



MINUTES

University of Victoria Students' Society
Monday, March 22, 2021 – Google Meet, 6pm

Google Meet meeting link:

meet.google.com/ozz-idhj-tgr
(CA)+1 647-734-6740; PIN: 467 252 978#

Google Meet specific instructions:

1. Please mute your mic if you are not speaking.
2. Please type "x" into the chat if you'd like to be placed on the speakers' list.
3. You will be asked to vote yes or no in the chat during motions - you can always abstain if you'd like.

Attendance: De Havelyn, Lowan, Mittall, Muir, Dodds, Ritchie, Nag, Blecha, Hernandez, Barkowsky, Burd, Tubeishat, Parent, Guildford, Adachi, Tran

Staff: Talman, Hardman, James, McFarlin, Robertson

1. CALL TO ORDER

De Havelyn called the meeting to order at 6:02pm.

2. LIVESTREAM

MOTION 2021/03/22: 01 - BARKOWSKY/RITCHIE

WHEREAS the UVSS Board of Directors values the comfort and privacy of all Board members, and will only proceed with live streaming Board meetings if they pass unanimously; therefore,

BIRT the Board approves the livestreaming of the March 22, 2021 Board meeting on the UVSS Facebook page; and,

BIFRT this video be kept on the UVSS Facebook page until the minutes from this meeting are ratified.

MOTION CARRIED

3. LAND ACKNOWLEDGEMENT

De Havelyn acknowledged the land.

4. ADOPTION OF AGENDA

- a. Adoption of Agenda
 - i. 2021/03/22

MOTION TO ADOPT - BURD/NAG

MOTION TO AMEND - TUBEISHAT/RITCHIE

To include Barkowsky's board report.

MOTION CARRIED

MOTION CARRIED

b. Adoption of Minutes

i. 2021/03/08

MOTION TO ADOPT- HERNANDEZ/TUBEISHAT

MOTION CARRIED

5. PRESENTATIONS & ANNOUNCEMENTS

a. PRESENTATIONS

b. ANNOUNCEMENTS

6. REPORTS

a. EXCLUDED MANAGERS

b. PORTFOLIOS

1. Campaigns and Community Relations
2. Finance and Operations
3. Outreach and University Relations
4. Student Affairs
5. Events
6. International Student Relations

COMMITTEES AND COUNCILS

1. Electoral
2. Executive Committee
3. Food Bank & Free Store
4. Peer Support Centre

CONSTITUENCY ORGANIZATIONS & NSU

1. GEM
2. NSU
3. Pride
4. SOCC
5. SSD

WORKING GROUPS

1. PIRG

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

8. **MAIN MOTIONS**

a. **PRIORITY BUSINESS**

MOTION 2021/03/22: 02 - BURD/NAG

WHEREAS the Administration and Services Manager (ASM)'s job description fits well with the oversight of the Info Booth and Services Coordinator; therefore,

BIRT Section 1 Part 13 of Board of Directors policy is amended as follows:

13.10 Executive Director - Summary of Duties & Job Description

EXECUTIVE DIRECTOR SUMMARY OF DUTIES

1. Collaboration with the General Manager and the Administration & Services Manager to ensure that the social enterprise (business units) supports and promotes the social mission of the UVSS.
2. Strategic planning.
3. Proactive avoidance of legal issues; communication of progress and recommendations regarding on-going legal actions
4. Insurance and risk analysis.
5. Human Resources (HR) management and oversight.
6. Oversight of ~~cost centres~~ **the General Office and Accounting departments**, advocacy groups, and affiliated organizations ~~including: General Office, Information Booth, Accounting, advocacy groups, and affiliated organizations.~~
7. ~~Provide Oversight for~~ **of** Zap Copy and SUBtext.
8. Board-Staff relations, in collaboration with the General Manager **and ASM**
9. Legal, privacy, and financial compliance of the UVSS.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Board of Directors through the Personnel Committee.
2. Provides **administrative responsibility for, and the** leadership and management of staff in the General Office, ~~Information Booth~~, Zap Copy, SUBtext, Accounting **department**, advocacy groups, and affiliated organizations.
3. ~~Assumes administrative responsibility for the Society's cost centres and services, collaborating with the Administration & Services Manager as applicable.~~

Human Resource Planning & Management

1. Lead and provide expertise, advice and direction on all human resource matters, notably collective agreements, policies, occupational health & safety, employment standards legislation, WCB requirements, staff benefits and grievance processes, etc.
2. Establish and maintain an HR infrastructure that ensures a positive, respectful, healthy and safe environment for all staff and stakeholders; work with the Administration & Services Manager and the General Manager as applicable regarding benefits, hiring and the development/tracking of staff performance evaluations.

