**Executive Board Meeting 20-20**

**Thursday, January 14, 2021 @ 9:30am**

**Remote Meeting, Microsoft Teams**

**This meeting was done remotely through Microsoft Teams, due to unusual circumstance laid out by the response to COVID19**

**Called to Order 9:36am**

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| **Present** | Anderson, Au-Yeung, Da-Ré, Dixit, Nakua, Noble, Singh, Tse |
| **Late** |  |
| **Absent** |  |
| **Others Present** | J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), M. Salciccioli (AVP (Services)) |

**1. Adopt Agenda**

**Moved** by Au-Yeung, **seconded** by Da-Ré to adopt the agenda, as presented.

**Amendment**

* Noble – open and close seat on Wage Review Committee

**Moved** by Au-Yeung, **seconded** by Da-Ré to adopt the agenda, as amended.

**Motion Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Noble, **seconded** by Singh to adopt the minutes from Executive Board meetings 20-19 – December 3, 2020, as circulated.

**Motion Passes**

**3. Strike Hiring Committee**

**Moved** by Anderson, **seconded** by Noble that Executive Board strike a hiring board for the Welcome Week Faculty Coordinator (WWFC) consisting of the outgoing WWFC, the Campus Events Programming Coordinator, the Vice-President (Administration) as an acting Executive Board Member, and an alternate Executive Board member.

* Anderson stated that this will go in hand with reviewing of the wage, they would like to hire someone.
* Noble explained that they forgot to put this on the agenda at the last meeting so they have put themselves on this committee and the Committee just needs an alternate.

**Vote on Motion**

**Motion Passes**

**Nominations**

* Au-Yeung

**4. Sponsorship & Donations Committee Recommendations**

**Moved** by Anderson, **seconded** by Dixit that the Executive Board approve the recommendations from the Sponsorship & Donations Committee, as circulated.

* Anderson went over the recommendations with the Board.

**Vote on Motion**

**Motion Passes**

**5. Proposed Peer Support Services Job Descriptions**

* Noble went over the memo with the Board. They stated that they hoped that with all of the job description changes there everyone could come to a compromise with the understanding that PTMs need more oversight with their hours but will also be working a lot of hours due to passion about the roles.
* Anderson stated that it would be helpful introducing these roles over two paid positions and hopefully it will help with the distribution of workloads and help with the culture of overage of hours.
* Wooder stated that this was a good idea and hope that it helps with solving the problems and doesn’t add to it.
* Noble stated that one of the goals with this was to create more clear expectations of what needs to go through EB to be approved. They were hoping that by creating more comprehensive job descriptions it would be clear of what would be accepted and what wouldn’t. Noble added that they hope that this moves towards more accountability and allowing more freedom.
* Wooder pointed out that the utilization of Underground was in the older job descriptions and was concerned with the specificity of following font types, etc., with promo it should be the role of the design team. He stated that they should be reinforcing working with Underground to uphold accessibility standards.
* Noble stated that as part of a strategy to update the job descriptions to get rid of as many titles as possible to keep the longevity of the document. They added that they took out Underground so that it could be more adaptable in the future, but that Wooder brought up a good point about including that as a comment.

**a) SHEC Coordinator**

**Moved** by Noble, **seconded** by Anderson that the Executive Board approve the proposed changes to, and renaming of, the Student Health Education Centre (SHEC) Coordinator to the SHEC Director job description, effective for the hiring of the 2021-2022 position, as circulated.

**Motion Passes**

**b) SHEC Assistant Director**

**Moved** by Noble, **seconded** by Anderson that the Executive Board approve the creation of the Student Health Education Centre (SHEC) Assistant Director job description, effective for the hiring of the 2021-2022 position, as circulated.

* Noble stated that as indicated in the memo the Assistant Director roles will take on responsibility from the Directors and Volunteer Coordinators. They added that the Volunteer Coordinator positions are victims of the system as they often are overworked, and this sets a poor standard. Noble stated that while the MSU provides compensation for these roles the work can be reigned in.
* Anderson stated that the Board has heard about the concerns about responsibilities and thanked Noble for taking this on to help alleviate the work.

**Vote on Motion**

**Motion Passes**

**c) Diversity Services Director**

**Moved** by Noble, **seconded** by Au-Yeung that the Executive Board approve the proposed changes to the Diversity Services Director job description, effective for the hiring of the 2021-2022 position, as circulated.

