

## 1. CALL TO ORDER

Call to Order – 1:37 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>əy̓əm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Sel̓íl̓wítulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əł̓əm (Kwikwetlem) and ḳícəy̓ (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
Campaign, Research, and Policy Coordinator .....	Beatrice Omboga
Administrative Assistant .....	Christina Kachkarova

### 3.3 Guests

Biomedical Kinesiology & Physiology .....	Kashish Mehta
Oversight Committee Chair on Executive Officers.....	Devynn Butterworth

### 3.4 Regrets

VP Equity and Sustainability .....	Marie Haddad
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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. MATTERS ARISING FROM THE MINUTES-Executive Minutes-MOTION EXEC 2021-10-04:01**

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

- EXEC 2021-09-20

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EXEC 2021-10-04:02

**Corbett/Serena**

*Be it resolved to adopt the agenda as presented.*

#### **CARRIED AS AMENDED UNANIMOUSLY**

- Amended to include New Business Item 8.6 Leave of Absences Policy Recommendation
- Amended to include New Business Item 8.7 SFU Robot Soccer Club Storage
- Amended to include New Business Item 8.8 Accessible Course Practices Campaign – AGM Motion
- Amended to include Section 6. Ratification of Regrets
- Amended to include New Business Item 8.9 SFSS AGM Agenda - Divestment Bylaw

## 6. RATIFICATION OF REGRETS

### 6.1 MOTION EXEC 2021-10-04:03

**Matthew/Corbett**

*Be it resolved to ratify regrets from Marie Haddad.*

#### **CARRIED UNANIMOUSLY**

- President mentioned that Marie Haddad had sent in her regrets for mental health reasons.

## 7. REPORT FROM COMMITTEES

### 7.1 Report from Oversight Committee on Executive Officers

#### **RESOURCE: Oversight Committee Chair “Devynn Butterworth”**

- Oversight Committee Chair explained that the Oversight Committee on Executive Officers (OCEO) wanted to explain their work report assessment process and the extension process with the Executives and asked for input on how Executives preferred to receive feedback on their reports. She highlighted that OCEO members would not bring up any personal issues and talk exclusively about the roles of the Executives. Several Executives expressed a preference for receiving feedback in a group setting.
- In response to a question about the increased activity of OCEO from VP External and Community Affairs, OCEO Chair explained that this had been the first year where the committee had been actively reviewing work reports and operating off their Terms of Reference. She explained that part of the OCEO’s year plan was to create a streamline reporting and assessment structure that could be passed on to future Committees which would continue to operate under the Terms of Reference.
- Executive Committee agreed on the following dates for a meeting with OCEO October 12th at 11:30 AM and October 14 at 6 PM.

**7.2 Report from the HR & Personnel Sub-Committee**  
**SUBMITTED BY: President “Gabe Liosis”**

- President, who also serves as Chair of HR & Personnel Sub-Committee, explained that there had been a discussion at the previous HR & Personnel Sub-Committee regarding a request from Members Services Coordinators (MSC) to reinstate the previous position of an MSC Generalist. He explained that he would be meeting with MSC to draft the job description the IT Coordinator position.
- President explained that follow up was still needed regarding a Hiring Committee Development Session for Councillors and updates to the Hiring Handbook with up-to-date hiring practices were also needed. He discussed codifying hiring policies and establishing policy on interview matrices as well as solidifying the role that Executives have in communicating with constituency groups during Coordinator hiring,
- President briefly mentioned the need for a review of administrative policies to determine whether they are in alignment with current practices.

**7.3 Updates from Hiring Committees**  
**SUBMITTED BY: President “Gabe Liosis”**

- VP Internal and Organizational Development mentioned that the Temporary Finance Coordinator Hiring Committee had been working on shortlisting candidates while the Full Time Building Coordinator Hiring Committee was working on finalizing a candidate while all other Hiring Committees that he had been on had finished.
- VP Events and Student Affairs mentioned that the Digital Media Assistant Hiring Committee had completed 1 out of 4 interviews and was looking to start onboarding the week of October 12<sup>th</sup>, 2021. VP Finance and Services and Campaign, Research, and Policy Coordinator also mentioned being on the Digital Media Assistant Hiring Committee.
- VP Undergraduate and Academic Affairs mentioned that the posting for the Administrative Assistant had closed but the Hiring Committee had not yet met to go over the candidates.
- President explained that the Out on Campus Coordinator had conducted the first round of interviews with three candidates and decided to reopen the posting for a second round of interviews. The Out on Campus Coordinator Hiring Committee was on track to close the posting on October 12<sup>th</sup> and shortlist candidates by October 15<sup>th</sup>. He mentioned that the Temporary Finance Coordinator Hiring Committee would close the posting on Monday October 11<sup>th</sup> and shortlist candidates by October 15<sup>th</sup>.
- Operations Organizer and Board Organizer were not on any Hiring Committees.