3. Oversee all human resources matters for cost-centres and services as per the Collective Agreement.
4. In collaboration with the General Manager, participate in union relations and Collective Agreement negotiations as needed.
5. Supervise the delivery and negotiate any changes to the Student Health Plan. ~~serve as the primary resource to the Appeals Committee and applicable UVic officials. Troubleshoot problems regarding plan administration with the Director of Finance and Operations and the plan providers.~~
6. Foster engaged collaboration and communication between Excluded Managers, directors, and staff, particularly in reference to the strategic plan.
7. In collaboration with the Administration & Services Manager, ensure all cost centre, service, advocacy group, and affiliated organization staff are given an orientation and receive adequate direction, training, supervision, and evaluation.
8. Coach and mentor staff, manage their performance, foster professional development and manage conflict resolution efforts when necessary.
9. Collaborate as necessary with the Administration & Services Manager and General Manager related to hiring.

Financial Planning & Management

1. Ensure proper financial controls, processes and reporting in UVSS cost centres, services, advocacy groups, and affiliated organizations.
2. Participate in the development of operational and financial policies with Policy Development Committee.
3. Collaborate with the Manager of Accounting and Payroll to develop annual financial statements for audit and ensure the successful conclusion of an unqualified annual audit.
4. Collaborate with the General Manager and the Manager of Accounting and Payroll to provide regular financial analyses, projections and reporting to the Board of Directors, Executive Committee, and Finance and Operations Committee.
5. Collaborate with the General Manager and the Manager of Accounting and Payroll to oversee cash, inventory, and reporting controls in services.
6. ~~Supervise the delivery and negotiate any changes to the Student Health Plan, serving as the primary resource to the Appeals Committee and applicable UVic officials. Troubleshoot problems regarding plan administration with the Director of Finance and Operations and the plan providers.~~
7. Collaborate with the General Manager to support the development of the Society's annual budget. Ensure costs or surpluses are within budget, except where prior approval of Finance and Operations Committee or the Board is obtained.
8. Ensure staff consult fully with Finance and Operations Committee for Board capital expenditures for UVSS services including producing business cases for new initiatives.
9. Serve as a signing authority for the Society.

13.12 Administration & Services Manager – Summary of Duties & Job Description **ADMINISTRATION & SERVICES MANAGER SUMMARY OF DUTIES**

1. Collaboration with the Executive Director and the General Manager to ensure that the social mission of the UVSS supports and promotes the social enterprise
2. Development, oversight and tracking of long-term strategic plan for businesses in collaboration with the General Manager, Executive Director and Department Managers.
3. SUB management plans.
4. Contract negotiations relating to cost centres and tenants.
5. Oversight of cost centres and services including: Board of Directors and Communications, Peer Support Centre, Food Bank & **Free Store**, Graphic Design, **Info Booth**, and tenants.
6. Human resources administration including staff hiring, orientation, training, performance evaluations, training, administration of employee benefits, employee leave summary tracking, policy maintenance/update, and maintenance of personnel files.
7. Oversight and support of business and Board marketing, communication and graphics.
8. Board liaison, support, orientation and policy maintenance.
9. Board-staff relations, in collaboration with the Executive Director and General Manager.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Board of Directors through the Personnel Committee.
2. Provides **administrative responsibility**, leadership, and management of staff in the Ombudsperson, Board of Directors and Communications, **Info Booth**, and Graphic Design departments, **and the Food Bank & Free Store and Peer Support Centre**.
- ~~3. Assumes administrative responsibility for the Society's cost centres with respect to contract negotiations, renovations, etc.; liaises with the Executive Director as necessary~~
4. Manages the Society's tenants, overseeing contract negotiation and organizational issues.

