



MINUTES

UVSS Board Meeting

Monday April 16, 2018, 6:00 pm

SUB Upper Lounge Boardroom

ATTENDANCE: Cumberland, Angelblazer, Swaich, Wierzbicki, Fortier, Budz, Deutschmann, Ngenda, Fox, Chasib, Thom, Dickey, Lee

Staff: Studney, James

Regrets:

1. CALL TO ORDER

Angelblazer called the meeting to order at 6:04pm.

2. APPROVAL OF CHAIR

MOTION TO RATIFY SUSAN KIM – ANGELBLAZER/BUDZ

MOTION CARRIED

3. ACKNOWLEDGEMENT OF TERRITORIES

Budz acknowledged the territories.

4. ADOPTION OF AGENDA & ADOPTION OF MINUTES

a. Adoption of Agenda

i. 2018/03/16

b. Adoption of Minutes

i. Board of Directors

- 2018-03-26

- 2018-04-09

ii. Executive Committee

MOTION TO ADOPT - BUDZ/DICKEY

ADD THE FOLLOWING TO THE START OF PRIORITY BUSINESS –

WHEREAS during the 2016-2017 Board term benefits covered under the UVSS Health and Dental Plan decreased drastically; and

WHEREAS a referendum has passed mandating that the UVSS Board of Directors create an Enhanced and Basic plan for the membership; and

WHEREAS every April the UVSS Board of Directors must approve benefits covered under the UVSS Health and Dental Plan;

BIRT the following benefits will be covered under the 2018-2019 Enhanced Health and Dental plan:

- I. \$2000 in exceptional drug coverage (for drugs not covered under the BC Fair Pharmacare formulary); and,
- II. \$300 annual maximum for health practitioners, with 80% of each visit covered; and,
- III. \$125 in coverage for eyeglasses and contact lenses every two years; and,
- IV. 80% of basic dental services; and,
- V. \$800 dental annual maximum.

BIFRT the following benefits will be covered under the 2018-2019 Basic Health and Dental plan:

- I. \$1000 in exceptional drug coverage (for drugs not covered under the BC Fair Pharmacare formulary); and,
- II. \$200 annual maximum for health practitioners, with \$30 covered per visit; and,
- III. \$75 in coverage for eyeglasses and contact lenses every two years; and,
- IV. 70% of basic dental services; and,
- V. \$600 dental annual maximum.

**MOTION TO ADOPT AGENDA AS PRESENTED
MOTION CARRIED**

5. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

UVSS Electoral Committee Chair; re: Electoral Report

MOTION 2018/04/16: 01 – FOX/DICKEY

BIRT the report of the Chief Electoral Officer on the conduct and results of the 2018 elections to the UVSS Board of Directors is ratified.

MOTION FAILED

b. ANNOUNCEMENTS

6. REPORTS

a. REPORT – EXECUTIVE DIRECTOR

Strategic Plan Implementation, Society Finances & Operations
(re: BoD Policy Section 1, Part 3.2.1)

b. REPORT – DIRECTOR OF FINANCE & OPERATIONS

Society Finances (re: BoD Policy Section 2, Part 7.1)

c. REPORTS – CONSTITUENCY ORGANIZATIONS & NSU

- I. **Pride**
- II. **Third Space Women's Centre**
- 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. **SUB Business Marketing**
 - XII. **SUB Occupants**

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

7. **MAIN MOTIONS**

a. **PRIORITY BUSINESS**

MOTION 2018/04/16 A1 – CUMBERLAND/FORTIER

WHEREAS during the 2016-2017 Board term benefits covered under the UVSS Health and Dental Plan decreased drastically; and

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- III. \$75 in coverage for eyeglasses and contact lenses every two years; and,
- IV. 70% of basic dental services; and,
- V. \$600 dental annual maximum.

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 02 – ANGELBLAZER/LEE

BIRT Board of Directors policy section 5 part 2.6 is struck and replaced with the following:

2.6 ADVOCACY RELATIONS COMMITTEE

1. Type

- a. Standing committee of the UVSS BoD with closed membership.

2. Purpose

- a. Act as the primary liaison among constituency groups, NSU, and the BoD.
- b. To make decisions that benefit the entire UVSS community.

