

1. CALL TO ORDER

Call to Order – 10:02 AM

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^wəy̓əm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Selíiwitulh (Tsleil-Waututh), k^wik^wəł̓əm (Kwikwetlem) and ǰícəy̓ (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 HR and Personnel Composition

President (Chair)

Helen Sofia Pahou

VP Internal and Organizational Development (Vice-Chair)

Judit Nagy

Acting VP Equity and Sustainability

Arthur Lee

Mathematics Councillor

Ben Tischler

3.2 Society Staff

Board Organizer

Emmanuela Droko

Temporary Operations Organizer

Sindhu Dharmarajah

Administrative Assistant

Phanie Phan

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- HR and Personnel Committee
Minutes- MOTION HRP 2022-09-26:01**

Be it resolved to receive and file the following minutes:

- HRP 2022-08-15

5. ADOPTION OF THE AGENDA

5.1 MOTION HRP 2022-09-26:02

Arthur / Judit

Be it resolved to adopt the agenda as presented.

CARRIED AS AMENDED

- Add 'In-Camera' item:
 - Potential Human Rights Complaint (email July 8, 2022 at 9:15 am)

- Add section “New Business” and item:
 - Contract Amendment for Building Manager to Facilities Manager

6. IN-CAMERA

6.1 MOTION HRP 2022-09-26:03

Judit / Arthur

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

CARRIED UNANIMOUSLY

- Potential Staffing Changes
- Potential Human Rights Complaint (email July 8, 2022 at 9:15 am)

7. EX-CAMERA

7.1 MOTION HRP 2022-09-26:04

Arthur / Judit

Be it resolved to go ex-camera.

CARRIED UNANIMOUSLY

8. NEW BUSINESS

8.1 Contract Amendment for Building Manager to Facilities Manager - MOTION HRP 2022-09-26:05

SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”

Judit / Ben

Whereas the building manager portfolio is not consistent with the current tasks, duties, and expectations of the building manager role;

Whereas there is a need to oversee all Society spaces, not just the Student Union Building;

Whereas there is a need to oversee Society space leases and licensing negotiations, which previously fell on the CEO;

Whereas the Society needs further assistance with IT matters, and liaising with SFU IT matters;

Be it resolved to approve the updated job description from “Building Manager” to “Facilities Manager”;

Be it further resolved that HRP approves sending out the letter of offer for the Facilities Manager position to “John Walsh”;

Be it further resolved that Walsh starts in his new position effective October 1, 2022.

CARRIED UNANIMOUSLY

- VP Internal explained that all the SFSS spaces need to be overseen beside the SUB and there is a need to acknowledge the work that us being done by John.
- VP Internal explained that John is taking on tasks and filling in gaps that were the Build SFU Manager’s.

9. DISCUSSION ITEMS

9.1 Annual Personnel Policy Review

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

ATTACHMENTS: SFSS Personnel Policies

- VP Internal explained that the Personnel Policies need to be reviewed by the Governance Committee in cooperation with the HRP Committee, as those are the policies the Governance Committee can not review on their own.
- VP Internal explained that this item was brought up so the committee can begin the review and see how up to date the policies are with regards to human rights and workplace practices.
- VP Internal suggested to have WorkSafeBC or another organization to look into the SFSS’ human rights and workplace practices, so nothing is missed during the internal review.
 - Mathematics Councillor and Acting VP Equity agree with the suggestion.

9.2 Job Description Review

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

- Sindhu explained that, as part of the collective agreement, the SFSS needs to update the job descriptions with the Union on a one-year basis from April 19, 2021 and after that there will be recurring reviews with the involvement of the Coordinators.
- Sindhu shared that on the Administration and Organizational Support side, there have been frequent updates.
 - Sindhu shared that the Administration portfolio is updated, as the Building Manager goes over the job descriptions on a consistent basis.
 - The Organizational Support portfolio is also updated.
- Sindhu shared that she and the respective Coordinators are currently going through the Advocacy job descriptions.
 - As some job descriptions overlap, they will be holding group consultations with the Coordinators involved.
- Sindhu explained that more works needs to be done for Member Services portfolio and there will be significant discussion about the overlap of the roles.
 - There will be a change to the MSC-Generalist role, as it is currently responsible for events on campus for assisting student groups. The proposal is to change the role title to something that reflects support for student groups.
- Sindhu explained that significant time will be spent on the Equity portfolio with the Acting VP Equity, as it will involve the use of their space, executive staff, title changes, and more.

9.3 Management Annual Performance Review (PP-17)

SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”

- VP Internal explained that there have not been annual reviews for staff members and it is difficult to do it with unionized members.
- VP Internal explained that the reviews can begin with management to see how it works out and how the SFSS can proceed.
- VP Internal shared that she was able to find past files and suggested to look into people’s goals, things they want to work on, and more.
- VP Internal suggested to use this as an opportunity to establish a practice and structure on how performance reviews should be carried out, as there is none set in place.
- VP Internal shared that there are gaps with how Executives are trained to deal with staff and this is something they can work on this fiscal year, so it is better for the next one.

10. ATTACHMENTS

10.1 SFSS Personnel Policies

11. ADJOURNMENT

11.1 MOTION HRP 2022-08-15:06

Arthur / Ben

Be it resolved to adjourn the meeting at 11:02 AM

CARRIED UNANIMOUSLY