

1. CALL TO ORDER

Call to Order – 10:03 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), Selííwítulh (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

3.3 Regrets

Mathematics Councillor

Ben Tischler

4. CONSENT AGENDA

4.1 CONSENT AGENDA

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

CARRIED UNANIMOUSLY

5. ADOPTION OF THE AGENDA

5.1 MOTION HRP 2022-10-31:01

Helen / Judit

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Add section 'Ratification of Regrets'

- Add 'In-Camera' items:
 - Legal Response to Human Rights Issue
- Add section 'New Business' and items:
 - Personnel Policy Amendment and Review Process
- Add section 'Discussion Items'
 - Staff Policy and Bylaw Training
 - Staff Training by SVSPO
 - Picking HR Consultant for Personnel Review

6. RATIFICATION OF REGRETS

6.1 MOTION HRP 2022-10-31:02

Judit / Arthur

Be it resolved to ratify regrets for the Mathematics Councillor, "Ben Tischler", for the October 31, 2022 HRP meeting.

CARRIED UNANIMOUSLY

7. IN-CAMERA

7.1 MOTION HRP 2022-10-31:03

Arthur / Judit

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

CARRIED UNANIMOUSLY

- **SOPs and Direction to Staff**
- **Legal Response to Human Rights Issue**

8. EX-CAMERA

8.1 MOTION HRP 2022-10-31:04

Helen / Judit

Be it resolved to go ex-camera.

CARRIED UNANIMOUSLY

Mathematics Councillor joined meeting at 10:49 AM.

9. NEW BUSINESS

9.1 PERSONNEL POLICY AMENDMENT AND REVIEW PROCESS - MOTION HRP 2022-10-31:05

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

ATTACHMENT: HRP - GOV Personnel Policies; HRP - GOV Personnel Policy Review Schedule
Judit / Helen

Whereas the review process for the Personnel Policies goes through both the HR and Personnel Subcommittee and Governance Committee;

Whereas a Review Schedule has been prepared by the Chair of Governance Committee, “Judit Nagy”;

Be it resolved to task Governance Committee to present draft language for the outlined policies at the next HRP meeting in November.

CARRIED UNANIMOUSLY

- VP Internal explained that most of the changes to the personnel policies can go through the GOV or HRP Committee. Some policies require to be reviewed by an external consultant. Other policies have been reviewed and are awaiting a sign off by a consultant.

10. DISCUSSION ITEMS

10.1 STAFF POLICY AND BYLAW TRAINING

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

- VP Internal after a discussion with the Board Organizer and the Operations Organizer, it became apparent that the SFSS is inconsistent with its operations, as people are unaware of the policies and by-laws.
- VP Internal suggested that these issues can be solved by giving people the resources and knowledge about how the SFSS operates. This can happen by scheduling a by-laws and policy training for staff, that will be run by VP Internal or Beaty, the Policy, Research, and Community Affairs Coordinator.
 - VP Internal said that the training should be added as part of the onboarding process.
 - VP Internal shared that she can prepare a schedule of what should be taught.
- Ella spoke in support of VP Internal because the lack of information about how the SFSS operates leaves a lot of things open to interpretation.
- Ella said that it will be good to segment something that can be adopted and incorporated into Council training as well.

- President spoke in support of this recommendation.
- President suggested that as a long-term practice, Beaty should be giving the staff trainings, since the Executives' tenure is only one year.
 - VP Internal said that she will have a discussion with Beaty about how to approach the training.

Operations Organizer joined meeting at 11:00 AM.

10.2 STAFF TRAINING BY SVSPO

SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"

- VP Internal wanted to know if a disclosure training with SVSPO can be done for staff members, so they know how to respond to emergency situations, how to refer people to the right resources, and so on.
 - VP Internal shared that she is more than happy to reach out to SVSPO to schedule a training for staff.
- Acting VP Equity said that it will be helpful to allow everyone the chance to review because it will bring in mind the polices and make sure that staff is also supported in their role.
- President spoke in support of this recommendation.
- President shared that the SFSS has tried to add structure via SVSPO training but it fell through, so this is a great time to bring it back and implement it as efficiently as possible.

10.3 PICKING HR CONSULTANT FOR PERSONNEL REVIEW

SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"

- VP Internal expressed that the SFSS needs to hire an external consultant to go over the SFSS policies.
 - One of the consultants VP Internal found was Jouta.
- VP Internal asked people to look for consultants, who can help with the personnel policy review.
 - President elaborated that the deadline to send VP Internal some recommendations for consultants is Monday, November 7, 12:00 PM.

11. ATTACHMENTS

- 11.1 HRP - GOV Personnel Policies
- 11.2 HRP - GOV Personnel Policy Review Schedule

12. ADJOURNMENT

- 12.1 MOTION HRP 2022-10-31:06

Helen / Arthur

Be it resolved to adjourn the meeting at 11:07 AM

CARRIED UNANIMOUSLY

PERSONNEL POLICY REVIEW SCHEDULE

By: VP Internal & Organizational Development "Judith Nagy"
(October 31, 2022 HRP Meeting)

POLICY NUMBER	AMENDMENT PROPOSED	GOVERNANCE OR CONSULTANT	ESTIMATED COMPLETION DEADLINE
PP-1: Office Closure	Reconciliation	Governance	End of November
PP-2: Building Closure	Reconciliation // Amendment: Procedure, Definition, and Contextualization for different departments	Governance	End of November
PP-3: Abuse	Amendment: Separate unionized staff, non-unionized, volunteer allegation procedure (3.13)	Governance + HRP	End of December
PP-4: Confidentiality	Amendment: Add in Privacy Officer and outline involvement	Governance + HRP review	End of November
PP-5: Conflict of Interest	Amendment: Blend PP-5 and PP-8	Governance	End of November
PP-9: Hiring Practices	Amendment: Define "suitability"	HRP	Mid November
PP-12: Accident And Injury Reporting	N/A - Review	Consultant	Mid January
PP-16: Orientation	Amendment: Mandatory Policy and Bylaw training and SA prevention training	Governance	End of November

simon fraser student society

PP-18: Performance Review	N/A - Review (unionized staff?)	Consultant	Mid-Late January
PP-19: Personnel Files	N/A - Review	Consultant	Mid-Late January
PP-21: Records retention	Amendment: Role Updates	Governance	End of November
PP-23: Code of Conduct	Amendment: Blend 23 and 29	Governance + Consultant	Mid-Late January
PP-25: Email, Voicemail, and Internet Use	N/A - Review	Consultant	Mid-Late January
PP-27: Use of Social Media	Amendment: Role Update	Governance	End of November
PP-31: Complaints	Under the Amendment Process at Governance since July	Governance + HRP (waiting on consultant sign off)	Indefinite // Has been outstanding for months. End of January
PP-32: Whistleblowing	N/A - Review	Consultant	Mid-Late January
PP-33: Bullying and Harassment	N/A - Review	Consultant	Mid-Late January
PP-36: Professional and Personal Development	Amendment: Synchronise with CA	HRP + Governance	End of December

Notes:

Colour Code:

GREEN: We can use our regular committees for the changes

YELLOW: Will require external review after draft is complete

ORANGE: Will require an external consultant for majority of it

- To keep to the established schedule, an HR lawyer or consultant will need to be selected at the next scheduled meeting (November 14, 2022)