3. Duties

- a. Ensure the successful operation and participation in UVSS affairs of all constituency organizations and NSU.
- b. Review policy **directly** impacting constituency groups and NSU for the purpose of providing recommendations to Policy Development Committee
- c. Approve all draft policy **directly** impacting constituency groups and NSU before it proceeds to the BoD.
- d. Work collaboratively to support the goals, events, and initiatives of constituency organizations, NSU, and the BoD.
- e. Serve as a forum for constituency organisations, NSU and the BoD to work collectively on common social justice issues on campus and in the community.
- f. Approve constituency groups' and NSU's previous and current semesters' financial documents, as per BoD finance policy.
- g. Allocate funds from the constituency control account to constituency organisations and the Native Students Union.
- h. At the first meeting of each semester, familiarize committee members with all policy directly relevant to the committee, including its terms of reference.

4. Membership

a. Voting Members

- i. The BoD representative for each Constituency Group.
- ii. The BoD representative for NSU.
- iii. Director of Student Affairs - ex officio and chair of the committee.

b. Non-voting Members

- i. One [1] director elected by the BoD - ex officio and second chair of the committee
- ii. Executive Director - ex officio
- iii. **General Manager** - ex officio
- iv. Research and Communications Manager – ex officio
- v. ~~All Lead Directors~~ **Director of Finance & Operations** - ex officio
- vi. **Director of Campaigns & Community Relations – ex officio**
- vii. **Director of Outreach & University Relations – ex officio**
- viii. **Director of Events – ex officio**

5. Voting

- a. Shall be limited to the voting members designated in Section 4: Membership, sub-section a: Voting Members.
- b. Temporary alternative representatives may be selected by each group, but may not vote.**

6. Quorum

- a. Shall be the chair and a minimum of three other voting members.

7. Meetings

- a. Shall meet bi-weekly at a day/time agreed upon by committee members at the beginning of each term or upon the call of the BoD, Executive Director, General Manager, constituency organizations, or NSU.
- b. The chair shall distribute meeting agendas and policy under consideration a minimum of 24 hours in advance of all meetings.
- c. The chair shall record minutes for each meeting containing an attendance list and important decisions.**

8. Term of Office

- a. Shall be for the duration of the Board of Directors’ term (May 1 – April 30) with an annual reset at the beginning of each board term.

MOTION TO AMEND – WIERZBICKI/LEE

- b. Review policy identified by constituency groups and NSU as impacting their membership** for the purpose of providing recommendations to Policy Development Committee.

MOTION FAILED

MOTION TO AMEND TO STRIKE POINT c. – FOX/LEE

- c. Approve all draft policy **directly** impacting constituency groups and NSU before it proceeds to the BoD.

MOTION FAILED

MOTION TO AMEND – ANGELBLAZER/SWAICH

- c. Approve all draft policy **directly** impacting constituency groups and NSU before it proceeds to the BoD, **aside from the terms of reference of this committee.**

MOTION FAILED

MOTION TO AMEND – SWAICH/THOM

BIFRT the Director of Student Affairs place on the Board agenda under “presentations and announcements,” a review of the committee’s Terms of Reference, operations, and status 3 months, 6 months, and 12 months from the start of the 2018/2019 board term.

AMENDMENT TO AMENDMENT - FORTIER/BUDZ

MOTION CARRIED

Original motion:

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 03 – ANGELBLAZER/NGENDA

BIRT the following is added to the Policy Development Committee Terms of Reference contained in Board of Directors policy section 5, part 2.5, and the entire section is renumbered accordingly:

h. Ensure all policy **directly** impacting groups is reviewed by relevant committees before it is recommended to the BoD, with the exception of committee Terms of Reference.

MOTION TO OMNIBUS 3 TO 9 – THOM/BUDZ

MOTION CARRIED

BIRT MOTIONS 3 TO 9 ARE APPROVED AS PRESENTED – THOM/BUDZ

MOTION CARRIED

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 04 – ANGELBLAZER/

BIRT Board of Directors Policy Section 5 Part 2 be amended as follows:

2.11 UNIVERSITY RELATIONS COMMITTEE

1. Type

- a. **Standing committee of the UVSS BoD with closed membership.**
- b. **Open to members to attend.**

2. Purpose

- a. **Act as the primary liaison between student representatives on university committees and the BoD.**

3. Duties

- a. **Appoint members onto university committees.**
- b. **Oversee and facilitate the participation of members onto university committees.**
- c. **Keep a record of all members sent onto university committees.**
- d. **Request reports from student representatives on committees, compile them, and send them to the board on a semesterly basis.**

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. **One [1] director elected by the BoD**

Non-voting Members

- a. **Research & Communications Manager - ex officio**

5. Voting

- a. **Shall be assigned to the voting members designated in Section 4: Membership.**

6. Quorum

- a. **All voting members of the committee.**

7. Meetings

- a. The committee shall meet monthly or as needed.
- b. The committee may agree to conduct confidential deliberations via e-mail. All members must be given a reasonable opportunity to participate.
- c. Reports must be discussed in person at committee.