## **8. NEW BUSINESS**

**8.1 SFSS Staff Office Equipment Purchases-MOTION EXECUTIVE 2021-10-04:04**  
**SUBMITTED BY: VP Internal & Organizational Development “Corbett Gildersleve”**  
**ATTACHMENT: SFSS Office Equipment Purchases – 2021**  
**Corbett/Jess**

*Be it resolved that the Executive Committee recommend the following motion to Council;*

*Whereas the SFSS has created new staffing positions and hired people to fulfil those roles;*

*Whereas the SFSS has aging office equipment that needs to be replaced;*

*Whereas it would be good to have a pool of backup equipment to provide a faster response time to set up equipment for future hires or replacing damaged equipment;*

*Whereas the Space Expansion Fund allows for the maintenance of student space, which includes the equipment inside those spaces;*

*Whereas the Space Expansion Fund has over \$1,000,000 in surplus funds and is historically underutilized;*

*Be it resolved that Council approve spending up to \$90,000 from the Space Expansion Fund for the purchase of 45 workstation equipment.*

*Be it further resolved that Council task the Governance Committee to work with the Finance and Administrative Service Committee to develop to Council a financial policy recommending a regular office equipment update cycle so that it can be properly budgeted.*

**CARRIED UNANIMOUSLY**

- Amended to include “*Be it resolved that the Executive Committee recommend the following motion to Council;*”
- VPIOD mentioned that the attached briefing note ‘SFSS Office Equipment Purchases – 2021’ contained the details of the motion and encouraged Executives to read through it. HE mentioned that the SFSS had a long running issue regarding Office Equipment including the aging computers all over the SFSS. He mentioned that there was a total of 45 computers that needed to be purchased. In terms of computers, there would be 40 Dell PCs with Windows purchased and 5 Macs. VPIOD mentioned that Macs, while more expensive, were needed for the Communications Office and for the Administrative Coordinator for media editing.
- VPIOD discussed the Desktop Support Agreement that the SFSS had with SFU that obligated the SFSS to use the SFU procurement system. He explained that while this was slightly costly, the system included taxes, shipping costs, and warranty costs. VPIOD explained that since the cost for these replacements would cost around \$90 000, the motion would need to be approved by Council.
- VP Events and Student Affairs voiced support for the motion and stated that she would voice her support for it in Council. She explained that when SFSS staff moved remotely, staff were forced to take home computers that were in poor working condition as well as use their own personal computers to perform their duties and that some staff were still using personal laptops for work. VPESA discussed the need to provide staff with adequate materials to perform their duties and highlighted that the SFSS, as the employer and as a union, should ensure that their employees have the resources to perform their jobs.
- President highlighted that it was the fiduciary duty of the employer to provide staff what they needed in order to perform their jobs and supply the SFSS membership with the best service provision. He added that the Space Expansion Fund was historically underutilized and an appropriate fund to source the funds for the upgrade.

**8.2 Recommendation #1 from Internal Communications Working Group: Recommendation for Executive Officers to Meet More Frequently with Staff-MOTION EXECUTIVE 2021-10-04:05**

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

**ATTACHMENT: BN - Recommendation for Executive Officers to Meet More Frequently with Staff**

**Gabe/Jess**

*Be it resolved that the Executive Committee commits that each Executive Officer shall organize and lead meetings with each staff member, either individually or all together, that relates closest to their portfolio, on a frequent basis to be determined by each respective Vice-President.*

*Be it further resolved that the Executive Committee task the President, Operations Organizer, and VP Internal and Organizational Development to work with the HR & Personnel Sub-Committee and Governance Committee to codify this commitment within an SFSS Administrative Policy.*

**CARRIED UNANIMOUSLY**

- President explained that, as indicated in the briefing note, the motion had come from a recommendation brought forward by the Internal Communications Working Group which had been established at the request of staff to have a forum to fix the communication gap between Executives, Council, and Staff. He mentioned that staff wanted to have the ability to communicate with the Executives that they work closest with.
- VPESA commented on how difficult it was to streamline communication between Executives and staff and highlighted that this recommendation would allow for better collaboration and support. She commented on how when certain motions are passed at Council, it tasks staff with certain responsibilities without any morning and that this could solve that issue.

**8.3 Recommendation #2 from Internal Communications Working Group: Recommendation for Executive Officers to Meet More Frequently with Staff-MOTION EXECUTIVE 2021-10-04:06**

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

**ATTACHMENT: BN - Recommendation for Executive Officers to Meet More Frequently with Staff**

**Gabe/Jess**

*Be it resolved that the Executive Committee commits that each Executive Officer shall attend monthly Staff meetings.*

*Be it further resolved that the Executive Committee task the President, Operations Organizer, and VP Internal and Organizational Development to work with the HR & Personnel Sub-Committee and Governance Committee to codify this commitment within an SFSS Administrative Policy.*

**CARRIED UNANIMOUSLY**

- President and Ayesha Khan, as Staff Liaison Officers, had been attending the meetings on behalf of the employer. Staff have requested the attendance of Executive Officers at these meetings which occur monthly on a Thursday between 11am and 12pm with the next meeting on the 21<sup>st</sup> of October.

- In response to a question from VPESA about the location of the meetings, President explained that he was not certain if they would be in-person but would aim for hybrid.

