

**Central Student Association  
Board of Directors Emergency Meeting  
Friday, January 30<sup>th</sup>, 2009  
1:30 p.m., UC 441**

**Board Members Present:**

Joel Harnest (Finance & H.R. Commissioner), Arden Hagedorn (Local Affairs Commissioner), Christi Garneau-Scott (Academic Commissioner), Cailey Campbell (External Commissioner) Molly McManus (CSAHS), Krista Kermer (College of Arts Student Union), Momina Mir (CPES), Alex Szumilas (OAC), Sonali Rao (Interhall), Lynn Kane (GRCGED Alternate), Rachel Mathies (Campus Co-op Alternate), Rohan Mathai (BOG), Jeff Smith (GQE), Greg Baute (CBS), Nanky Rai (CBS), Zack Dadson (SSC), Sean Field (Campus Co-op)

**Board Members Absent with Leave:** Robert Best (OAC), Michael Lockhart (SSC)

**Board Members Absent without Leave:**

**Guests Present:**

**Ex-Officio Present:**

**Chair:** Christi Garneau-Scott

**Scribe:** Emily Wrede

**Overview of Motions Passed**

**Motion W09 – 16.1 - BIRT the Board approve the clubs omnibus as presented by the Clubs Administrator in the January 28<sup>th</sup> Board package.**

**Moved by Joel Harnest, Seconded by Molly McManus**

**Carried**

**Motion W09 – 16.2 - BIRT the CSA Board charge the F&HR Commissioner to implement the strengthened employment equity practices as presented for the 2009-2010 hiring cycle including use the Employment Equity Confidentiality Form; BIFRT the F&HR**

**Commissioner collaborate with the Communications Commissioner where appropriate;**

**BIFRT the F&HR Commissioner submit a report to the Board on the success of the initiative including recommendations for future hiring; BIFRT that Employment Equity Confidentiality Form read to include religious minorities and international students.**

**Moved by Krista Kermer, Seconded by Arden Hagedorn**

**Carried**

**Motion W09 – 16.3 - BIRT the CSA Board charge the Communications Commissioner to ensure appropriate advertising of CSA job opportunities to organizations that represent marginalized communities on campus, including but not limited to CSA clubs, special status**

groups and university services; BIFRT the Communications Commissioner collaborate with the F&HR Commissioner where appropriate; BIFRT the Communications Commissioner submit a report to the Board on the success of increased and targeted advertising for the 2009-2010 hiring cycle and provide recommendations for future hiring.  
Moved by Krista Kermer, Seconded by Arden Hagedorn  
Carried

Motion W09 – 16.4 - BIRT the Board approve the supplementary elections fines and punishments as presented by the CEO at the 28<sup>th</sup> January Board meeting  
Moved by Jeff Rotman, Seconded by Momina Mir

Motion W09 – 16.5 - BIRT; we approve the Job descriptions as amended in the omnibus motion.  
Moved by Joel Harnest, Seconded by Zach Dadson  
Carried  
16/0/1

Motion W09 – 16.6 - BIRT the CSA Board approve the Orientation Facilitator job description as presented.  
Moved by Joel Harnest Seconded by Alex Szumilas  
Carried

Motion W09 – 16.7 - BIRT, the CSA Board delete “Supervisor: HRO Coordinator (primary)” from the Job Descriptions for HRO Events Coordinator and HRO Advocacy Coordinator (pages 18 and 20 in Appendix J-D).  
Moved by Cailey Campbell, Seconded by Nanky Rai  
Carried  
11/3/2

Motion W09 – 16.8 – BIRT the CSA Board approve the job descriptions as amended.  
Moved by Cailey Campbell, Seconded by Sean Field  
Carried  
13/1/2

## **16.0 Call to Order**

1:33 p.m.

Motion to approve Christi Garneau-Scott as chair  
Moved by Molly McManus, Seconded by Jeff Smith  
Carried

## **16.1 Comments from the Chair**

### **16.1.1 Introductions**

### **16.1.2 Motion to Extend Speaking Rights to all Present**

Moved by Krista Kermer, Seconded by Alex Szumilas  
Carried

## **16.2 Motion to Approve the Agenda**

### **16.2.1 Motion to Approve the Agenda**

**Moved by Cailey Campbell, Seconded by Jeff Smith**

**Amendment – CMEC new appointed, when he gets here we'll ratify if we're still meeting  
Carried**

## **16.3 Unfinished Business**

### **16.3.1 Information – PBRC Information from NOM – S. Ayton**

**You got a document today. First 2 pages already passed, last page different things coming in. Any questions over the next two weeks ask now or later.**

**Can't debate merits of the content.**

**Those are in two different documents.**

**Changes to bylaw 2, policy appendix J.**

### **16.3.2 Action – Job Descriptions 2009/10 – J. Harnest**

**Orientation facilitator job description, sent out this morning. Should be included to be approved omnibus. I'll read out once description.**