Human Resource Administration

1. In collaboration with the Executive Director, develop, update and maintain HR infrastructure with respect to HR policy, orientation and training plans, and staff performance evaluations.
2. Administer and track staff benefits plan.
3. Track use of employee leave entitlements and maintain confidential personnel files.
4. Oversee and handle staff hiring and permanent **and term** staff orientations, in collaboration with the Executive Director and General Manager as applicable.
5. Coach and mentor staff, manage their performance, foster professional development and manage conflict resolution efforts when necessary.
6. **Serve as the primary resource to the Health and Dental and U-Pass Appeals Committee. Troubleshoot problems regarding plan administration with the Director of Finance and Operations and the plan providers.**

MOTION CARRIED

MOTION 2021/03/22: 03 - BURD/GUILDFORD

WHEREAS long term disability benefits generally don't begin for 90-120 days and/or until after job-related sick leave benefits and/or EI sickness benefits run out (the "qualifying period"); and,

WHEREAS unionized staff at the UVSS have the same language in their Collective Agreement, and this amendment would extend that benefit to Excluded Managers; therefore,
BIRT Section 1 Part 13.5 of Board of Directors policy is amended as follows:

c. Sick Leave

- Excluded personnel shall be granted paid leave when unable to work due to illness to a maximum of 24 days per **calendar** year.
- **Unused days may be carried over into a sick bank up to a maximum number of days equal to the qualifying period for long term disability. This sick bank may only be used for the purpose of long term disability.**
- If an employee's inability to perform ~~her or his~~ **their** duties due to illness extends beyond one week the matter shall be referred to the Personnel Committee and upon that committee's approval, shall grant leave of absence with pay for up to one month.
- If the illness continues beyond the initial leave of one month then the leave of absence with pay shall be extended as required, by the Personnel Committee, for an additional period or periods not exceeding three months.
- If at the end of four months' absence because of illness, the employee's physician considers recovery from illness not likely within a further two months, application shall be made for the disability insurance benefit to commence in the normal manner after six months' sick leave.
- If the employee is still absent because of illness after six months, and the disability benefits have been approved, the Personnel Committee shall post the position in question as a temporary employment position.
- Probationary excluded personnel shall be entitled to sick leave at the rate of **two** days per month for full-time service.

MOTION CARRIED

MOTION 2021/03/22: 04 - BURD/ADACHI

WHEREAS Due to the outward facing components of an annual report, the Director of Finance and Operations and Director of Outreach and University Relations should have the opportunity to assess capacity and determine who will lead the annual report; and,

WHEREAS earlier planning and submission of work orders will ease the annual report process; therefore,

BIRT section 3 part 1.2 of Board of Directors policy is amended as follows:

December 1

Each Lead Director, in consultation with their portfolio DaLs, reports on the status of strategic plan implementation to the Board of Directors.

December 20

All Lead Directors and department managers shall be given the opportunity to present on the implementation of their ~~goals reports~~ **goals** in the last department managers meeting of the calendar year.

February 1

The Director of Finance and Operations and Director of Outreach and University Relations shall appoint a point person between the two of them to lead the process, draft the timeline to complete the annual report, and start the Graphics work order.

March 1

The Director of Finance and Operations and the Director of Outreach and University relations shall consult with will consult with Finance and Operations Committee and other relevant stakeholders to determine that year's Annual Report format and categories and invite these stakeholders to Member Outreach and Finance and Operations Committee meetings at which the annual report format and content are being discussed. Stakeholders include but aren't limited to: Graphics and Communications staff, other Board members, advocacy and affiliated group members and staff, and students.

April 1

The Board of Directors shall publish the annual report on the Students' Society website that The Annual Report shall outlines the outcome of the strategic plan, the progress of business unit plans, and additional accomplishments of the Board of Directors. It that shall be widely distributed to members through social media channels and made available on the UVSS website in electronic format.

~~Each Lead Director, in consultation with their portfolio DaLs, reports on the status of strategic plan implementation to the Board of Directors.~~

The Lead Director planning the annual report shall present the Annual Report at a Board of Directors meeting. At this meeting, each advocacy group representative and Lead Director and their portfolio DaLs shall report on the status of their strategic plan implementation.