*\*5-minute break taken at 2:50 PM*

**8.4 FNSA COORDINATOR HIRING COMMITTEE-MOTION EXECUTIVE 2021-10-04:07  
SUBMITTED BY: President “Gabe Liosis”**

**Jess/Serena**

*Be it resolved to appoint Marie Haddad to the FNSA Coordinator Hiring Committee as employer representatives.*

**CARRIED UNANIMOUSLY**

- President explained that as Constituency groups were now able to sit on the Hiring Committees for their Coordinators, they would be taking one of the employer representative spots. He explained that he had reached out to FNSA to find someone to sit on the Committee, but there was not currently someone in that position.
- Friendly amendment to strike ‘and x’

*\*Ayesha Khan left the meeting at 3:00 PM*

**8.5 ACCESSIBILITY COORDINATOR HIRING COMMITTEE-MOTION EXECUTIVE  
2021-10-04:08**

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

**Serena/Jess**

*Be it resolved to appoint Serena Bains to the Accessibility Coordinator Hiring Committee as employer representatives.*

**CARRIED UNANIMOUSLY**

- President explained that DNA had not yet chosen someone to serve as the employer representative on their behalf on the Accessibility Coordinator Hiring Committee.
- Friendly amendment to strike ‘and x.’

**8.6 Leave of Absences Policy Recommendation MOTION EXECUTIVE 2021-10-04:09  
Gabe/Corbett**

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

*Whereas R-6 Resignation, Leave of Absence, and Regrets has policies around leaves for Council members is very basic;*

*Whereas the policy doesn't allow for flexibility in different forms of leaves, reduced working hours, or other options forcing a Councillor to either work through their challenges or go without their stipend;*

*Whereas stipends support the hours and work contributed by Council members who rely on them to pay costs;*

*Be it resolved that the Executive Committee recommend to Council to replace R-7 with the following:*

*"Of this leave of absence, 21 business days, of these may be paid in relation to sick leave of absence or mental health leave of absence, illness, bereavement, Ceremonial Leave, and Family Obligations (no proof of medical note is required for this). Reduced hours surrounding times of*

*these leave of absences may be seen and shall not be determined as neglect of duties or unreasonably penalized. It is the expectation of the Councillor in question, that there shall be an appropriate move to normalcy in terms of the expectation of workload."*

**CARRIED UNANIMOUSLY**

- VPESA amended the motion to strike '3 weeks' and replace with '21 business days'
- Committee members supported changing the leave of absence to 21 business days as they could then be taken in a way that was staggered.
- VPESA amended the motion to include 'Ceremonial Leave, and Family Obligations'
- VPESA added that there would be no proof of medical not required to take this leave, and that students who were taking Ceremonial Leave or Family Obligation Leave would not be forced to disclose what ceremony they were attending or the family obligation that they were taking leave for. She explained that these amendments were vital to have an equitable workplace as many might have responsibilities that they chose not to disclose in recorded meetings.
- VPIOD voiced for this motion. He explained that the vote on this motion would likely not be able to go through until mid-November but that it is a rather small and simply policy change.
- VPX voiced support for this motion. He explained that this motion would help create a more supportive environment and that he has seen previous Board members face challenges but unable to take breaks as they were unable to due to financial reasons. He explained that Executives do not have sick days, but they still have to find ways to pay rent and make up work for times they could not work.
- VPESA highlighted the importance of taking Leaves of Absences and breaks.
- VPUAA voiced support for this motion. They explained that they had taken a Leave of Absence and questioned if they could afford to take the 2 weeks off. They highlighted that there was not a big safety net in this position and highlighted that this motion would help improve the equity issue caused by the lack of sick days.
- President highlighted that, while it was a privilege to do equity work and get paid for it, the work was difficult. He explained that this policy would be more compassionate and expressed hope that Council would pass this recommendation.
- President moved to strike 'Executive' and replace with 'Councillor' in the policy contained in quotation marks.

**8.7 SFU Robot Soccer Club Storage MOTION EXECUTIVE 2021-10-04:10**

**Corbett/Matthew**

**SUBMITTED BY: VP Internal and Organizational Development "Corbett Gildersleve"**

*Whereas the SFU Robot Soccer Club has approached the SFSS about storage of carpets for their events;*

*Whereas the carpets are 5 rolls by 2m x 50m and roll up to be 2m x 0.5m;*

*Whereas the VP Internal and Organizational and the Building Manager have corresponded with the club and their needs;*

*Whereas the Building Manager has identified multiple storage spaces that could hold their carpets;*

*Be it resolved that the Executive Committee approve storing these carpets in a room selected by the VP Internal and Organizational Development and the Building Manager.*

**CARRIED UNANIMOUSLY**

- Corbett explained that there had been a discussion on this issue for several months and explained that the carpets would only take up part of one storage room.