**Supervisor, adding programs, meet regularly with CSA supervisor. Help coordinate CSA events, provide support where possible. Assist CSA clubs for orientation week. Made aware of responsibilities. 3 lines down there's a deletion, 7 lines down addition weekly and daily OT meetings. Minimum 3 hours of training. I apologize for the delay, this position is an anomaly, together with Student Life, needs to be approved by both parties.**

**Appendix JD (job descriptions).**

**Questions at the end of each one? Or at end?**

**I wasn't going to go through all of them. Any questions specifically, point out the page number. Changes regarding terms weren't highlighted, they start September 8<sup>th</sup> instead of 6<sup>th</sup> this year. Summer hours highlighted. \$11.24/hour, 3.2% up next year. Minimum will be \$11.24, suggestion that it'll be \$11.49 per hour next year.**

**Strike out is original, red is now the new case.**

**A couple I wanted to withdraw from omnibus, will most likely come forward on February 11:**

**Pg. 2 – LRR Events and Promotions**

**Pg. 4 – LRR Office Coordinator**

**Pg. 36 - CSA Print Services Banner Coordinator**

**Pg. 37 - Promotions Designer**

**Pg. 39 - Website Coordinator**

**Any other positions that board would like to discuss?**

**Are we including Orientation Coordinator?**

**Yeah, I'll have it pulled.**

If we want to make simple corrections...

They can be amended on the floor.

Food Bank coordinator – page 42. April 20<sup>th</sup> to 24<sup>th</sup>, Supposed to be 2010.

Under a couple job descriptions it says \$50 honorarium, and in honorarium section it says TBA. To me TBA doesn't seem right.

Honorarium for training is different than the work they engage in. Honorarium is set for training at \$10 an hour. It's confusing language certainly. Can talk about whether we want it changed.

I'd like to pull HRO events and advocacy positions (pgs. 18 & 20).

Should probably pass a motion to add religious minorities.

I don't think that's necessary.

**Amendment – To remove these positions from Omnibus motion:**

**Pg. 2 – LRR Events and Promotions**

**Pg. 4 – LRR Office Coordinator**

**Pg. 36 - CSA Print Services Banner Coordinator**

**Pg. 37 - Promotions Designer**

**Pg. 39 - Website Coordinator**

**Pg. 18 - HRO Events Coordinator**

**Pg. 20 - HRO Advocacy Coordinator**

**Additional Orientation Facilitator handout**

Moved by Joel Harnest, Seconded by Zach Dadson

16/0/1

Carried

Abstentions from Krista Kermer

Legal Resource Room – events and promo – will be receiving summer hours, instead of making doc longer and clarity, there's no real time pressure at this point. The job description and qualifications will stay the same.

Page 36, going to 39, including promotion, banner coordinator, etc. – last minute proposal at the last minute to streamline these positions, to give proper time to entertain the proposal these have been pulled as well.

Clarification on '5 scheduled days of overtime'.

Last year orientation coordinator agreed that they should have 5 days paid because of the hours they work,

Curious about the strike out.

**During the school year, communications commissioner sits on the advisory committee, felt it suitable that the Communications Commissioner could still attend it in the summer. Orientation facilitator wouldn't miss out on necessary info.**

**Concern of multiple supervisor, why added and what's the idea.**

**In add to the job description, outline of expectations, coordinator and transition, outline minimum number of centre for new students office as well as CSA. This was added to reinforce that upwards of \$2000 comes from centre for new students and there needs to be accountability.**

**So both supervisors are equal?**

**No, because CSA puts more towards the honorarium. They are required to spend 10 hours in the Centre for New Students, as opposed to 20 at CSA.**

**It seems like supervisor comes from workload and funding, how does this fit in with evaluation time? Who's responsible?**

**That's the Communications Commissioner. The Centre for New Students is not involved, they can send in information, in terms of formal documentation all done from the CSA.**

**Hiring process is also CSA hiring process?**

**Correct.**

**Motion – BIRT the CSA Board approve the Orientation Facilitator as presented  
Moved by Joel Harnest, Seconded by Alex Szumilas  
Carried  
Unanimous**

**HRO events promotion and advocacy**

**Like to make amendment, simple one comes from full consensus from the office. I'd like to delete from both job description, page 18,19, 20.**

**Under supervisor, delete primary supervisor and add External Commissioner.**

**I agree with the change, for an office that advocates against hierarchy it seems contradictory to have hierarchy.**

**Some of the reason behind that change, was to reflect that the supervisory duties were overstretched and that if there were shared responsibility that might ease that process. While I understand the notion that it might not have worked out this year, there might be more proactive steps to be taken. Giving them a little more authority in their own office is something I'd continue to support.**

**I'd like to support the change, the External Commissioner only supervises three people, so they'd be able to fully do that job,**