The Director of Student Affairs shall invite advocacy and affiliated group representatives to contribute to the Annual Report.

MOTION TO POSTPONE - BLECHA/RITCHIE

To April 12 Board Meeting.

MOTION CARRIED

MOTION 2021/03/22: 05 - TUBEISHAT/DODDS

WHEREAS the UVSS is committed to creating safer spaces in our centres, meetings, and events, regardless of gender, sexual orientation, disability, physical appearance, body size, age, race, or religion; and,

WHEREAS systemic oppression and power structures are pervasive in all spaces; and,

WHEREAS a safer space is created when participants work towards the safety for all people and actively challenge all forms of oppression; therefore,

BIRT the Safer Spaces Policy is approved.

BIFRT the Director of Student Affairs shall include the policy in the registration form for clubs and course unions, shall go over the policy at the first Clubs Council and Course Union Council of each semester, and shall advertise the policy on social media.

MOTION TO RECESS - BLECHA/RITCHIE

Recess for 10 minutes.

MOTION CARRIED

MOTION TO AMEND - GUILDFORD/BLECHA

To add the definition of reverse racism/sexism as:

“Reverse racism’ and ‘reverse sexism’ are myths that allow folks with privilege to appropriate anti-racist and anti-sexist language to claim that they are the victims, thereby avoiding accountability and responsibility for their privilege. Since racism and sexism require systems of power to function, those with the relative power in those situations (e.g. White folks and male-identified folks, respectively), are not the victims of racism or sexism.”

MOTION CARRIED

MOTION CARRIED

MOTION 2021/03/22: 06 - TUBEISHAT/RITCHIE

WHEREAS systemic oppression and power imbalances are entrenched in the UVSS; and,
WHEREAS the UVSS is a colonial institution; and,
WHEREAS the UVSS values include Decolonization and Good Governance; and,
WHEREAS a cultural safety audit would review the UVSS’ policies and procedures; and,
WHEREAS many Directors promised to conduct a cultural safety audit of the UVSS; therefore,
BIRT the Board of Directors approve up to \$20,000 from Board Operations and the Campaigns Portfolio to be spent on a Cultural Safety Audit to be conducted immediately.

MOTION TO AMEND - BURD/HERNANDEZ

To replace the BIRT with “BIRT the Board of Directors approve up to \$20,000 from Legal Consulting & Professional Fees budget and the Campaigns budget to be spent on a Cultural Safety Audit to be conducted immediately.”

MOTION CARRIED

MOTION TO RECESS - TUBEISHAT/DODDS

Recess for 5 minutes.

MOTION CARRIED

MOTION TO AMEND - TUBEISHAT/HERANDEZ

To add: “WHEREAS many Directors promised to conduct a cultural safety audit of the UVSS; therefore,

BIRT the Board of Directors approve up to \$20,000 from Legal Consulting & Professional Fees budget and the Campaigns budget to be spent on a Cultural Safety Audit to be conducted on the Board of Directors immediately.”

MOTION CARRIED

MOTION TO AMEND - BLECHA/GUILDFORD

To add: "BIRT the Board of Directors approve up to \$20,000 from the Legal Consulting & Professional Fees budget and the Campaigns budget to be spent on an Equity, Diversity, and Inclusion Assessment to be conducted on the Board of Directors immediately."

MOTION CARRIED

MOTION CARRIED

MOTION TO RECESS - BLECHA/BARKOWSKY

20 minutes.

MOTION CARRIED

MOTION TO MOVE IN CAMERA - BLECHA/GUILDFORD

Meeting moved in camera at 8:20pm.

MOTION CARRIED

10. IN-CAMERA

- a. Legal
- b. Personnel Committee Report

RECOMMENDED BY PERSONNEL COMMITTEE

MOTION 2021/03/22: 1A – BURD/LOWAN

BIRT the UVSS Board of Directors ratify the memorandum of agreement for changes to the existing collective agreement between the UVSS and the United Steelworkers (USW) Local No. 2009; and **BIFRT** the UVSS bargaining committee be directed to sign the 2021-2024 Collective Agreement, pending ratification of the memorandum of agreement by USW Local No. 2009.

MOTION CARRIED

MOTION TO MOVE OUT OF CAMERA - BLECHA/GUILDFORD

Meeting moved in camera at 8:30pm.