**8.8 Accessible Course Practices Campaign – AGM Motion - MOTION EXECUTIVE 2021-10-04:11**

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

*Whereas, the SFSS has launched the Accessible Course Practices campaign.*

*Whereas, this campaign has been gaining traction with the in-person fall semester now underway.*

*Whereas, the AGM is near and it provides an opportunity to bolster the Accessible Course Practices campaign.*

*Be it resolved that the Executive Committee add the following motion to the Annual General Meeting agenda:*

*Whereas the SFSS Council launched the Accessible Course Practices Campaign to urge SFU faculty to standardize lecture recording to enhance the accessibility of education.*

*Whereas the SFSS Council has collected data from students that reflects significant anxiety from the student body upon return to campus whilst still in a pandemic*

*Whereas a majority of the students surveyed expressed that they would like their lectured to be recorded*

*Whereas the working group has also collected data from SFU professors that shows that approximately 65% of the faculty will be recording lectures in the future and 35% are reluctant to do so*

*Whereas the SFSS acknowledges that recording lectures may be difficult for different teaching styles, but we believe that it is necessary to overcome the multiple barriers to education*

*Be it resolved that the SFSS Membership agrees that the Simon Fraser University and SFU faculty should answer to all the calls of action in the Accessible Courses Open letter, which includes:*

*SFU faculty should provide students with recordings of lectures whether it is audio, video, or even prior recorded lectures. Professors and instructors should also encourage their colleagues to adopt similar practices*

*The Simon Fraser University should provide help to instructors through their IT department and invest in resources that better equip faculty to record their lectures*



*The University should also incentivize instructors that standardize lecture recordings in their classrooms and agree to not use the lecture recordings without the instructors' permission"*

**CARRIED UNANIMOUSLY**

- President explained that during the previous year's AGM, the tuition condemnation vote was a highly successful vote and discussed how putting forward questions to the membership was beneficial to bolster campaigns.
- VPIOD voiced support.

**8.9 SFSS AGM Agenda - Divestment Bylaw MOTION EXECUTIVE 2021-10-04:12**  
**SUBMITTED BY: VP Internal and Organizational Development "Corbett Gildersleve"**  
**Corbett/Matthew**

*Whereas the SFSS ran a spring referendum question to enshrine the SFSS's Divestment Policy into the SFSS bylaws;*

*Whereas the question received enough 'yes' votes above the 2/3rds requirement;*

*Whereas the total votes cast was below the 5% quorum needed for referendums and was therefore not binding on the Society;*

*Whereas the Executive Committee can add motions to change bylaws to the Annual General Meeting agenda;*

*Be it resolved that Executive Committee approve adding to the Annual General Meeting agenda the following motion;*

*Whereas the Climate Crisis is real and the SFSS has a responsibility to current and future generations to act;*

*Whereas the SFSS has ISP-1 (Investment Statement Policy) that includes restrictions on directly investing in fossil fuels;*

*Whereas the SFSS has IP-6 (Issues Policy: Climate Justice and Sustainability) that includes full divestment from fossil fuels, supporting investments in green and renewable infrastructure, and supporting student-led climate justice initiatives;*

*Whereas the SFSS and SFU350 worked together last year to bring forward an SFSS spring referendum question to enshrine the SFSS's fossil fuel free investment policy in the By-Laws;*

*Whereas the referendum question received a 79% yes vote, well above the 2/3rds majority threshold, but did not meet the 5% of members voting quorum and therefore was not binding on the SFSS;*

*Be it resolved that the SFSS approve the following By-Law:*

**SFSS Investment Restrictions**

*All direct investments made by the Society shall be fossil fuel free, which includes oil, gas and coal producers, pipeline companies, natural gas distribution utilities, and liquefied natural gas operations.*

*All Indirect investment is limited to equities whose company only derives at most 5% of their gross revenue from fossil fuel investments*

**CARRIED UNANIMOUSLY**

- VPIOD explained that this motion was attempted during the Spring Referendum which did not reach quorum. By allowing this motion to be voted on at the AGM, it would allow the motion to become enshrined in the current divestment policies of the SFSS Bylaws.

## 9. IN-CAMERA

### 9.1 MOTION EXECUTIVE 2021-10-04:13

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

**Gabe/Jess**

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

**POSTPONED**

#### 9.1.1. Hours of Work Letter of Agreement MOTION EXECUTIVE 2021-10-04:14

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

- Council voted to Postpone this In-Camera Item and moved to bring the item to the Executive Committee.

## 10. EX-CAMERA

### 10.1 MOTION EXECUTIVE 2021-10-04:15

/

*Be it resolved to go ex-camera.*

**CARRIED / NOT CARRIED /CARRIED AS AMENDED**

## 11. DISCUSSION ITEMS

### 11.1 Office Space Community Guidelines

**SUBMITTED BY: VP Events and Student Affairs” Jess Dela Cruz”**

- VPESA explained that by creating Office Space Community Guidelines, it would allow Executives to see their shared space as a place of working and feel comfortable in the spaces. She asked Executives to share their thoughts in a Google Doc that she shared during the meeting.
- President thanked VPESA for initiating this discussion.

### 11.2 Work Name Tags

**SUBMITTED BY: VP Events and Student Affairs” Jess Dela Cruz”**

- VPESA explained that some staff, particularly student-facing staff, had suggested having name tags as students had been rude to them, particularly when asked to wear masks. She suggested having nametags with the position of the staff as well as the SFSS logo.
- VPIOD voiced support.
- President mentioned that Ayesha Khan and Somayeh Naseri would be the best to contact in regards to ordering name tags for staff.

