

Call to Order – 3:31 pm, February 16, 2015 | Executive Conference Room

**1. Roll Call of Attendance**

**Committee Composition**

President (*chair*)..... Chardaye Bueckert  
Vice President Finance..... Adam Potvin  
Vice President Student Services ..... Zied Masmoudi  
Vice President External Relations ..... Darwin Binesh (*late-medical*)  
Vice President Student Services ..... Kayode Fatoba

**Society Staff**

Build SFU General Manager..... Marc Fontaine  
Communications Coordinator..... Stijn Daenens  
Executive Director..... Colleen Knox  
Student Union Organiser..... Antonio Daling  
Minute Taker ..... Dion Chong

**Guests**

**Regrets**

Vice President University Relations ..... Moe Kopahi

**2. Adoption of Agenda**

**MOTION EXEC 2015-02-16:01**

Potvin/Amended Fatoba

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

*SFSS Volunteer Appreciation Date Discussion added*

**CARRIED**

**3. Matters Arising from the Minutes**

**MOTION EXEC 2015-02-16:02**

Potvin

*Be it resolved to approve the minutes of 2015-02-02*

**POSTPONED TO NEXT EXEC**

Binesh

**4. Ratification of Regrets**

**MOTION EXEC 2015-02-16:03**

Potvin

*Be it resolved to ratify the regrets of:*

Vice President University Relations ..... Moe Kopahi (*family emerg*)

**CARRIED**

**5. Discussions**

**a. Executive Officer Transition Procedure**

Opportunity existed to enhance transition process between the outgoing and incoming executive officers, which would align with the work already done in developing procedural

manuals. A basic proposal was developed based upon discussions with other student unions on their respective transition process.

At present, there is no requirement for board members do any transition work other than writing an exit report, which was tied to the receipt of their final stipend. There were opportunities for greater systematic transitioning beyond minor meetings and the receipt of an exit report.

At the McGill Student Union, outgoing and incoming student union executives have a one month overlap period (two weeks of the outgoing and two weeks of the incoming terms). UBC AMS has a full transition policy tied to stipend, as well as an obligation for successors to answer queries from their successors for a one month period. The SFSS does not currently mandate predecessors to meet with their successors, and there are no repercussions to simply not meeting. There was a desire to institutionalize the process, which would enhance the legitimacy and fluidity of the transition period. This could be done in a number of ways, including the requirement of 'job shadowing' by the incoming executive of their predecessor for the final two weeks of the latter's term, along with mandating attendance at the final two board meetings. However, concerns were raised around using policy for such a process, as the matter was more procedural than a guide for a decision. If candidates were required to have a transition meeting and review of work reports as part of the nomination process, this may fall under the orientation process being developed by the CRP Coordinator.

There was a desire to celebrate the achievements of board members and introduce the successors to the student body holistically.

**MOTION EXEC 2015-02-16:04**

Potvin/Amended Potvin

*Be it resolved* to recommend to the Campaigns, Research, and Policy Coordinator to include an executive transition period into the orientation policy, with reference to one-on-one sessions and volunteer shadowing.

Despite the role that policy played within the organization vis-à-vis procedures, policy was seen as holding more weight, and since procedures were temporary, few other options existed to institutionalize the process.

There was a desire to ensure that any such policy has a flexibility to accommodate different orientation style, however there was little structure in the past and a more concrete policy would provide the framework for transition, since executives may not have any experience in facilitating a transition/orientation process. There was also a desire for a modicum of accountability to provide the transition.

Further, orientation period could include one-on-one sessions between outgoing and incoming board members, with per diem allocated to outgoing boards who volunteer to assist in the process. At present, orientation was developed ad-hoc by each president.

R-2 and R-3 duties or final stipend eligibility could be attached to assistance as well.

Such a process would be recommended to the Faculty and At Large Members for discussion.

At present, the bylaws provide for no overlap between terms, and there was likely little desire to create an overlap through referendum.

**CARRIED****b. SFSS Volunteer Appreciation Event Date**

The Vice President Student Life was developing an SFSS Appreciation Gala in April, to appreciate the work of volunteers, board members incoming and outgoing, staff, etc. given the volunteer-driven nature of the organization. This would allow the organization to showcase the many hands that make the organization function, including its committees and staff. This may include the provision on plaques of SFSS Presidents. There was a desire for a date to be recommended to the Events and Promotions Committee, such that logistics and planning could begin. The EPCOM budget was currently extremely healthy and could handle the entirety of the event.

