Federation of Students’ Board of Directors’ Minutes

SLC MPR, UNIVERSITY OF WATERLOO

Speaker: Director Wray  Secretary: Director Potter

ATTENDANCE

The following members were present:

- Brieva, Antonio
- Burdett, Suzanne
- Clubine, Andrew
- Gerrits, Matthew Douglas John
- Gupta, Vaishnavy Sushilkumar
- Knight, Jill Leanne
- Potter, Tristan Wesley Morris
- Schwan, Brian
- Wray, Alexander James David

The following members were absent:

- Barakat, Abdullah Mohamed
- Tang, Zhe Chong
- Tran, Tomson Huynh

PRELIMINARIES

CALL TO ORDER

Director Wray called the meeting to order at 5:19 PM.

EXECUTIVE REPORTS

Please see the attached written reports for the full reports from the Executive to the Board of Directors.

REPORT OF THE VICE PRESIDENT, EDUCATION

The Vice President, Education was out of office visiting the Ontario Undergraduate Student Alliance. The Ontario Undergraduate Student Alliance will be visiting the University of Waterloo on September 20th, 2017. Board members were invited to come meet the staff of OUSA.
The Vice President, Education also reported that they had made no changes to their projects, but there was a staff retreat.

Finally, the University of Waterloo Senate will be hearing a report on course evaluations next Monday.

**Report of the Vice President, Internal**

The Vice President, Internal updated the Board on the 1 year Campus Life strategic plan, the feedback and plans for Welcome Week.

As well, a new Club Assistant was hired to help with the administrative tasks required in managing the club system.

**Report of the President**

The President did a brief retrospective on Orientation week, as well as a question-answer period on the for the General Meeting.

There has been more conversations in the ongoing negotiations with the Graduate Student Association and the University around what the new SLC/PAC management agreement will look like.

Finally, a work plan has been constructed to outline the deadlines and requirements needed to make consistent and meaningful progress towards creating a new long-range plan for the Federation of Students.

**Report of the Vice President, Operations and Finance**

The Vice President, Operations and Finance reported on the project to implement 3 to 5 year strategic plans for the campus and Feds. These will be living documents that should compliment the long range plan.

In addition, a new website is in pilot stage of development, with an estimated 2 weeks until launch.

As well, the budget was approved. The final document will be posted on the new website once it is launched in the coming weeks.

The ongoing upgrades for the point-of-sale software are progressing well, they are currently on a path for success. The teams are still on target for mid-to-late October.

Finally, the Vice President, Operations and Finance reported that Feds would be switching financial institutions. TD asked to increase rates and reduce benefits, so Feds has switched over to CIBC. They are expecting cost and time savings from the switch, as CIBC submitted a very aggressive bid and the branch is much closer, in addition to increased functionality being offered.

A director asked the Vice President, Operations and Finance about potential conflicts with having a banking agreement with someone we lease space to. The Vice President, Operations and Finance reported that the CIBC branch we are with is a business branch that is off-site; however, they can use cash services at the personal banking branch that is in the SLC. The SLC contract is also managed by the University.
CONSENT

APPROVAL OF THE MINUTES

Be it resolved that Board approve the regular minutes from August 15, 2017.

Vice President Schwan and President Brieva.

Motion carries unanimously.

REGULAR

PROCEDURE 19: ENGAGEMENT, TERMINATION, AND EVALUATION OF FULL-TIME PERSONNEL


Director Wray and Vice President Schwan.

Brian moved an amendment:

Be it resolved that Board strike 5i and 5iii, and add an entry for Bomber Assistant Manager.

Vice President Schwan and Director Wray.

There is no Bar Manager or Fed Hall Manager. Carries as friendly.

Be it resolved that Board strike “All” from section A.1, and replace it with “New”.

Vice President Schwan and Director Wray.

Intent is to make the process more streamlined.

Motion carries unanimously.

Be it resolved that Board change B.1 to read “The Personnel committee shall have the power to terminate full time staff within the procedures outlined by the uWaterloo HR departmnet” and change B.2 to read “The Board of Directors will be notified of the termination of all full time employees.”

Vice President Schwan and Director Wray.

Motion carries unanimously.

