they could not submit their work report prior to the deadline of the work report, there would be no stipend reduction. She suggested that this information should also be sent to OCEO and mentioned that she would like to see this as an expectation by Fall 2021.
- Labour Studies Councillor mentioned that he would also like to ensure that the VP

Finance and Services was implementing stipend reductions in a way that aligned with the SFSS policies.

- VP Equity and Sustainability is on a Leave of Absence and therefore did not submit a work report.
- VP Undergraduate and Academic Affairs failed to fill out their work report.
- Chair mentioned that she will contact VP Undergraduate and Academic Affairs, VP External and Community Affairs, and VP Finance and Services, all of whom have not met the requirements, to inquire as to why.
- Labour Studies Councillor mentioned that he disagrees with the stipend reduction policies as in a regular job, if someone submits a time sheet late, there is no reduction in pay.
- Chair highlighted that Executives must inform OCEO and VP Finance and Services if they are unable to meet the deadline for the work report and do not face stipend reductions if they do so.
- VP Events and Student Affairs, who was on a Leave of Absence for a part of the working period, included 50 hours of work in her work report.
- Chair clarified that since VPESA was on a Leave of Absence it was a unique situation.
- In response to a question about paid Leave of Absence policies by World Literature Councillor, Chair explained that the SFSS lacked paid Leave of Absence policies. She highlighted that VP Equity and Sustainability was still working during her Leave of Absence on time-sensitive projects and is being pro-rated for her work. Chair mentioned that she was uncertain if work done during a Leave of Absence still needed to be recorded in a work report if the Executives were being pro-rated for their work.
- Labour Studies Councillor inquired if OCEO is able to access Leave of Absence requests.
- Chair clarified that while OCEO does not have access to Leave of Absence requests, they should be notified when Executives are working limited hours or on a Leave of Absence. She mentioned that the approval by a SFSS staff was a suggestion rather than the current standard practice.
- Chair also clarified that the only type of leave currently available to Executives was the Leave of Absence but mentioned that Governance Committee was working on different types of leave.
- Labour Studies Councillor highlighted that it would be difficult for the OCEO to perform its' duties if they were not aware of what type of leave was being taken by an Executive, for instance if they were sick or injured. He clarified that if all of the Executives took Mental Health leaves, it might force more stress onto other Executives which would not be sustainable. He stressed that there must be some follow-up with Governance Committee regarding what types of leave would be implemented.
- Chair mentioned that Governance Committee will consult OCEO.
- Chair asked Committee Members to go over the work reports prior to the OCEO meetings so that they would be able to raise questions and concerns about the individual work reports as opposed to going over the work reports together.
- Labour Studies Councillor mentioned that there should be time given to OCEO members to review the reports between the deadline of the Executive work report and the OCEO meeting.
- Chair mentioned that she will try to schedule the next OCEO meeting to ensure that members have ample time to review the reports.

*Zaid Lari left the meeting at 6:26 PM

*Ryan Vansickle left meeting at 6:24 PM

6.2 Exec Reports at Council Meetings

SUBMITTED BY: GSW Councillor (Chair) “Devynn Butterworth

- Chair suggested changing the verbal reports done by Executives at Council meetings to a written report as the speed with which these reports are done are not effective. She asked for suggestions from the Committee around improving these reports.
- Labour Studies Councillor suggested having President summarize everyone’s work but recognized that this might be added labour on the President.
- Chair mentioned that discussion of this topic will continue at the following meeting.

7. ANNOUNCEMENTS

7.1 Next Meeting to be on August 31st at 5:30pm

- Meeting date subject to change.

8. ADJOURNMENT

8.1 MOTION OCEO 2021-08-17:02

Justin/Sara

Be it resolved to adjourn the meeting at 6:30 PM.

CARRIED UNANIMOUSLY