



# Minutes

University of Victoria Students' Society  
Monday July 10, 2017 – SUB Upper Lounge 6:00 pm

## ATTENDANCE

### Directors:

Fairley, Swaich, Ngenda, Chasib, Stevanovich, Budz, Houssin, Shaed, Chen, Fortier, Wierzbicki, Cumberland

### Staff:

Ewart, Johnson

### Regrets:

None

## 1. CALL TO ORDER

Fairley called the meeting to order at 6:02pm.

## 2. ACKNOWLEDGEMENT OF TERRITORIES

Fairley acknowledged the territories.

## 3. ADOPTION OF AGENDA & ADOPTION OF MINUTES

### a. Adoption of Agenda

#### i. Agenda of 2017/07/10

**MOTION TO ADOPT - CHEN/BUDZ  
AGENDA CARRIED**

### b. Adoption of Minutes

#### i. Board of Directors

-2017/05/08

-2017/06/12

**MOTION TO ADOPT - CUMBERLAND/NGENDA  
MOTION CARRIED**

## 4. PRESENTATIONS & ANNOUNCEMENTS

### a. PRESENTATIONS

#### i. BC Initiative for Inclusive Post-Secondary Education at UVic (Steps Forward)

b. **ANNOUNCEMENTS**

5. **REPORTS**

- a. **REPORT – EXECUTIVE DIRECTOR**  
Strategic Plan Implementation, Society Finances & Operations  
(re: BoD Policy Section 1, Part 3.2.I)
- b. **REPORT – DIRECTOR OF FINANCE & OPERATIONS**  
Society Finances (re: BoD Policy Section 2, Part 7.1)
- c. **REPORTS – CONSTITUENCY ORGANIZATIONS & NSU**
  - I. **Pride**
  - II. **The Third Space**
  - III. **NSU**
  - IV. **SOCC**
  - V. **SSD**
- d. **REPORT – INTERNATIONAL STUDENT RELATIONS REP**
- e. **REPORTS – COMMITTEES, COUNCILS, WORKING GROUPS**
  - I. **Advocacy Council**
  - II. **Campaigns**
  - III. **Clubs Council**
  - IV. **Course Union Council**
  - V. **Electoral**
  - VI. **Events**
  - VII. **Executive**
  - VIII. **Finance & Operations**
  - IX. **Member Outreach & Engagement**
  - X. **Policy Development**
  - XI. **Risk Management Advisory**
  - XII. **SUB Business Marketing**
  - XIII. **SUB Occupants**

6. **QUESTION PERIOD (15 mins)**

7. **MAIN MOTIONS**

- a. **PRIORITY BUSINESS**
- b. **OLD BUSINESS**

**MOTION 2017/05/08: 12 – FAIRLEY/FORTIER**

**BIRT** nominations be opened for members to fill vacancies on the following *closed committees*:

**Ombudsperson** **One (1) Member**

No nominations.

**UPASS Appeals** **One (1) Member as recommended by SSD**

No nominations.

**MOTION 2017/05/08: 13 – FAIRLEY/KELLY**

**BIRT** nominations be opened for members to fill the following *open committee* vacancies:

**Campaigns** **Two (2) Members**

No nominations.

**Events** **One (1) Member**

No nominations.

**Member Outreach & Engagement** **One (1) Member**

No nominations.

**Policy Development** **Two (2) Members**

No nominations.

**MOTION 2017/05/08: 15 – FAIRLEY/SHAED**

**BIRT** nominations be opened to fill the following vacancies on SUB Occupants Committee:

One (1) Representative as recommended by Society for Students with a Disability (SSD)

No nominations.

One (1) Representative as recommended by UVic Pride

No nominations.

One (1) Representative as recommended by UVic Sustainability Project (UVSP)

No nominations.

One (1) Representative as recommended by Anti-Violence Project (AVP)

No nominations.

**MOTION 2017/05/29:01 – CUMBERLAND/FORTIER**

**BIRT** nominations be opened to elect members to the following UVic Senate committees:

Senate Committee on Academic Standards (1 position)

Nominations:

Houssin

Senate Committee on Continuing Studies (1 position)

**MOTION TO RATIFY HOUSSIN – CARRIED UNANIMOUS CONSENT**

c. **NEW BUSINESS**

**RECOMMENDED BY POLICY DEVELOPMENT:**

**MOTION 2017/07/11: 01 – FAIRLEY/CUMBERLAND**

**BIRT** Board of Directors Policy Section 5: Terms of Reference, Part 2.5: Policy Development Committee is amended as follows:

4. Membership

Voting Members

- a. Director of Outreach & University Relations - ex officio and chair of the committee
- b. One [1] director elected by the BoD – ex officio and second chair of the committee
- c. **Director of Events - ex officio**
- d. **Director of Campaigns & Community Relations – ex officio**
- e. **Director of Finance and Operations – ex officio**
- f. **Director of Student Affairs – ex officio**
- g. **Director of International Student Relations – ex officio**
- h. **Five Three [5 3]** directors elected by the BoD
- i. Two [2] members at large elected by the BoD