### 11.3 Committee Email Motions

**SUBMITTED BY: VP Events and Student Affairs” Jess Dela Cruz”**

- VPESA explained that lots of motions passed by email in Committees have action items or monetary actions attached to them but are difficult to track as there is no meeting record or notes of these motions. She explained that she had spoken to Somayeh Naseri, the Administrative Coordinator, who had created an Excel sheet for the chairs of each Committee to track any email motions. She asked Executives to notify non-Executive Councillors of this.
- President explained that email motions were not common practice and only used for time sensitive motions. He suggested that all motions passed via email should be added to the upcoming agenda in a separate section such as a Report on Motions Passed Between Meetings Item, like the Notice of Motion section for policy changes. He explained that these items needed to be shared publicly in the spirit of transparency to allow for others to question why it had been passed and for the motion to be codified in policy.
- Emmanuela Droko voiced support for this idea and suggested transferring ownership of the Excel sheet to Somayeh Naseri to preserve institutional memory.
- VPESA voiced that staff also needed to be made aware of these motions and mentioned how Executive Committee had just discussed ways to improve communication with staff.
- President handed Chair off to VP Internal and Organizational Development.

*\*Gabe Liosis left at 3:52 PM*

#### **11.4 Club and DSU In-Person Event Guidelines**

**SUBMITTED BY: VP Events and Student Affairs” Jess Dela Cruz”**

- VPESA explained that in meetings with Member Services Coordinators, they had discussed updates for In-Person Events. Moving forward, there would still be no events hosted in the SUB, but the document containing the In-Person Event Guidelines had been changed to reflect changes in the Provincial Health Order. She explained that the checklist had been changed to an application form, no changes in the tracing list, but that requirements for checking vaccine cards and government issued ID had been added. At events, there must be a designated person with the vaccine card verifier app who would be checking the proof of vaccination of all those in attendance. She explained that students hosting events must familiarize themselves with what type of identification are acceptable.
- VPESA explained that events with more than 25 people who were at venues, not private residences, and followed venue guidelines and PHO would be approved on a case-by case basis. She explained that she wanted this motion to be passed at the next Executive meeting and then be brought to Council.
- VPIOD suggested having this as an email motion.
- VPX voiced support for this discussion item to be made a motion and mentioned the importance of providing students with up-to-date protocols for hosting events.

#### **11.5 Collective Agreement Bargaining**

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

- VPIOD explained that the Collective Agreement had been ratified by both parties unanimously and a joint statement was being written by Ayesha Khan, President, and the Union. He mentioned that he had recommended a Finance focus group to be created with the Finance Coordinator and VP Finance and Services to sort out how backpay would be

paid. He explained that the group would need to ensure that there was enough to be pulled from the surplus to pay backpay and would set up another meeting with the bargaining Committee to discuss details.

- VPIOD provided context on the Collective Agreement Bargaining, explaining the the previous Collective Agreement had expired in summer 2019, and the Collective Agreement that had been ratified would expire in Summer of 2025.

#### **11.6 Burnaby Mountain Gondola Campaign**

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

- VPIOD mentioned that as President was not in attendance, he would ask President to email the Executive Committee the details of this discussion item.
- Beaty Omboga explained that, based on the previous advocacy plan for 2020-2021, there needed to be follow-up.
- VPIOD explained that there was hold up in a vote on the Gondola at the Burnaby City Council, but that during a tour of the SUB with a Burnaby City Councillor, they had discussed the need of a discussion of the Burnaby Mountain Gondola on the Burnaby City Council Agenda.

## **12. ATTACHMENTS**

### **12.1 BN - Recommendation for Executive Officers to Meet More Frequently with Staff**

### **12.2 SFSS Office Equipment Purchases – 2021**

## **13. ADJOURNMENT**

### **13.1 MOTION EXECUTIVE 2021-10-04:16**

**Matthew /Jess**

*Be it resolved to adjourn the meeting at 4:10 PM.*

**CARRIED UNANIMOUSLY**

## **Briefing Note - Recommendation for Executive Officers to Meet More Frequently With Staff**

**Author - Gabe Liosis, President, Staff Liaison Officer**

### **ISSUE**

Staff have raised that there is a large gap in communication between the Executive Committee and staff members.

### **BACKGROUND**

In identifying this issue, the Operations Organizer and President set-up an *Internal Communications Working Group* at the request of staff to brainstorm and recommend to the Executive Committee methods for closing this communication gap.

### **CURRENT STATUS**

The *Internal Communications Working Group met* for the first time on September 13th, 2021, with a series of recommendations, as shown in [this document](#).

### **RECOMMENDATION #1**

A recommendation stemming from the Working Group's first meeting suggested that each Vice-President of the Executive Committee meet with each staff member and/or department that pertains to that Vice-President's portfolio on a frequent basis. This would enhance communication between the Executive and Staff, providing a forum for **(1)** Executives to provide updates on what they're working on, what they are going to be working on in the near future, and what support they need from staff; and for **(2)** Staff to ask questions, receive clarification, and provide feedback on the VP's initiatives.

Based on the SFSS Organizational Chart, I have put together a list of each staff position, and which VP Portfolio that staff position works most closely with.