**Why wasn't that position paid more?**

**The values of the CSA is to pay all equal. It's a fair question, if we're giving office coordinator supervisor responsibility then they should be compensated.**

**Can someone highlight the problems that were created?**

**Can we keep comments in generalized fashion?**

**I had many meetings and there was consensus that it created confusion and hierarchy.**

**I also think it's important that the jobs being approved are standardized and similar across the CSA. The office coordinators are primary supervisors, I'd like to maintain that in the Human Rights Office.**

**Curious about office coordinator, events, is it the position that made hierarchy?**

**It was the confusion. Not reflected in the job description of the office coordinator.**

**According to the FHR, to External do you think you would be overstretched if this would happen to you?**

**The way the office has turned out, it was just strange to have that structure. Nothing was built in the job description to say that someone's a supervisor. There isn't an extra strain. The External Commissioner only supervises one office.**

**In the general duty section, are there things in this section were put in last year when the decision was made?**

**No.**

**Amendment - BIRT, the CSA Board delete "Supervisor: HRO Coordinator (primary)" from the Job Descriptions for HRO Events Coordinator and HRO Advocacy Coordinator (pages 18 and 20 in Appendix J-D).**

**Moved by Cailey Campbell, Seconded by Nanky Rai**

**Carried**

**11/3/2**

**Motion BIRT the CSA Board approve the job descriptions as amended**

**Moved by Sean Field, Seconded by Cailey Campbell**

**Carried**

**13/1/2**

**Noted abstention from Molly McManus**

**Motion for 5 minute recess**

**Moved by Krista Kermer, Seconded by Arden Hagedron**

**Carried**

**Motions presented on Wednesday night, we are outside of committee of the whole, discussion will be 3 for and 3 against.**

#### **16.4 Motions Arising from the Committee of the Whole**

**Motion W09 – 16.1 - BIRT the Board approve the clubs omnibus as presented by the Clubs Administrator in the January 28<sup>th</sup> Board package.**

**Moved by Joel Harnest, Seconded by Molly McManus**

**Carried**

**Motion W09 – 16.2 - BIRT the CSA Board charge the F&HR Commissioner to implement the strengthened employment equity practices as presented for the 2009-2010 hiring cycle including use the Employment Equity Confidentiality Form; BIFRT the F&HR Commissioner collaborate with the Communications Commissioner where appropriate; BIFRT the F&HR Commissioner submit a report to the Board on the success of the initiative including recommendations for future hiring; BIFRT that Employment Equity Confidentiality Form read to include religious minorities and international students.**

**Moved by Krista Kermer, Seconded by Arden Hagedorn**

**Carried**

**Motion W09 – 16.3 - BIRT the CSA Board charge the Communications Commissioner to ensure appropriate advertising of CSA job opportunities to organizations that represent marginalized communities on campus, including but not limited to CSA clubs, special status groups and university services; BIFRT the Communications Commissioner collaborate with the F&HR Commissioner where appropriate; BIFRT the Communications Commissioner submit a report to the Board on the success of increased and targeted advertising for the 2009-2010 hiring cycle and provide recommendations for future hiring.**

**Moved by Krista Kermer, Seconded by Arden Hagedorn**

**Carried**

**Motion W09 – 16.4 - BIRT the Board approve the supplementary elections fines and punishments as presented by the CEO at the 28<sup>th</sup> January Board meeting**

**Moved by Jeff Rotman, Seconded by Momina Mir**

**Motion W09 – 16.5 - BIRT; we approve the Job descriptions as amended in the omnibus motion.**

**Moved by Joel Harnest, Seconded by Zach Dadson**

**Carried**

**16/0/1**

**Motion W09 – 16.6 - BIRT the CSA Board approve the Orientation Facilitator job description as presented.**

**Moved by Joel Harnest Seconded by Alex Szumilas**

**Carried**

**Motion W09 – 16.7 - BIRT, the CSA Board delete “Supervisor: HRO Coordinator (primary)” from the Job Descriptions for HRO Events Coordinator and HRO Advocacy Coordinator (pages 18 and 20 in Appendix J-D).**

**Moved by Cailey Campbell, Seconded by Nanky Rai**

**Carried**

**11/3/2**

**Motion W09 – 16.8 – BIRT the CSA Board approve the job descriptions as amended.**

**Moved by Cailey Campbell, Seconded by Sean Field**

**Carried**

**13/1/2**

### **16.5 Motion to Adjourn**

**Sean/Cailey**

**I'd like not to adjourn because PDRs are important.**

**I'm going to rule that out of order unless you're going to amend**

**Motion to amend the agenda**

**I'm going to rule that out of order, it's to deal with time sensitive matters. All that we deal with is emergency, dealing with the PDRs would not fit in with that.**

**Motion to adjourn carried**

**2:23 p.m.**