8. **Term of Office**

- a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

PART 4: UNIVERSITY COMMITTEES

4.2 Appointments

The University Relations Committee shall appoint the most qualified nominee to the UVic Committee.

4.3 Committee Reports

Members nominated to a UVic committee must submit a short written report to the ~~Board of Directors~~ **University Relations Committee** once per **semester**, to update the UVSS on the activities of the committee.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 05 – ANGELBLAZER/

BIRT Board of Directors Policy Section 4 Part 9 be amended as follows:

9.3 Academic Materials

- I. **Open-Source Textbooks – The Society supports the adoption of open source textbooks on campus. Within this goal is also an expression of continued support for BC Campus.**

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 06 – ANGELBLAZER/

BIRT Board of Directors Policy Section 3, Part 1 be amended as follows:

PART 1: STRATEGIC & ORGANIZATIONAL PLANNING

1.1 Preamble

The Society shall develop or renew a strategic plan on an annual basis. ~~In addition to the strategic plan, business unit plans, cost-centre work plans, and a marketing and communications plan (component of strategic plan) shall also be developed or renewed on an annual basis.~~ **The strategic plan shall contain business unit plans, a marketing and communications plan, as well as plans for each Lead Director's portfolio.**

The strategic planning process shall ensure that:

- a. Resources are mobilized to meet the objectives and priorities of the current board.
- b. The current board, stakeholders, and members are actively involved in the strategic plan and its supporting plans at all phases.
- c. The Society is able to proactively respond to changes in the external and internal environment.

- d. The Board shall solicit input from all UVSS stakeholders, including members and staff, to ensure the strategic plan is adequately representative of the perspectives and values of stakeholders.
- e. Joint workshops are held with directors and staff to help operationalize the strategic plan through inter-department collaboration and goal setting.

1.2 Process & Timeline

The annual renewal process for the Strategic Plan shall be a shared project between the outgoing board and the incoming board. **The annual renewal process for the Strategic Plan shall be a project for the incoming board.** The outgoing board shall conduct an environmental scan (with staff) including a SWOT analysis and provide that analysis to the incoming board. The incoming board shall draft the plan, develop or update strategic initiatives and success indicators, and consider a review of the Society's mission, vision, and values.

The following shall be completed no later than the dates listed below, within reason:

May 1	Strategic planning training at Board Orientation.
May 31	1-2 day strategic planning session.
June 30	Committee Portfolio goals submitted to Finance & Operations Committee. The Lead Director and portfolio Directors-at-Large are responsible for contributing to the portfolio goals presented to Finance and Operations Committee, as well as submitting a hard copy of the goals to the Director of Finance and Operations.
June 15 30	Strategic Plan Consultation (staff, directors, members).
June 30 July 31	Strategic Plan adopted.
July 3	Annual business unit plans and cost centre work plans completed.
November 30	Executive Committee Each Lead Director reports on the status of strategic plan implementation at a joint meeting of directors and staff a department managers meeting.
November 30	Department managers report on the status of business unit goals and cost centre work plans at a department manager meeting.
December 1	Each Lead Director, in consultation with their portfolio DALs, reports on the status of strategic plan implementation to the Board of Directors.
April 30	Executive Committee Each Lead Director provides a detailed verbal and printed report on the status of strategic plan implementation and society finances at a joint meeting of directors and staff a department managers meeting.

April 30	Each business unit manager reports on the status of their business unit goals at Finance and Operations Committee.
April 30	Department managers report on the status of business unit goals and cost centre work plans at a department manager meeting.
April 30	Each Lead Director, in consultation with their portfolio DALs, reports on the status of strategic plan implementation to the Board of Directors.
April 30	Environmental Scan (SWOT) - Outgoing Board of Directors

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 07 – ANGELBLAZER/

BIRT Board of Directors Policy Section 3, Part 3 be amended as follows:

3.1 Preamble

Each business unit shall have a product review and development process. Product review and development shall be the responsibility of business unit managers with oversight by the General Manager and input from the Board of Directors through ~~the Director of Finance and Operations~~ **Finance and Operations Committee.**

3.3 Meetings

a. Board of Directors

There shall be a minimum of one **Finance and Operations committee** meeting per semester ~~for year~~ **dedicated to product review and development for** each business unit ~~manager to meet with the General Manager, the Director of Finance and Operations, and the Graphic Design Department Manager.~~ At this meeting, **the business unit manager and Graphic Design Department Manager will be present and** all aspects of product review and development will be discussed.