Based off this list, I recommend that each respective Vice-President organizes and leads a meeting with each staff member, either all together or individually, on a frequent basis to be determined by the Vice-President (I recommend bi-weekly), to provide updates on what they are working on and what support they will need from staff.

#### **President**

- Operations Organizer
- Building Manager
- Board Organizer

#### **VP Internal & Organizational Development**

- PRCA Coordinator

<ul style="list-style-type: none"> <li>● Building Coordinators</li> <li>● Administrative Coordinator</li> <li>● <i>IT Coordinator</i></li>   <li>● Building Assistants</li> <li>● Administrative Assistant</li> </ul>
<p><b>VP Finance &amp; Services</b></p> <ul style="list-style-type: none"> <li>● Financial Coordinators</li> </ul>
<p><b>VP University &amp; Academic Affairs + VP External &amp; Community Affairs (+ VP Equity &amp; Sustainability)</b></p> <ul style="list-style-type: none"> <li>● CAM Coordinator</li> <li>● Student Advocacy Coordinator</li> <li>● Communications Coordinator</li>   <li>● Digital Media Content Creator Assistant</li> <li>● Social Media Assistant</li> </ul>
<p><b>VP Equity &amp; Sustainability</b></p> <ul style="list-style-type: none"> <li>● WC Coordinator</li> <li>● OOC Coordinator</li> <li>● FNSA Coordinator</li> <li>● BSSC Coordinator</li> <li>● Accessibility Coordinator</li>   <li>● Accessibility Assistant</li> <li>● WC Assistant</li> <li>● OOC Assistant</li> </ul>
<p><b>VP Events &amp; Student Affairs</b></p> <ul style="list-style-type: none"> <li>● MSC-Clubs</li> <li>● MSAAs</li> <li>● MSC-Student Unions &amp; Groups</li> <li>● Student Union Outreach Worker</li> <li>● MSC-Surrey</li> <li>● MSC-Events</li> </ul>

**MOTION**

*Be it resolved that the Executive Committee commits that each Executive Officer shall organize and lead meetings with each staff member, either individually or all together, that relates closest to their portfolio, on a frequent basis to be determined by each respective Vice-President.*

*Be it further resolved that the Executive Committee task the President, Operations Organizer, and VP Internal and Organizational Development to work with the HR & Personnel Sub-Committee and Governance Committee to codify this commitment within an SFSS Administrative Policy.*

**RECOMMENDATION #2**

Another recommendation stemming from the Working Group's first meeting suggested that the entire Executive Committee attends Staff Meetings, which currently happen on a monthly basis on Thursdays, from 11am-12pm (the next scheduled meeting is Thursday, Oct. 21st, 2021).