Be it resolved that Board replace C.2 with, “The distribution of holiday bonuses to the full time personnel, excluding the executives, will be decided by the Personnel Committee, with the exception of the General Manager which will be decided by the President and Vice President, Operations and Finance.”

Vice President Schwan and President Brieva.

Motion carries unanimously.
Be it resolved that Board change c.3 to read “The Personnel Committee, in consultation with the staff members direct supervisor, is responsible for discipline of full-time personnel in agreement with University of Waterloo policy.”
Vice President Schwan and Vice President Clubine.

Motion carries unanimously.
The motion was then voted on with amendments.

Motion carries unanimously.

PROCEDURE 20: ENGAGEMENT, TERMINATION AND EVALUATION OF PART-TIME PERSONNEL

Director Wray and Vice President Schwan.

Motion carries unanimously.

GENERAL MEETING QUORUM

Be it resolved that the Board votes to rescind the amendment made to the new and existing Feds bylaws on April 18, 2017 regarding general meeting quorum, and revert Section V General Meetings, D Quorum of Members to: A quorum for the transaction of business at any meeting shall consist of at least two hundred (200) voting members present in person or represented by proxy.
Vice President Schwan and Director Wray.

The board heard arguments that the previous amendment was complicated, and didn’t solve the problem of student engagement. The previous ammendment additionally created a problem where motions could be pushed through in a non-transparent and non-representational way.

A director asked about possible risk from not being able to recieve quorum at the general meeting and not being able to conduct business as a corporation.

It was reported that only two items are necessary to be on the agenda for the general meeting, and the Vice President, Operations and Finance believes that this presents less risk than making it easier for smaller groups to pass controversial items.

Motion carries unanimously.

GENERAL MEETING FORMAT

Directors were instructed to come to the next meeting with ideas for how general meetings could be more engaging and effective, including how to increase turnout.

A director asked about the status of the investigation into online voting. The investigation is ongoing, and there is precedent for allowing online voting in general meetings;
however, it isn’t strongly advised due to the lack of documentation on it in the Corporations Act.

The Vice President, Operations and Finance also asked that any ideas be sent to the Executive so they could talk about implementation as well, with the intent of ensuring that any potential ideas can become realities.

OTHER BUSINESS

OCTOBER BOARD MEETING

Be it resolved that the October meeting of the Board be moved to October 5, 2017 at 5:30PM.
President Brieva and Vice President Clubine.

Motion carries unanimously.

ADJOURNMENT

Be it resolved that the Board adjourn until the next meeting.
Vice President Schwan and Vice President Clubine.

With no new business the meeting was called to adjourn at 6:06 PM.

Motion carries unanimously.
Agenda

Federation of Students
Board of Directors
Monday, 2017-09-11 at 5pm

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<tr>
<th>Chair:</th>
<th>Alexander Wray</th>
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<td>Secretary:</td>
<td>Tristan Potter</td>
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<tr>
<th>Expected Attendees:</th>
<th>Antonio Brevia, Brian Schwan, Jill Knight, Andrew Clubine, Suzanne Burdett, Zhe Tang, Vaishnavy Gupta, Tomson Tran, Matthew Gerrits, Abdullah Barakat</th>
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<td>Excused Attendees:</td>
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Regular Session

Executive Updates (Clubine, Knight, Schwan, Brevia)

- **For Information:** Vice President, Education
- **For Information:** Vice President, Internal
- **For Information:** Vice President, Operations and Finance
- **For Information:** President

Minutes of Meeting (Wray)

**Motion:** Resolved, Board approves the regular minutes of the meeting held on August 15, 2017.

Governance Items (Schwan, Wray)

**Motion:** Resolved, Board renews Procedure 19: Engagement, Termination and Evaluation of Full-Time Personnel, expiring September 1, 2020.

**Motion:** Resolved, Board renews Procedure 20: Engagement, Termination and Evaluation of Part-Time Personnel, expiring September 1, 2020.

**Motion:** Resolved, Board votes to rescind the amendment made to the new and existing Feds bylaws on April 18, 2017 regarding general meeting quorum, and revert Section V General Meetings, D: Quorum of Members to: A quorum for the transaction of business at any meeting shall consist of at least two hundred (200) voting members present in person or represented by proxy.