MOTION CARRIED

11. MEETING TIMES

The next meeting scheduled by the Board of Directors is:
Monday, April, 12, 2021 via Google Meet (online).

12. ADJOURNMENT

13. DIRECTORS' REPORTS

Caleb Burd (70 hours)

- Chaired Finance and Operations Committee meeting 1 hour
- Chaired Personnel committee meetings 5 hours
- Developed policy 3 hours
- Exec 2 hours
- Leads 2 hours
- Meetings with excluded management 4 hours
- Meeting with Student Affairs 1 hour
- Work on sustainability plan 4 hours
- Policy development committee 1 hour
- Board meeting 2 hours
- Meeting with Graphics 1 hour
- Work on annual report 2 hours
- All candidates debate 1 hour
- FRAC 3 hours
- Candidate orientation 1 hour
- Cheque signing 1 hour
- Met with counseling services 1 hour
- Classroom talks 1 hour
- Planned laptop charger program 2 hours
- Reviewing financial statements 1 hour
- Helped plan recycling event 1 hour
- Operational Health and Safety 1 hour
- Divest meeting 1 hour
- Emails 30 hours

Emily Lowan (76 hours)

General

- Organize swag order (1 hour)
- Campaigns committee (1 hour)
- Collective agreement bargaining (7 hours)
- Meeting with UVic Government Relations ED (0.5 hour)
- Emails and administration (6 hours)
- Leads and exec meetings (2 hours)
- Training manual (5 hours)

Anti-Discrimination on Campus

- Campaign planning (1 hour)
- Coordinate consultation (1 hour)
- Meeting with OSL (0.5 hour)

Textbook Broke

- OER course union and lobby meeting planning (0.5 hour)

Let's Get Consensual

- Meeting with EQHR to discuss mandatory consent training plan (1 hour)

- LGC comms planning (0.5 hour)

Divest UVic

- Working group meeting (1.5 hours)
- Meeting with faculty (0.5 hour)
- Organize Foundation board presentation w/ U of California (0.5 hour)
- UVic Climate Plan Committee (2.5 hours)
- Organizing students for town halls (2 hours)
- Climate Justice Victoria Speaker Event (2 hours)
- Meeting with Climate Justice UBC (0.5 hour)
- Coordinated volunteer to organize google drive and gmail (20 mins)
- Letter to Saanich on climate plan funding

Safer Use

- Naloxone training coordination (1 hour)

Sarina de Havelyn (73 hours)

- Planning and chairing SUB Occupants Committee, Member Outreach Committee, Policy Development Committee, Ombudsperson Advisory Committee, Executive Committee
- Chairing meetings with the Office of Student Life, the Wellness Centre
- AVP Hiring Committees
- Lobbying for pass/fail at Senate Committee of Academic Standards
- Working with Dalal, Mariel, and Emily on EDI initiatives, meeting with provost on EDI initiatives
- Coordinating referenda campaigning
- Bringing forward issues of CSEC texting line, OER support, paid practicums, plastic-use on campus to UVic

Dalal Tubeishat (79 hours)

- Answered emails (10 hours)
- Held in-person and online office hours (4 hours)
- Had meetings with other directors (8 hours)
- Supported and helped other directors with their projects (4 hours)
- Had meeting with OSL (1 hour)
- Had meeting with the Wellness Centre (.5 hours)
- Chaired and planned for Clubs Council and Course Union Council (3 hours)
- Signed cheques (.5 hours)
- Submitted and processed cheque reqs (7 hours)
- Updated and reviewed policy (4 hours)
- Prepared board material (.5 hours)
- Attended Member Outreach Committee, Policy Development Committee, Campaigns Committee, Finance Committee, and Executive Committee (5 hours)
- Responded to members' questions on social media (.5 hours)
- Did website edits (.5 hours)
- Created website accounts for clubs and course unions (.5 hours)
- Updated online balances (.5 hours)
- Updated signing authorities list (.5 hours)
- Planned for and chaired Advocacy Relations Committee (2 hours)

