

## 1. CALL TO ORDER

Call to Order – 1:03 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), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwikwetlem) and q̓icəy̓ (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
VP Equity and Sustainability .....	Marie Haddad

### 3.2 Society Staff

Operations Organizer .....	Ayesha Khan
Board Organizer .....	Emmanuela Droko
Campaign, Research, and Policy Coordinator .....	Beatrice Omboga
Administrative Assistant.....	Phanie Phan
Building Manager .....	John Walsh

### 3.3 Leave of Absence

VP Equity and Sustainability .....	Marie Haddad
------------------------------------	--------------

### 3.4 Regrets

Board Organizer .....	Emmanuela Droko
-----------------------	-----------------

### 3.5 Guests

Mathematics Counsellor .....	Ben Tischler
------------------------------	--------------

## 4. ADOPTION OF THE AGENDA

### 4.1 MOTION EXEC 2022-01-04:01

Gabe/Jess

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

**CARRIED AS AMENDED**

- Add discussion item 8.2 Staff Support

## 5. REPORTS

### 5.1 Report from Management

- Ayesha Khan, Operations Organizer
  - Email catch-up for December and January.
  - Took care of onboarding for new members.
- John Walsh, Building Manager
  - Communicated with staff to discuss how to proceed with building accessibility.
  - Set up the deliveries with the flood donations to the badly damaged areas.
  - Looked after deficiencies in the Student Union Building's maintenance and replacements of equipment.
  - Looking at restructuring the building for reduced capacity.

### 5.2 Report from Executive Officers

- Jess Dela Cruz, VP Events and Student Affairs
  - Met with FNMISA to discuss the possible Pow wow and cultural night that will be happening within the SUB at the end of the term.
  - Met with SFU Recreation with FNMISA to discuss the Pow wow plan.
  - Went over the possible building plaques with Matt and John.
  - Met with MSA building staff to discuss having events within the SUB by January 17; There will be a need for re-evaluation due to new circumstances.
  - Met with MSA staff and Indian Student Federation to discuss the possible Holi.
  - Jess, Matt, and John were at the SUB during the power outage to pack a truck with the flood donations, which were sent out successfully brought to the Langley airport and delivered to remote communities.
  - Met with Lisa Ogilvie to discuss and support her work for student honoraria.
  - Attended meetings with Gabe and staff to discuss internal operations and COVID-19 SFSS response and how to support staff during this time, like remote and hybrid work, building access, and emails to council and memberships
- Almas Phangura, VP Finance and Services
  - Working on next semester's plan with Ella and BT.
  - Discussed projects, which Almas wants to take on and decided how to move forward.
  - Working on collection of stipends based off of council member resignations.
  - Reached out to the resigned members to collect their stipends.
  - Corbett and Ella set up a system, where everyone will be notified of a resignation.
  - Working with people to fill in and collect Work Reports for the previous months.
  - Sort issues with miscommunication regarding stipends and reports.
  - Being part of the Excellence Teaching Award Committee to give rankings scores to the nominated professors.

- Another SFU committee, Almas is part of, will have their meeting within next month to discuss probable Dean candidates for the Faculty of Science.
- Afghan Scholar funding: There is an issue with how the SFU International Services wants to proceed versus how the SFSS wants to proceed.
- Almas, Sean, Marie, Corbett, and Professor McAllister have been in contact about this. Review of letters and set up meetings.
- Discussed staff gift cards with Marie, Corbett, and Ella.
- Serena Bains, University and Academic Affairs
  - Put together requests made by the accessibility committee from last and this year.
  - A few students have reached out about the drop deadline, since classes will be online for some time.
  - Create a plan for the Spring semester.
  - Reply to student request regarding move online confusions and clarify what the students have to prepare for.
- Corbett Gildersleve, VP Internal and Organizational Development
  - Attended the Afghan Scholar meeting.
  - Attend Executive meeting regarding COVID-19.
  - Worked on a transition, an operation, and communication plan for Gabe's resignation.
  - Assisting Jess and Marie with organizing and better managing their email.
- Gabe Liosis, President (Chair)
  - Executed Executive Committee meetings to discuss COVID-19 response and change in insurance for staff benefits.
  - Carried out extensive meetings on how to respond to the surge in COVID-19 cases, focusing on operations, advocacy, and pivoting of events.
  - Discussed the motion adoption the SFSS is going to take.
  - Regular check-ins with all management staff, including Ayesha and Ella.
  - Met with Jude and Constantine, the Out on Campus Coordinator and Programing Assistant, to discuss to resume the Out on Campus collective.
  - Attended a joint operations group meeting to discuss:
    - Diversity and Neurodivergence Alliance (DNA) and their capacity to support students with accessibility.
    - Concerns regarding university budget consultation process.
    - Assuring Student Societies get the draft on time to provide feedback before it goes to the Board of Governors for final approval.
    - COVID-19 safety measures by pushing SFU for a stronger response.