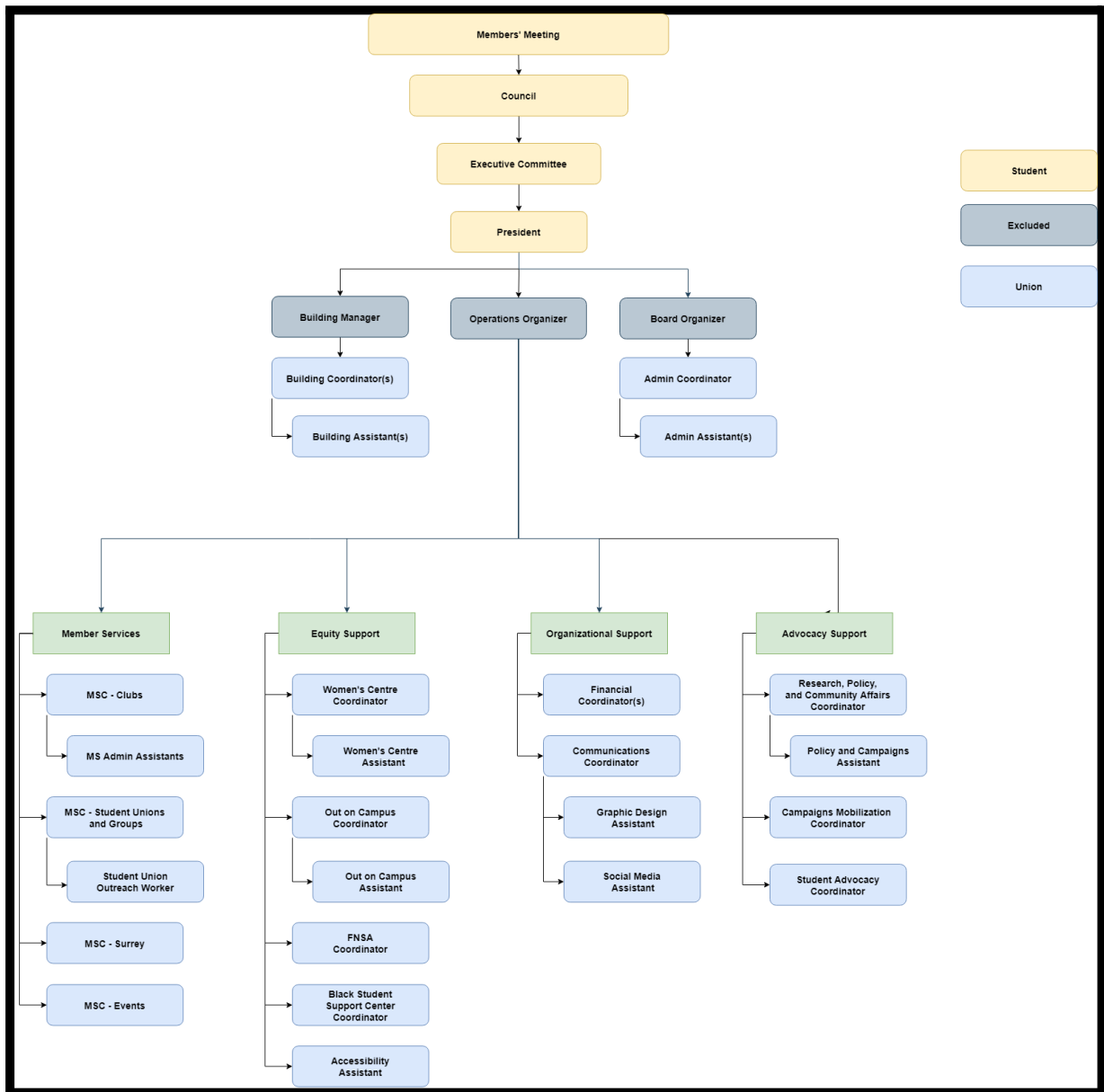
**MOTION**

*Be it resolved that the Executive Committee commits that each Executive Officer shall attend monthly Staff meetings.*

*Be it further resolved that the Executive Committee task the President, Operations Organizer, and VP Internal and Organizational Development to work with the HR & Personnel Sub-Committee and Governance Committee to codify this commitment within an SFSS Administrative Policy.*

# APPENDIX:

## SFSS ORGANIZATIONAL CHART





# Briefing Note: SFSS Office Equipment

Author: VP Internal and Organizational Development

## ISSUE

The SFSS has added new departments and new roles since summer 2020. Some of these roles do not have proper office equipment such as desktop computers. Staff have been using personal computers, especially those that were working remotely during the previous year. However, now that staff are working in person more, the SFSS needs to purchase new equipment. Additionally, a review of our current computers has found that the majority of them are old and need to be replaced.

## BACKGROUND

### SFSS History

Before 2016, the SFSS was solely responsible for the purchase, maintenance, and upkeep of its computer equipment. The SFSS also did not have any technical roles to provide this support. It still does not. However, in 2016, the SFSS entered into an agreement with IT Services to provide “Desktop Support” which includes desktop, laptops, payroll server, emails, etc. This agreement also requires that we purchase items through SFU’s procurement system which has limited options as SFU prefers to keep their hardware and software similar to each other for easier maintenance and support.

When SFSS entered into this agreement we updated and replaced some of our computers. After that, computers and laptops were purchased in an ad-hoc manner. At present, at least 26 computers were made before 2018. Some computers have become obsolete and need to be replaced.

Since 2020, the SFSS has created 10 new positions on top of 17 existing ones. There are two other positions being developed and two positions being expanded. Additionally, the SFSS executive and council space needs updating and expansion of computers; 7 for the offices and 3 for the common space. It would also be good to purchase extra 10 computers for future staff expansion and backup options in case a computer goes down, that way we can easily set them up/replace them. Some computers (Macs) through SFU take 3-4 weeks to arrive. As such, there’s a need for around 45 computers in total that need to be purchased to replace existing computers, provide equipment for new staff, and to act as backups. Finally, it would be helpful to purchase webcams for all workstations so that we can more easily support hybrid meeting attendance for Staff, Council, and Executive members.

## Space Expansion Fund

This fund was historically created to pay for new space for the SFSS. However, over time it's purpose was expanded through multiple referendums. A relevant change was in 2001:

### *SFSS Capital Levy and Space Expansion Fund Re-dedication*

*In 1989 the Student Society established a \$15 per semester capital levy and Space Expansion Fund to fund the expansion of the Maggie Benston Centre, in which the Society has its services, offices, and other student space.*

*Do you agree that the levy and fund should be re-dedicated and continued to support the future expansion, renovation, and **ongoing maintenance of existing and future space for the students, student groups and student activities at SFU,***

Yes or No?

YES: 821

NO: 298

PASSED

Bolded relevant language.

Maintenance of space can include existing items in that space. This equipment is used to provide services and support to students, student groups, and student activities.