Topics to be discussed shall include but not be limited to: idea generation & screening, concept development & testing, business analysis, and marketing.

3.4 Training

a. Board of Directors

Upon assuming office, the Director of Finance and Operations shall be given an orientation in the basic concepts of product review and development, including a mix of workshops, on-the-job training, and written materials. **All directors will be given the opportunity to participate in this training.**

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 08 – ANGELBLAZER/

BIRT Board of Directors Policy Section 2 be amended as follows:

PART 1: ADOPTING THE BUDGETS

1.3 Process & Timeline

Before the Director of Finance and Operations can draft and compile the Board of Directors budget, all Lead Directors who have designated committee fees (see below) should use their first six weeks to adopt a yearly activities plan and corresponding budget to be recommended subject to approval by the corresponding committee.

The Director of Finance and Operations must receive these plans and budgets from committee chairs by no later than June 30.

The Director of Finance and Operations must present the budget to the Board for approval by the ~~first~~**last** Board meeting in August. At this meeting, the Board may refer the budget back to Finance and Operations Committee for further review or adjustments. Once the budget has been approved, finalized committee budgets shall be emailed to the members of each committee. **If the budget has been sent back to Finance and Operations Committee for further adjustments, it must be adopted by the Board of Directors by the last Board meeting in September.**

PART 3: DEDICATED FUNDS

3.5 Food Bank Fund

- b. The UVSS Board of Directors shall appoint ~~an Executive~~ **a Lead** Director as Food Bank Director upon the recommendation of the Executive Committee.
- e. The Food Bank Director and ~~Executive~~ **Lead** Director shall present a report of all expenditures from the Food Bank Fund and the state of the fund to the Board of Directors at the end of each academic term.

PART-8 9: FINANCIAL MANAGEMENT

c. Electronic Mobile Point of Sale Devices

The UVSS has electronic mobile point of sale devices available for use to receive electronic payments.

i. Only Lead Directors, department managers, club or course union signing authorities or advocacy/affiliated group paid coordinators or signing authorities can sign out an electronic mobile point of sale device **unless previous arrangements have been made with Executive Committee.**

ii. Electronic mobile point of sale devices must be signed out from ~~either Director of Finance and Operations, the Director of Events, or the General~~ **Office.**

i. Cheque Requisitions

- All cheque requests approved by the Director of Student Affairs in excess of \$2000 from Course Union/Clubs special funding accounts must be **approved at a Board of Directors meeting. When submitted to accounting,**

the cheque request shall be accompanied by minutes from the Board of Directors meeting **at which it was** approved before **being** considered for cheque processing.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/16: 09 – ANGELBLAZER/

BIRT Board of Directors Policy be amended as follows:

PART 4: Co-op Rebates

- 4.1 **Co-op Rebates are returned to students from the UVSS General Operating Fund who are on a Co-op term outside of municipalities within the Capital Region District.**
- 4.2 **In order to receive a Co-op Rebate, students shall submit a cheque request, along with proof of address, and proof that they are on a Co-op term to the Director of Finance and Operations.**
- 4.3 **The Director of Finance and Operations shall track the number of Co-op Rebates that students have received, along with the semester for which they received them.**

b. OLD BUSINESS

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE

MOTION 2018/04/09: 02 – SWAICH/CHASIB

BIRT “Advocacy Council” is struck and replaced with “Advocacy Relations Committee” in all instances that it appears in BoD policy.

MOTION CARRIED

c. NEW BUSINESS

MOTION 2018/04/16: 10 – FORTIER/DICKEY

BIRT the following returning clubs are ratified without funding for the remainder of the spring 2018 semester:

1. Ecological Restoration Volunteer Network
2. Film Club

MOTION CARRIED

MOTION TO MOVE IN CAMERA - THOM/ANGELBLAZER

MOTION CARRIED

The meeting moved in camera at 8:09pm.

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 RATIFY NATHAN CARTWRIGHT AS THE ACCOUNTING AND PAYROLL MANAGER – LEE/SWAICH

MOTION CARRIED

MOTION TO APPROVE – CUMBERLAND/ANGELBLAZER

BIRT The Board of Directors approve the changes to compensation for the General Manager as presented in camera as “Appendix A”;

BIFRT “Appendix A” is entered in the minutes.