### **5.3 Report from HR & Personnel Sub-Committee**

- N/A

## 6. NEW BUSINESS

### 6.1 Recommendation to Council: Amendments to SFSS Personnel Policies- MOTION EXEC 2022-01-04:02

**SUBMITTED BY:** President Gabe Liosis

**ATTACHMENT:** Proposal - Personnel Policies: Closures

**Gabe/Jess**

*Whereas, recent inclement weather events have demonstrated that SFSS Personnel Policy 1 (Office Closure) is inadequate and outdated.*

*Whereas, the Society needs robust and clear policies and processes regarding closure of spaces due to inclement weather or other reasons.*

*Whereas, the President, alongside Management, have drafted policy language for the consideration of Council regarding Office Closures and Building Closures.*

*Be it resolved that the Executive Committee recommend to Council to adopt the proposed policy amendments to PP-1 "Office Closure".*

*Be it further resolved that the Executive Committee recommend to Council to adopt the proposed new Personnel Policy titled "Building Closure".*

**CARRIED AS AMENDED**

- Gabe Liosis
  - Clarified the difference between an Office and a Building Closure.
  - Added clarifying statement 'to work remotely due to inclement weather, if approved' to Proposed Policy PP-1 "Office Closure"
    - Making the statute the policy as follows: "If an employee requests to work remotely due to inclement weather, if approved, or is directed to work remotely due to inclement weather, and an Office Closure has not been declared, they will receive pay for that day."

## 7. DISCUSSION ITEMS

### 7.1 SFSS COVID-19 Response Updates

**SUBMITTED BY:** President "Gabe Liosis"

**BLURB:** Roundtable on updates from Executive Officers on work done, and work to be done, regarding the Society's response to the surge in COVID-19 cases, driven by Omicron. Please provide updates regarding operations, advocacy, events, or in other relevant areas.

- Josh Welsh:
  - SUB is looking to reduce capacity within the building and thinking of other measures to make it safe for a hopeful reopening on January 13.
  - Blocked all of the room booking option for the next few weeks and looking to reopen them again, so students can book for remote lectures.
- Jess Dela Cruz:
  - Need to meet with the Muriel and the Executive Team to go over the COVID-19 survey that is supposed to be sent out to the students.

- Meeting the MSA staff to give them a recap of what has been happening the past months regarding building closure and etc.
- Scheduling of daily meetings to discuss COVID-19 response.
- Regroup with Shelly, Corbett, John, and Dipti to talk about events in general and Jess' portfolio and how she can be most effective in the position.
- Regroup with FNMISA to discuss their space, in terms of SUB closure, and help the new Coordinator with those details.
- Serena Bains
  - Concerns of students on if the course outlines online still reflected what will happen this month, as they need more time to decide if the courses work for them.
- Gabe Liosis
  - Brought up concerns regarding staff who are experiencing symptoms and want to get tested for COVID-19 and want to make sure their payroll is not penalized and it does not affect their paid sick leave.
    - Ayesha shares that she has been working with new hires, who have not had their full complement of time off, that the time for COVID-19 testing during work time is considered
- Ayesha Khan
  - Staff members, who have COVID-19, should be encouraged to not work and rest due to its long-lasting effects.

### 7.2 2022 Spring Referenda

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

**BLURB:** Discussion around Executive Committee roles in campaigning for each referendum question.

- Setting up communications to set up campaigns.
- Stress the importance for Executives to understand that there is a need to push and promote these things, like the fee increases for the dental plan, the renewal of the 5% fee shift, dedicated fees for FNMISA, SOCA, DNA, and more.
- Volunteer to push out and contact students.
- **Action Items:**
  - Corbett send an email to Executive and Council to ask for more direction.
  - Gabe suggests to have a meeting to discuss and put together a campaign plan for each referenda question.
  - No specific actions yet.

### 7.3 Executive Work Reports

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

**BLURB:** Many Executives are behind, and we need to catch up.

- Corbett Gildersleve
  - Work Reports need to be updated and the need for the staff members to catch up is important.
  - Work Reports on the website help people better understand what the SFSS does.
  - Asked Almas to compile a list of missing reports per person and send an email with the list of the reports to fill in.