**MOTION CARRIED**

**RECOMMENDED BY POLICY DEVELOPMENT:**

**MOTION 2017/07/11: 02 – FAIRLEY/FORTIER**

**BIRT** Board of Directors Policy Section 1: Board of Directors, Part 1.6.B.iii is amended as follows:

iii. Responsibilities of a Portfolio DAL

- Familiarize themselves with all policy pertinent to the portfolio to which they are assigned.
- Attend the open committees and working groups chaired by their Lead Director to which they are assigned. Finance and Operations Portfolio DALs will also sit on ~~MPAG~~. **SUB Business Marketing Committee.**

**MOTION CARRIED**

**RECOMMENDED BY PERSONNEL:**

**MOTION 2017/07/11: 03 – CUMBERLAND/FORTIER**

**BIRT** Board of Directors Policy Section 1: Board of Directors, Part 18.8.i struck and replaced with the following:

~~i. ———~~ **Corrective Action**

~~Both the Board and the excluded managers invest a great deal of effort, energy and emotion into the employment relationship. All human beings fall short at some point, and rather than terminating the relationship, there is considerable wisdom and fairness in trying to better the situation through corrective action. If an excluded manager's performance is seriously deficient, the Personnel Committee shall develop an action plan with that excluded manager to turn the situation around. The action plan will identify specific steps, such as additional training; expected outcomes; the improvement in performance is defined in measurable terms, and the timeframe to achieve the improvement (e.g., the result must be reached within six months, at which time another review will occur in the specific area).~~

~~— The Board shall also be mindful of its legal responsibilities. In most situations, employees must be informed of how their performance is deficient, the expectations of the employer, and given reasonable time to remedy the situation. The only exceptions are where the conduct of an excluded manager is so egregious that immediate termination is legally justified (e.g., proven theft of property or sexual harassment of staff). When in doubt, the Director of Finance and Operations shall consult qualified legal counsel with knowledge of current employment law.~~

### **13.9 Corrective Action**

**Both the Board and the excluded managers invest a great deal of effort, energy and emotion into the employment relationship. All human beings fall short at some point, and rather than terminating the relationship, there is considerable wisdom and fairness in trying to better the situation through corrective action.**

**The Board shall also be mindful of its legal responsibilities. In most situations, employees must be informed of how their performance is deficient, the expectations of the employer, and given reasonable time to remedy the situation. The only exceptions are where the conduct of an excluded manager is so egregious that immediate termination is legally justified (e.g., proven theft of property or sexual harassment of staff). Additionally, managers have a right to a congenial work environment where their privacy is respected. As such, the board should respect their obligation to maintain the privacy of personnel by only discussing these matters in camera. When in doubt, the Director of Finance and Operations shall consult qualified legal counsel with knowledge of current employment law.**

#### **a. Concerns with performances or conduct**

**Except for in the instance of organizational restructuring, the decision to terminate will generally be based on concerns with performance or conduct. Personnel committee is responsible for looking into these concerns and initiating the performance improvement process, in addition to the progressive discipline process.**

- i. All persons shall submit all complaints in writing to be investigated by Personnel Committee before corrective action is taken. The complaint shall include specific instances of underperformance and/or unacceptable action taken by the manager, dates and times where possible, and the contact information of the complainant.**

#### **b. Performance Improvement Process**

**Once individuals' concerns with an excluded manager are validated, a Performance Improvement Plan shall be created by Personnel Committee and the excluded manager to help the manager improve work performance, and formalize the process for doing so.**

- i. Performance Improvement Plans shall focus on short-term goals for improvement. The plan will identify specific steps, such as additional training; expected outcomes; the improvement in performance is defined in measurable terms; and the timeframe to achieve the improvement (e.g., the result must be reached within six months, at which time another review will occur in the specific area).**

- ii. Throughout the timeframe agreed to, Personnel Committee shall monitor and provide feedback to the excluded manager.
- iii. If performance does not improve in the time-frame agreed to, it may be extended (by mutual consent in writing); the progressive discipline process may be initiated (if inappropriate conduct warrants it); and/or (depending upon the seriousness of the performance circumstances), the manager may be dismissed.

**c. Progressive Discipline Process**

The Progressive Discipline Process is initiated when an excluded manager conducts themselves in a manner that goes against one or more of the UVSS policies or values (i.e., misconduct).