The Vice President External Relations wished to have a small scale volunteer appreciation event for their committees, but collaborated on the appreciation gala given overlapping visions.

Ratification motion are provided by the Chief Electoral Officer at their leisure. There have been years where the incoming board has been ratified on April 30<sup>th</sup> due to disqualifications or disputes. Therefore, not all incoming board members may be able to attend.

The Board will continue have an opportunity to host their own socials with the next Board of Directors, but the event in question was seen to be more targeted towards volunteers.

There was a desire for the event to be catered by the Food and Beverage Services and occur in Convocation Mall, with reserved seating (which would avoid the need of fencing).

The Committee agreed on 2015-04-03 as the day for the event.

**6. Executive Officer and Staff Updates****Vice President Finance**

- Contacting Student Societies across the country to discuss their stipend systems, with a view of reforming the current stipend allocation system
  - Current finding was that the SFSS had among the highest number of stipended officers, but also among the lowest stipends in the country
- Working on a green jobs fair for late march, trying to bring renewable energy companies and leaders in Convocation mall. Will be brought to ADV.

**Build SFU General Manager**

- Build SFU Working Group – four members appointed by Board, along with assistance of Executive and FARM members. Much work to be done to develop referendum campaign, consider impacts to department, and review the new electoral rules.

**Minute Taker**

- Board would need to have a discussion on the process of taking in students at large for the remainder of the Board term.

**President**

- Indigenous Student Centre and FNISA issue of requisitioning indigenous catering on campus. A member has been negotiating with SFU Meeting, Event, and Conference Services for two years.

- Friday meeting on Louis Riel building amongst concerned residents. As an older building, plans are already in place for demolition, with no plans in place to replace the building with more affordable family housing. 20 families continue to be housed in the building.
  - Conversations will likely continue.
- Build SFU Working Group
  - Received wording for the two proposed referendum questions from the No to Build SFU campaign. Have been submitted to legal counsel to consider soundness
    - One motion is for the Build SFU levy revocation, and another is a bylaw addition for future large-scale projects requiring super majority approval and 10% voter turnout.
  - Representatives from No campaign attended a number of meetings
  - Vice President External Relations has been writing a summary report for submission to Board
    - Recommendations are based upon the expectation that a levy revocation question will be placed on the Spring agenda.
    - What the Board is allowed and not allowed to do considering the new election policies. As the handbook has not been released, stipulations are yet to be available.
  - Transit Referenda – Elections BC still has not received an elections writ to date.
  - Provincial Budget released soon.
- International Student Tuition Fee Increase
  - Working with the Board of Governors Undergraduate Representative to develop changes to the policy on tuition changes. Hopefully being put forward for march BOG meeting
  - Leadup event to encourage student presence at the BOG meeting ratifying the budget.
- Meeting requests have been sent to Critic and Minister of Advanced Education
- Alliance of British Columbia Students is hosting lobby days once again – discussion at ADV
- NEB submission on the Kinder Morgan pipeline is due September 1<sup>st</sup>.
  - Environment Representative and President has had issues reviewing the submissions.
    - Working on developing job description for project worker to review the current questions and help develop the submission. GSS has considered joint funding on the position
- Staffing work.

### Executive Director

- Continued assistance with the Hiring Committees.
  - Financial Coordinator and OOC Administrative Assistant job description review
- Employer and Union have jointly agreed on a delay for the Women's Centre Administrative Assistant hiring committee
- NEB Project Worker job description being reviewed

- Trying to find information on the old Ladle Space with Facilities Management. – Previous recorder information on the build out of the old Ladle space and Bubble World are missing.
  - SFU Facilities has been extremely slow in replying to enquiries and working with the Student Society.
  - ED has begun to engage with higher level administrators
- Signage – UV Hood signage for tenants
- Working on getting WorkSafeBC bullying and harassment manual
- Legal billing review
- Liquor Sales and Consumption Agreement signed and submitted to SFU
- Collective Agreement currently being formatted by the Communications Coordinator
- 9am Staff Meeting tomorrow
  - Includes discussion on the CA changes and Society advertising changes
- FBS agreement party still has not returned to work. Slow response from the Union Office.
- Vacation Staffing Calendar has now been made and shared, with ED and President as the only administrators.
- Board Status Report has been submitted

#### **Vice President External Relations**

- Talking at staff meeting about consolidated budget for advertising across the organization under the Resource Office.
- ADV work has been very busy
  - Sex week
  - Presidents items
  - Significant number of attendees
  - The committee has spent significant funds and issues are arising in trying to track these funds.
- CPR slow – cancelled or not had meetings for some time, with few new items.
- Getting updates from other schools on their campaigns and advocacy matters.
- Organizing additional townhalls. Communications were identified as issue from the previous townhall.
- Putting together presentation and report for Board at Build SFU working group – much work with many hands on deck.

