

1. CALL TO ORDER

Call to Order – 4:11 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəʔəm (Musqueam), Sḵwxwú7mesh Úxwumixw (Squamish), Selílwitlh (Tsleil-Waututh), kʷikʷəʔəm (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 HR & Personnel Committee Composition

President (Chair) Liam Feng
VP Equity and Sustainability (Vice-Chair) Priyanka Kaur Dhesa
VP Finance and Services..... Jadvinder Bolina
Acting VP Internal and Organizational Development Ashley Flett
Molecular Biology and Biochemistry Student Union Sam Killawee

3.2 Society Staff

Temporary Operations Organizer Sindhu Dharmarajah
Administrative Assistant Hope Alica

3.3 Absents

VP Finance and Services..... Jadvinder Bolina

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 - MOTION HRP 2023-12-04: 01

Be it resolved to receive and file the following minutes:

- HRP 2023-11-06

5. ADOPTION OF THE AGENDA

5.1 MOTION HRP 2023-12-04:02

President / Acting VP Internal and Organizational Development

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

6.1 DA Generalist Role- Motion HRP 2023-12-04:03

SUBMITTED BY: VP Equity and Sustainability

President/ Acting VP Internal and Organizational Development

Whereas there is ongoing changes in the equity department;

Whereas there is a need for staff to monitor spaces and support with administrative work in the absence of other assistants and coordinators;

Be it resolved to approve the creation of the pilot role of a DA Generalist role.

CARRIED AS AMENDED.

- Temporary Operations Organizer pitched for a new position. The DA Generalist role will support the Equity office covering Out on Campus, DNA, SOCA, and FNMISA, and this is because there have been a lot of changes in the area, or the roles are left without a coordinator. And sometimes the coordinators need support opening those spaces. The DA generalist role will support opening spaces and events and completing administrative duties such as preparing cheque requisites. It combines the role of all existing DAs. If everyone is aligned with the role, it could be a long-term option or a temporary pilot project till the end of the fiscal year, April 30. There is also a budget for it, and there it will be a Unionized position.
- AVPOID asked if the Temporary Operations Organizer had worked with Equity staff to create the job description in the portfolio and if other staff had had time to add input. This is the last stop.
- The Temporary Operations Organizer replied that HRP is the only committee that can approve this, and then this will be taken to the Union,

where she doubts there will be that much change, and if the Union has any changes, HRP is the one to sign off on the final job description. The only step pending is the Union.

- The President asked if this will be advertised Internally or externally.
- The Temporary Operations Organizer shared that this is done Internally and then externally.
- The president asked if anyone was showing interest in the position.
- The temporary operations organiser replied that the committee should remember they are ex-camera.
- AVPOID replied that they saw MBBSU Councillor and VP Equity were showing appeal for this being a pilot project, and HRP can check in later to make any changes to the position.
- The Temporary Operations Organizer replied that changes to the job position can be made throughout the year, presented to the Union and have HRP approve it; however, if a role is permanent, it is rather difficult to suggest a role is not working. Temporary Operations organizer shared she supports having the role temporary and then handing it off to whoever is in that role if they would like an extension. If it is temporary, an extension can be applied to the person holding the role or put out to someone else so they will make it a pilot till April 30th.
- President moved to amend 8.1 to make the position a pilot role, and AVPOID seconded this.

7. IN-CAMERA

7.1 MOTION HRP 2023-12-04:04

SUBMITTED BY: VP Equity and Sustainability

President / MBBSU Councillor

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

CARRIED/NOT CARRIED/CARRIED AS AMENDED

- Labour Unions and Bargaining

**Meeting Adjourned In-Camera, Admin Assistant Notified.*

8. ADJOURNMENT

8.1 MOTION HRP 2023-12-04:05

President / Acting VP Internal and Organizational Development

Be it resolved to adjourn the meeting at 4:33 pm

CARRIED UNANIMOUSLY