### 7.4 Committee Exit Reports

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

**BLURB:** Discussion around the creation of committee exit reports.

- Corbett Gildersleve
  - Exit Reports will be helpful for the next Committee to get a summary of what was done and what can be done.
- Almas Phangura
  - When will the Exit Reports be due?
    - Corbett: Before the end of April.
  - What are the contents of an Exit Reports?
    - Corbett: Pared down version of Semester Reports, include what was worked on, results, project continuation and recommendations.
  - Is there a page limit for Exit Reports?
    - Corbett: Depends on the Committee.
  - Stresses the importance if the Exit Reports can be on the website (public domain) as staff members' needs and concerns need to be kept in mind.

### 7.5 Semester Reports

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

**BLURB:** Reminder that they are due at the end of this month.

- Corbett Gildersleve and Almas Phangura
  - Reminds that the Semester Reports are due soon and calls to start on filling them out.

## 8. IN-CAMERA

### 8.1 MOTION EXECUTIVE 2022-01-04:03

Gabe/Jess

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

**CARRIED UNANIMOUSLY**

- **Transition Plan**

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

## 9. EX-CAMERA

### 9.1 MOTION EXECUTIVE 2022-01-04:04

Gabe/Jess

*Be it resolved to go ex-camera.*

**CARRIED UNANIMOUSLY**

## 10. ATTACHMENTS

### 10.1 Proposal - Personnel Policies: Closures

## 11. ANNOUNCEMENTS

**11.1 [Leave of Absence Notification] VP Equity & Sustainability, January 1st-10th, COVID-19 with intense symptoms, Paid**

**11.2 [Leave of Absence Notification] VP Internal & Organizational Development, December 27-31, Personal Mental Health, Paid**

## **12. ADJOURNMENT**

**12.1 MOTION EXEC 2022-01-04:05**

**Gabe/Jess**

*Be it resolved to adjourn the meeting at 3:18 PM*

**CARRIED UNANIMOUSLY**

# PP-1: OFFICE CLOSURE

## Policy

Employees will not suffer a loss of pay if the Simon Fraser Student Society closes due to inclement weather or other circumstances.

## Definitions

**“Office Closure”** means that the SFSS operation is closed entirely, and that the Office closure is treated as an Office Holiday.

**“Office Holiday”** means a day off with pay.

## Process

The President shall be responsible, with a recommendation from the Operations Organizer, for declaring an Office Closure due to inclement weather.

In the event of inclement weather an employee who is unable to attend work, or who feels that it would be unsafe to attempt to attend work, will receive no pay for that day, unless specifically instructed by the Operations Organizer or their designate to not attend work.

In the event that an employee is at work and requests to leave early because of inclement weather and is allowed to leave work early, they will be paid only for the hours they actually worked that day. In the event an employee is instructed by the Operations Organizer or their designate to leave work early because of inclement weather, the employee will be paid for the balance of hours they were scheduled to work.

If the ~~Operations Organizer or delegate closes the~~ Society closes due to inclement weather or other circumstances, employees will not be expected to work and will not suffer any loss of pay. If circumstances require that the SFSS remain closed beyond 24 hours, the Operations Organizer will review the possibility of layoffs, seeking approval from the Executive committee for any such layoff.

If an employee requests or is directed to work remotely due to inclement weather, and an Office Closure has not been declared, they will receive pay for that day.



# PP-X: BUILDING CLOSURE

## DEFINITIONS

**“Building Closure”** means the closure of the Student Union Building, but isn’t an Office Holiday or Office Closure. This definition does not include spaces managed or leased by the Society at the SFU Surrey, Vancouver campuses, or elsewhere.

**“Space Closure”** means the closure of any Society space that is not the Student Union Building. This includes the SFSS’s space in SFU Surrey and SFU Vancouver.

## PROCESS

The President shall be responsible, with a recommendation from the Operations Organizer and/or the Building Manager, for declaring a Building Closure or any Space Closures.

### Building Closure

If a Building Closure is declared, employees will be directed to conduct their shifts remotely.

If a Building Closure has not been declared due to inclement weather, and a staff member chooses to stay home or end their shift in the Student Union Building early, staff will be directed to complete the remainder of their shift remotely, where possible.

### Space Closure

If a Space Closure is declared at any Society space, employees there may be directed to conduct their shifts remotely.