## COST BREAKDOWN/BUDGET ESTIMATES

### Unit Costs and Information

Item	Description	Unit	Cost (Taxes and Warranty Included)
Desktop Tower	DELL OPTIPLEX 7090 SFF 16GB/512GB/DVD	1	1258.14
24" Monitor	DELL FHD P2422H MONITOR	1	295.86
keyboard		1	Included
mouse		1	Included
speaker set		1	N/A
webcam w/mic	LOGITECH WEBCAM C925E	1	145.98
Mac Combo	APPLE 27" IMAC 5K INTEL 16GB/1TB	1	3664.15

Summary			
Desktop PC	1699.98		
Mac Combo	3810.13		
<b>Notes</b>			
<b>Warranty</b>			
Mac Combo	4-Year SimplyGuard \$199		
	- includes accident protection \$129.99 for first incident, \$259.99 for second		
	- includes 3rd party monitor on same invoice		
Desktop	3-Year Dell ProSupport		
Shipping			
Dells	2 Day deliveries		
Macs	3-4 Weeks		
Webcam	1-2 Weeks		
<b>Specifications</b>			
Mac Combo	CPU: 10th Gen Intel i7 8-Core Processor (3.8-5.0GHz)		
	RAM: 16GB 2666MHz DDR4 RAM		
	Hard Drive: 1TB SSD		
	Display: 27" (5120 x 2880) Retina IPS LCD		
	Graphics Card: Radeon Pro 550XT with 8GB GDDR5 Memory		
	Keyboard: Apple Magic Keyboard with numeric keypad (Wireless)		
	Mouse: Apple Magic Mouse 2 (Wireless)		
Desktop	CPU: 10th Gen Intel i5-10600 6-Core Processor (3.3-4.8GHz)		
	RAM: 16GB (2x8GB) DDR4 2666MHz UDIMM Non-ECC		
	Hard Drive: M.2 512GB PCIe NVMe Class 40 SSD		
	Optical Drive (DVD): 8x DVD+/- RW		

	9.5mm Optical Disk Drive		
	Additional Accessories: Equipped with keyboard and mouse		
Webcam	Resolution: Full HD 1080p video calling (up to 1920 x 1080 pixels); 720p HD video calling (up to 1280 x 720 pixels) with supported clients.		
	Codec: Supports H.264 with Scalable Video Coding and UVC 1.1 encoding to minimize its dependence on computer and network		
	Field of View: 78° field of view		
	Audio: 2 omni-directional mics		
	Connection Type: Hi-speed USB 2.0 certified		

## Equipment Needs

Positions	Staff	Workstations Needed
<b>Existing/Rebranded (2020)</b>		
Admin Assistants	3	2
MSAA	4	2
PRCA	1	1
MSC Clubs	3	3
MSC Unions and Groups	1	1
MSC Surrey	1	1
Finance Coordinators	2	2
Student Union Outreach Worker	1	1
MSC Events	1	1
WC Coordinator	1	1
WC Assistant	1	1
OOO Coordinator	1	1
Comms Coordinator	1	1
Graphic Design Assistant	1	1
Social Media Assistant	1	1
Building Manager	1	1

Policy and Campaigns Assistant		
<b>Subtotal</b>	<b>24</b>	<b>21</b>
<b>New Positions (2021)</b>		
Board Organizer	1	1
Operations Organizer	1	1
Campaign Mobilizer Coordinator	1	1
Student Advocacy Coordinator	1	1
Admin Coordinator	1	1
FNSA Coordinator	1	1
BSSC Coordinator	1	1
Accessibility Assistant	1	1
Building Coordinators	2	1
Building Assistant	8	3
<b>Subtotal</b>	<b>18</b>	<b>12</b>
<b>Unhired/Developing Positions</b>		
Accessibility Coordinator	1	1
IT/Tech Coordinator	1	1
Building Coordinators	2	1
<b>Subtotal</b>	<b>4</b>	<b>3</b>
<b>Council/Executive</b>		
Executive Officers	7	7
Council	50	3
Associate VPs	3	0
<b>Subtotal</b>	<b>60</b>	<b>10</b>
Backup Workstations		<b>3</b>
Equipment That's Still Good		<b>-4</b>
<b>Total</b>	<b>106</b>	<b>45</b>

## KEY CONSIDERATIONS

The SFSS needs to purchase new equipment for new hires and future hires as well as replace aging equipment.

The Space Expansion Fund currently receives around \$350,000/year from student fees. It currently has over \$1,000,000 in unused surplus and another \$2,000,000 in the investment fund.

## OPTIONS/RECOMMENDATIONS

Recommend the purchase of 40 PC workstations (Dell Monitor, Tower, Keyboard and Mouse) and 5 Macs as listed in the Unit Costs and Information table.

## TIMELINE

If this motion passes, we can start the procurement process with SFU which includes submitting our equipment requirements.

PC desktops and monitors can be delivered in less than a week. Macs can be delivered in 3-4 weeks. Webcams can be delivered in around a week. SFU will take some time to set up the equipment and install relevant software, register the computers, and other administrative tasks.

## MOTION/RECOMMENDED MOTION(S)

Whereas the SFSS has created new staffing positions and hired people to fulfil those roles;  
Whereas the SFSS has aging office equipment that needs to be replaced;  
Whereas it would be good to have a pool of backup equipment to provide a faster response time to set up equipment for future hires or replacing damaged equipment;  
Whereas the Space Expansion Fund allows for the maintenance of student space, which includes the equipment inside those spaces;  
Whereas the Space Expansion Fund has over \$1,000,000 in surplus funds and is historically underutilized;

Be it resolved that Council approve spending up to \$90,000 from the Space Expansion Fund for the purchase of 45 workstation equipment.

Be it further resolved that Council task the Governance Committee to work with the Finance and Administrative Service Committee to develop to Council a financial policy recommending a regular office equipment update cycle so that it can be properly budgeted.