**Discussion:** General Meeting format

Other Business
Agenda

Confidential Session
Minutes of Meeting (Wray)

Motion: Resolved, Board approves the confidential minutes of the meeting held on August 15, 2017.

Other Business
ENGAGEMENT, TERMINATION AND EVALUATION OF FULL-TIME PERSONNEL

1. The Personnel Committee shall be composed of:
   i. President;
   ii. Vice President Operations & Finance;
   iii. General Manager; and
   iv. Any individual as deemed appropriate by the voting members of the Personnel Committee who shall serve as a non-voting resource member.

2. The Personnel Committee shall normally follow the recommendations, guidelines, and policies of the University of Waterloo and its Human Resource Department. Deviations from said policy will occur only under exceptional circumstances, must be approved by unanimous consent of the Personnel Committee, and should be brought to the attention of the Board of Directors.

3. In the absence of unanimous consent amongst the voting members of the Personnel Committee on all decisions made by the committee, a formal vote will be used as the method of resolution. Any member of the Personnel Committee can appeal any decision to the Board of Directors, which will make a final decision on the matter.

4. This procedure relates to non-Executive full-time employees of the Federation of Students. Personnel duties related to the Executive Officers will be performed by the voting members of the Board of Directors.

5. The following full-time personnel shall be managed in accordance with the guidelines and policies set forth by the Bar Directorate:
   i. Campus Bar Operations Manager;
   ii. Bombshelter Manager; and
   iii. Federation Hall Manager.

A) Engagement of Full-Time Personnel

1. All job descriptions must be approved by the Personnel Committee and subsequently approved by the Board of Directors.

2. The Personnel Committee shall be responsible for:
   i. Reviewing all applications;
   ii. Interviewing all applicants deemed appropriate;
   iii. Determining the length of an employee’s contract;
   iv. Determining the compensation, which at minimum will be in compliance with the assigned University of Waterloo USG salary range; and
   v. Extending an offer to the selected candidate.
3. Renewal of contracts, and accompanying modifications to job duties, contract length, and compensation, will be performed by the Personnel Committee.

B) Termination of Full-Time Personnel
1. In cases where progressive disciplinary efforts have failed, the Personnel Committee, in consultation with the appropriate Staff Relations Coordinator, will prepare recommendations for the removal of full-time personnel to the Board of Directors.

2. The Board of Directors will be responsible for the termination of all full-time employees by formal resolution.

C) Evaluation of Personnel
1. Annual evaluation of personnel will be done in accordance with the University of Waterloo Human Resources department’s performance appraisal guidelines. The evaluation will be completed by the employee’s direct supervisor in conjunction with the Personnel Committee. All of the evaluations, and the accompanying compensation adjustments, will be approved by a motion of the Personnel Committee.

2. The distribution of holiday bonuses to the full-time personnel, excluding the Executives, will be decided by the President and Vice President Operations & Finance. The General Manager shall complete a performance evaluation rubric for each full-time employee, which will be used by the President and Vice President Operations & Finance to determine the sum of the bonus. These non-cash bonuses will be distributed prior to the Winter break.

3. The Personnel Committee is responsible for discipline of full-time personnel in agreement with University of Waterloo policy.
ENGAGEMENT, TERMINATION AND EVALUATION OF PART-TIME PERSONNEL

1. In general, only students that are full members shall be eligible for part-time employment. Officers of the Corporation are not eligible for these positions.

2. Part-time employment positions must be publicly advertised. Applications will be available from the Federation of Students' website and must be submitted to the office or directly to the applicable manager.

3. Interviewing of part-time employees shall be conducted by the relevant manager.

4. Applications will be discarded at the end of every term; applicants must reapply if they still wish to work at that facility the following term.

5. All employees may continue to work at the facility based on a positive evaluation from the previous term, at the discretion of the appropriate manager.

6. If a part-time employee is hired for more than eight terms, it must be at the approval of the Vice President Operations & Finance.

7. Termination of part-time employees shall be at the discretion of the appropriate manager, who must follow the guidelines and procedures outlined by the University of Waterloo's Human Resources Department and the Federation of Students' documents.

8. Hours shall be divided between the part-time employees in a fair manner, at the discretion of the appropriate manager.

9. Uniforms worn by part-time staff will be approved by the Vice President Operations & Finance in conjunction with the appropriate manager.