APPENDIX A: Changes to Excluded Management Salary Recommended by Personnel Committee for approval by the Board of Directors

Methodology:

Personnel Committee prepared this report in accordance with Board of Directors Policy Part 13. It was prepared using the processes recommended from **Jouta Performance Group (Jouta)**. The following steps were taken to prepare this proposal:

- Personnel Committee members reviewed past years documents surrounding excluded management at the UVSS. This includes but is not limited to submissions by USW 2009, past board motions, and previous agreements.
- Personnel Committee received training on managing Excluded Managers from Jouta.
- Personnel Committee conducted a review of excluded management policy.
- During the 2016-2017 year, **Jouta Performance Group** prepared a **Compensation Analysis** for excluded management which compared market salaries and presented recommendations on compensation to Personnel Committee. Board of Directors policy Part 13 dictates that this must be completed every years.
- During the 2016-2017 year, **Jouta Performance Group** prepared a **360 performance review** for the General Manager. Upon the recommendation of Jouta that personnel committee use a different method this year, the General Manager completed a Performance Evaluation program created by **Jouta Performance Group** and a previous personnel committee.

Key Principles:

Personnel Committee applied the following key principles in making its recommendations on changes to the Excluded Management Salary:

- I. **Pay Equity** between excluded management and the unionized staff.
- II. **Market based** in ensuring that excluded managers are paid at a salary that is comparable to similar positions in the market.
- III. **Pay fairness** in that pay should be commensurate with work performed and in recognition that the workload of the General Manager increased exponentially with the departure of the Executive Director.
- IV. **Consistency** in that consistency in excluded management is beneficial for the UVSS and students.
- V. **Progressivity** in that ensuring that the workplace environment should exemplify the progressive values of the UVSS.

Jouta Compensation Analysis Results (2016-2017):

- General Manager (GM):

- i. The General Manager's current salary is \$89, 884
- ii. Jouta found the average market salary for the GM to be \$88, 824
- iii. When conducting their analysis, Jouta had been told that the salary of the GM was \$88, 000. Jouta recommended an immediate salary increase of between 2.1% and 3% based on the Cost of Living Allowance and the results of the performance reviews
- iv. Last year, the GM's salary was increased 1.8%

Additional Considerations:

- The increase in the cost of living across Canada is 2.2%
- By the Collective Agreement, wages for department managers will increase by .30 per hour and the highest class will receive approximately a 1.1% increase in wages on May 1st
- Currently, many benefits offered to excluded management do not align with the Collective Agreement nor do they embody progressive values
- The Health Spending Account provides additional health coverage for excluded management and their dependents and is currently set at \$2000 for the General Manager and \$1000 for the Executive Director
- The Executive Director signed a contract and began working for the Society in February. This contract was approved by the Board of Directors at this time
- This year, the General Manager went above and beyond performing both the duties of the GM and many of those normally performed by the Executive Director during the transition period
- This year, the General Manager was key in many projects with UVSS businesses. As well, the General Manager completed additional training at the request of personnel committee

Personnel Committee Recommendations:

Executive Director:

- Do not change the terms of the contract previously accepted by the Board of Directors, which specifies that on May 1st, the ED's salary will increase from \$70, 000 to \$77, 500
- A recommendation to next year's personnel committee to consider an increase that will bring the Executive Director closer to the market average

General Manager:

- An increase of \$990 (approximately 1.1%)
- A one-time increase in the amount allocated to the Health Spending Account in the amount \$650

**MOTION TO MOVE OUT OF CAMERA – DICKEY/THOM
MOTION CARRIED**

The meeting moved out of camera at 8:32pm.

9. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday, May 7, 2018 in the SUB Upper Lounge.

10. ADJOURNMENT

**MOTION TO ADJOURN – BUDZ/DICKEY
MOTION CARRIED**

The meeting adjourned at 8:34pm.

11. DIRECTOR REPORTS

Pierre-Paul Angelblazer:

Hours: 28

- Policy Development Committee
- Executive Committee
- Jim Dunsdon Meeting
- Learning & Teaching Committee
- International Tuition Hike Working Group
- Writing the UC policy

Kaitlin Fortier

Hours: 36

- Processed Cheque Reqs
- Administrative work (club support, emails, etc.)
- Committees (Exec, PD)
- CCG Hiring Committee
- Meetings
- Office Hours
- Held Clubs/Course Union Councils