- i. Personnel Committee must first determine the magnitude of the issue (e.g., minor, moderate, or severe). In doing so, Personnel Committee must consider the seriousness and/or frequency of the issue, the manager's work and conduct history, and the impact of the manager's actions on the society. This will determine what step of the Progressive Discipline Process is initiated.
- ii. The first step in the Progressive Discipline Process is a verbal warning. Personnel Committee shall make it explicitly clear to the excluded manager that it is a verbal warning. The date, time, and nature of the incident will be recorded and placed in the excluded manager's personnel file. Focus should be placed on preventing the incident from occurring again.
- iii. The second step in the Progressive Discipline Process is a written warning. This will occur if the manager's performance and/or conduct has failed to improve within a reasonable time period. In a meeting with the manager and the chair of personnel committee, the manager should be given a letter with an explanation of both the reasons for the warning and the consequences of not improving in the area or correcting the problem within a specified period of time.
- iv. Suspension shall only be used when an investigation of a severe misconduct is underway and the details of the issue are not fully known or clear. In this instance, time off should be with pay.
- v. Upon investigation, termination may be determined.

**d. Non-Voluntary Termination**

Non-voluntary termination with cause shall be recommended to the Board of Directors by Personnel Committee. Non-voluntary termination shall be determined through the Performance Improvement or the Progressive Discipline Process and be consistent with the terms and conditions of the excluded management contract (if applicable). With cause means either the manager engaged in egregious behavior (e.g. theft, sexual harassment, etc.)

or that the manager did not meet expectations during the last step of the progressive discipline process. Without cause means that there are no performance related or substantiated concerns with the conduct of the manager and therefore proper notice needs to be provided consistent with the terms and conditions of the excluded manager's contract (if applicable).

- i. **The first step in the termination process is the decision to terminate. This shall be determined by Board of Directors upon the recommendation of Personnel Committee through the performance improvement or progressive discipline process. Once the decision has been made, a letter shall be created to notify the manager of their termination with the input of an outside HR company or legal counsel.**
- ii. **The second step in the termination process is a termination meeting between the excluded manager and Personnel Committee. This shall be a private meeting to review the reasons for termination as outlined in the letter.**
- iii. **The final step in the termination process is communication of the excluded manager's departure from the organization. The termination of the excluded manager must not be communicated to anyone outside of the Board of Directors and Personnel Committee until the termination meeting has been completed. When communicating the manager's departure from the society, it is imperative that no specific details why the manager has been terminated are communicated.**

Cumberland requested a roll call vote.

Swaich - in favour  
Ngenda - abstained  
Stevanovich - in favour  
Chasib - in favour  
Houssin - abstained  
Kelly - in favour  
Shaed - opposed  
Budz - abstained  
Chen - in favour  
Fortier - in favour  
Wiezbicki - in favour  
Cumberland - in favour  
Fairley - in favour

**MOTION CARRIED**

**8. In Camera**

**a. Legal**

**b. Personnel Committee Report (re: BoD Policy Section 5, Part 3.7.3)**

**i. Voting Members (directors) & Ex Officio Non-voting (excluded managers)**

ii. **Voting Members – Directors Only (no excluded managers)**

**MOTION TO MOVE IN CAMERA - CUMBERLAND/SWAICH  
MOTION CARRIED**

The meeting moved in camera at 6:39pm.

**MOTION TO MOVE OUT OF CAMERA - FORTIER/CHEN  
MOTION CARRIED**

The meeting moved out of camera at 7:09pm.

**9. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:**  
Monday July 24, 2017 in the SUB Upper Lounge.

**10. ADJOURNMENT**

**MOTION TO ADJOURN - BUDZ/CHEN  
MOTION CARRIED**

The meeting adjourned at 7:10pm.

**11. DIRECTOR REPORTS**

**Cumberland:**

Hours: 64, 1 day off in lieu

- . SOCC hiring committee
- . Worked on draft budgets
- . Strategic Planning World Café
- . Almost finished draft of strategic plan to go out to membership
- . Worked on infographics
- . Created policy around Excluded management
- . Finished Excluded Management Performance Review system
- . FRAC
- . Personnel training with Jouta
- . Met with Studentcare

**Fairley:**

Hours: 46

- . Student Engagement strat plan section
- . Chaired board meeting
- . Member Outreach Committee
- . Policy Development Committee
- . Finalized swag order
- . Finished editing handbook
- . Planned for Textbook Broke meetings with professors

**Fortier:**

Period: June 26 - July 11<sup>th</sup>

Hours: 56 + 2 vacation days



Things I did:

- Processed Cheque Reqs
- Administrative work (club support, emails, etc.)
- Committees (Exec, Member Outreach, Events, FunOps, Campaigns, PD, Risk Management, Personnel)
- Personnel Committee Training
- Advocacy Council prep
- Meetings
- Worked on updating Clubs/Course Union Handbook
- Ongoing Clubs Policy development/review
- Worked on strategic plan

**Wierzbicki:**

- Office Hours: 5
- Feedback on strategic plan, club/course union handbook input, policy development

**Kelly:**

Committee: 2 hrs

Office hours: 5 hrs, working on volunteer program

Board meeting; 2 hr

**Angelblazer:**

Committee Hours: 2hrs, Campaigns and Personnel

Volunteer Hours: 4 hrs, Working on University ESL stuff, and showing up to cancelled committees.