- Conducted EDI/Anti-Discrimination Campaign related work and attended meetings (7.5 hours)
- Met with club and course union executives (1 hour)
- Met with Graduating Class executive (.5 hours)
- Helped with SCAS (P/F) presentation (.5 hours)
- Conducted classroom talks (.5 hours)
- Attended coordinators meeting (1 hour)
- Met with accounting (.5 hours)
- Planned for orientation and worked on training videos (2.5 hours)
- Updated training manual (1 hour)
- Worked on BIPOC Resource Hub (1.5 hours)
- Had a meeting about and prepared for hiring committee (1 hour)

Marran Dodds (58.5 hours)

- Emails and administrative work
- Committee meetings (Executive, Campaigns, Leads, FinOps, Events, Member Outreach)
- SUB Occupants committee
- Introduction to EDI work for next year's board
- Check-in with counselling services
- Check-in with OSL
- Board Meeting
- Zoom classroom talks
- Met with local Drag queen for Open Mic hosting
- Town Hall with President Hall
- Personnel Committee meetings
- Working on training manual
- Meeting with OSL for Pride Event
- Prep/Planning for the UVSS Game Show
- Attending UVSS Game Show Night
- Rolling out outreach for Open Mic
- Brainstorming ideas, outreach, graphics, and logistics for Recycling Day
- Met with Graphics
- Creating social media content
- Promoting Advocacy services on social media
- Meet with Niko & Nate about Open Mic Night
- Events Portfolio
- Creating COVID-19 Safety Plan

Jana Barkowsky (4 hours)

- BoD meeting (1 hour)
- Rethink mental health work (1.5 hours)
- Bargaining & personnel committee meetings (1.5 hours)

Jocelynn Parent (5h 40min)

- Portfolio meeting x2 35 min
- Event planning meeting 40 min

- Board meeting 55 min
- Campaigns committee 1h
- Event planning 2h
- Event committee meeting 30 min

Paarth Mittal (4 hrs 55 mins)

- Board meeting (2 hrs)
- Attended & Asked Questions at UVic President's Townhall (1 hr)
- Promoted UVSS Elections and Referenda in class and social media (10 mins)
- Divest UVic
- Meetings (1 hr)
- Attended Defund Line 3 Pipeline- Virtual Rally (30 mins)
- Prepared questions for UVic President's Townhall (15 mins)

Maribel Hernández (11.25 hours)

- March 8 Board Meeting (2 hours)
- March 9 MO meeting (15 mins)
- March 9 EDI survey collation (1 hour 30 mins)
- March 9 Campaigns Meeting (1 hour)
- March 10 GHRA Town Hall on 4201 Tyndall (1 hour)
- March 11 Grad Planning Meeting with NSU (30 mins)
- March 12 Finance Meeting (45 mins)
- March 15 Events Committee Meeting (45 mins)
- March 15 Totes (1 hour 30 mins)
- March 16 EDI planning (1 hour)
- March 18 Meeting and prep with Provost (1 hour)

Evan Guildford (4.2 hours)

- Board meeting 1.0
- Campaigns 1.0
- Performance reviews 0.5
- Finance and Operations 0.7
- SUB occupants 0.5
- Lead Training slides 0.5

Dipayan Nag (7 hours)

- Board Meetings
- Internal meetings
- ISR resource book for transition

Marina Kit Muir (3.25 hours)

- ARC 1 Hour
- GEM Collective Meeting 1 Hour
- Meetings with Coordinator .75 Hours
- Budgeting Meeting .5 Hours

Gina Tran (.5 hour)

- Collective meeting (30 mins)

Katy Berglund (2.5 hours)

- Pride collective meetings 2hrs
- Budget Meeting .5 hrs

Jenna Lancaster (22.5 hrs)

- Meeting with Elder in Residence (1 hour)
- Email/General communications (1 hour)
- Mural Painting in the SUB - 11-4:30 (5.5 hours)
- Student Experience Working Group (1 hour)
- Wellness Booklet planning (2 hours)
- ARC (1 hour)
- Meeting with Office Coordinator (1/2 hours)
- Meeting with Mariel - grad class 2021 fund meeting - 2:30 - 3:00 (0.5 hours)
- Mural Painting in the SUB 11 am - 5:00 pm (6 hours)
- Wellness Booklet Planning (2 hours)
- Meeting with Dir. of Student Affairs (1 hour)