* Noble stated that this one was different since there is already the Director and Assistant Director. They explained that they made changes to accommodate clarity between the two positions.

**Vote on Motion**

**Motion Passes**

**d) Diversity Services Assistant Director**

**Moved** by Noble, **seconded** by Da-Ré that the Executive Board approve the proposed changes to the Diversity Services Assistant Director job description, effective for the hiring of the 2021-2022 position, as circulated.

* Noble stated that there was a service review not too long ago and that this position will be there to support the exec.

**Vote on Motion**

**Motion Passes**

**e) Maccess Coordinator**

**Moved** by Noble, **seconded** by Singh that the Executive Board approve the proposed changes to, and renaming of, the Maccess Coordinator job description to the Maccess Director, effective for the hiring of the 2021-2022 position, as circulated.

**Motion Passes**

**f) Maccess Assistant Director**

**Moved** by Noble, **seconded** by Anderson that the Executive Board approve the creation of the Maccess Assistant Director job description, effective for the hiring of the 2021-2022 position, as circulated.

**Motion Passes**

**g) WGEN Coordinator**

**Moved** by Noble, **seconded** by Anderson that the Executive Board approve the proposed changes to, and renaming of, the Women & Gender Equity Network (WGEN) Coordinator job description to the WGEN Director, effective for the hiring of the 2021-2022 position, as circulated.

**Motion Passes**

**h) WGEN Assistant Director**

**Moved** by Noble, **seconded** by Dixit that the Executive Board approve the creation of the WGEN Assistant Director job description, effective for the hiring of the 2021-2022 position, as circulated.

**Motion Passes**

**i) PCC Coordinator**

**Moved** by Noble, **seconded** by Dixit that the Executive Board approve the proposed changes to, and renaming of, the Pride Community Centre (PCC) Coordinator job description to the PCC Director, effective for the hiring of the 2021-2022 position, as circulated.

**Motion Passes**

**j) PCC Assistant Director**

**Moved** by Noble, **seconded** by Anderson that the Executive Board approve the creation of the Pride Community Centre (PCC) Assistant Director job description, effective for the hiring of the 2021-2022 position, as circulated.

**Motion Passes**

**6. Proposed Changes to MSU Spark Job Descriptions**

**a) Spark Coordinator**

**Moved** by Noble, **seconded** by Dixit that the Executive Board approve the proposed changes to, and renaming of, the Spark Coordinator job description to the Spark Director, effective for the hiring of the 2021-2022 position, as circulated.

* Noble went over the memo with the Board.
* Da-Ré stated that they were excited about the merging of Horizons and Spark into a single service, and that it will be more helpful for students in the future.

**Vote on Motion**

**Motion Passes**

**b) Spark Assistant Director**

**Moved** by Noble, **seconded** by Da-Ré that the Executive Board approve the creation of the Spark Assistant Director job description, effective for the hiring of the 2021-2022 position, as circulated.

* Da-Ré this role will support the work that will be done in the summer and help take on the responsibilities of the Volunteer Coordinator during the academic term.

**Vote on Motion**

**Motion Passes**

**7. Open Seat on Wage Review Committee**

**Moved** by Anderson, **seconded** by Da-Ré that the Executive Board open one (1) EB seat on the Wage Review Committee.

* Anderson stated that they will have a few to go through because of all the changes. They explained that wages will need to be announced before the positions are hired.

**Vote on Motion**

**Motion Passes**

**8. Close Seat on Wage Review Committee**

**Moved** by Anderson, **seconded** by Da-Ré that the Executive Board close one (1) EB seat on the Wage Review Committee.

**Nominations**

* Da-Ré

**Vote on Motion**

**Motion Passes**

**9. Closed Session**

**Moved** by Singh, **seconded** by Au-Yeung that Executive Board move into Closed Session.

**Motion Passes**

**10. Return to Open Session**

**Information and Questions**

* Scott announced that Presidential Election nominations have been extended until January 21.
* Wooder announced that SRA by-elections are going on for Engineering and Social Sciences. He reported that the HSR bus pass is back in effect. Wooder stated that Light up the Night is happening this month, and details will be released tomorrow on the Campus Events social media.

**11. Adjournment and Time of Next Meeting**

**Time of Next Meeting:**

**Thursday, January 21, 2021**

**9:30am**

**Remote Meeting, Microsoft Teams**

**Moved** by Noble, **seconded** by Singh that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 11:30am**

/vs