#### **Vice President Student Life**

- SFU AV costs were accounting for between 40-60% of the costs requiring granting fund coverage, which was not in line with costs for the AV equipment itself
  - General Office was partnering with the SFU engagement fund – highlighting the restrictions that such costs place on student engagement at SFU.
    - Granting Committee will be writing a letter to such effect
  - Cannot buy equipment because it would require a staff position to setup and monitor development
  - Partnership with Long and McQuad has been highly successful
- Club Forum—Semesterly meeting where clubs can provide input to enhance services.

- Identified issues:
  - Funding – offloading to Engagement Fund
  - Space – Working with SFU facilities and departments to find solutions. Along with GO Coordinator Rena Hood-Lundrie, SFU Theatre has lowered costs to utilize the space. Further, SFU Recreation may provide storage and gym space for students in exchange for the services being provided by the SFSS such as the promotion of REC clubs at Clubs Days.
    - Soccer group has now been registered as a club.
    - Will be seeking funding from GC.
- SFU Got Talent and Sex Week
- Club Days
- Build SFU Working Group input
- Residence Housing Issues
- Internal database—over \$6000 for a volunteer database was received as a quote. Committee may potentially be brought a proposal for tech company sponsorship
- EPCOM – Aboriginal students are transitioning event from Burnaby to Surrey.
  - Comedy for a Cause has been cancelled—project lead was no longer on the committee and other obligations resulted in an inability to continue the event.

#### **Vice President Student Services**

- Translink site visit to discuss implementation of compass card. Callout coming next week for 200 volunteers for first wave – volunteers will be issued their compass card from physical offices. Once the system is rolled out to all students, the existing UPass machines will provide the cards
- WCTR hiring committee – 7 candidates selected for interviews. Best candidate has been selected and reference checking is being conducted.
- Spring Jam – meeting with SFU departments with smooth progress. Ticket sales and promotion outstanding

#### **Student Union Organiser**

- Significant number of student union trainings completed and incoming.
- Tax Clinic was well received.
- Letter drafted to advise students of the Co-Curricular Record. Will be submitted to EXEC for review.

#### **Communications Coordinator**

- Outstanding items - minutes, projects for executive officers
- Chief Electoral Officer support, due to lack of transition material.
- In the previous week, the former Board Chair logged into an SFSS email account and contacted the IEC regarding the hiring of the Commissioners.
  - Communications Office realized that password changes do not bar mobile access to emails. Issue has been rectified and mobile access has been revoked.

#### **7. In Camera Session**

#### **MOTION EXEC 2015-02-16:05**

February 16, 2015 – Simon Fraser University, Burnaby Campus

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Potvin

*Be it resolved to move the meeting in camera with management*

**CARRIED**

**MOTION EXEC 2015-02-16:06**

Potvin

*Be it resolved to move the meeting ex camera*

**CARRIED**

**MOTION EXEC 2015-02-16:07**

Potvin

*Be it resolved that the Executive Committee recommend to FASC to budget for the Build SFU Administrative Coordinator position for the 2015-2016 fiscal year.*

**CARRIED**

**8. Attachments**

**9. Adjournment**

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DC /CUPE 3338

## Executive Transition Proposal

### Issue:

Current lack of transition activities and protocols reduces continuity in work of incoming and outgoing Executives

### Options:

- 1) Transition with the new executives shadowing the outgoing for the last 2 weeks of their term
- 2) Transition with the outgoing executives shadowing the new executives in the first 2 weeks of their term
- 3) Transition with the new executives shadowing the outgoing for the last 2 weeks of their term AND transition with the outgoing executives shadowing the new executives in the first 2 weeks of their term
- 4) Amend Rule 2 to make transition meetings & activities a requirement of final stipend eligibility

### Considerations:

- Should transition time be eligible for a stipend when officers are not currently serving their term?
- Should similar provisions be put in place for FARM?
- Issues of confidentiality and privilege – should incoming Executives be included in confidential legal or staffing meetings?
- What do other student unions do?
  - McGill has a 1 month overlap
  - SFU GSS has staggered elections (i.e. half of Executive Officers are elected in fall, half are elected in spring)