

Executive Board Meeting 16-03
Thursday, June 16, 2016 @ 10:30am
MSU Boardroom, MUSC room 201

Called to Order 10:34am

Present Eom, Farah, Flowers, MacDonald, Monaco-Barnes, Nadarajah, Oliver, Shingleton-Smith

Late

Absent

Others Present J. McGowan (General Manager), Michael Wooder (MDC), V. Scott (Recording Secretary), Megan O'Brien (Maroons Coordinator), Kaitlyn Zarccone-Beam (Farmstand Director), Stephanie Black (EFRT Director)

1. Adopt Agenda

Moved by Oliver, **seconded** by Nadarajah to adopt the agenda, as presented.

Passes Unanimously

2. Adopt Minutes

Moved by Oliver, **seconded** by Eom that the Executive Board adopt the minutes from Executive Board meeting 16-02 – June 2, 2016, as circulated.

Passes Unanimously

3. Farmstand Report – Kaitlyn Zarccone-Beam presented

- Zarccone-Beam summarized the report.

Questions

- MacDonald asked how they came about the agreement with Ronald McDonald House. Zarccone-Beam responded that when she was at the teaching garden they were talking about donating food, and she was given the contact information and told about the program.
- MacDonald asked how many CSR positions will there be. Zarccone-Beam stated that it has doubled from last year.

4. EFRT Report – Stephanie Black presented

- Black summarized the report.

Questions

- Eom asked how funding works for the conference. Black responded that most of the funding will come from delegation registration fees. She explained that the costs wouldn't be coming out of the operating budget and that she has the summer executive working on sponsorship letters to reduce costs.
- Eom asked if they were planning on recruiting volunteers for the conference or would it be all EFRT. Black responded that once they have the new recruits after November it will mean another ten sets of hands. She explained that the conference will be February 17-20, which is the beginning of reading week.
- Nadarajah asked how the recruitment process was working with senior responders going to med school. Black responded that they usually have that happen every year, but they changed things up last year based on the Fall reading week. She explained that staffing will be an issue in September and October

because they are running with shorter numbers, but they have spoken to alumni within the area and some of them are willing to come back and do extra shifts.

- Nadarajah asked for those alumni coming back would they be retrained. Black responded that they would be during the last weekend in August.

5. **Maroons Report – Megan O'Brien presented**

- O'Brien summarized the report.

Questions

- MacDonald stated that with the bursary they did some calculations and they are hoping that they can get the Welcome Week Advisory Committee to set aside the money for reps going forward.

6. **Maccess Logo**

Moved by Nadarajah, **seconded** by Farah that the Executive Board approve the proposed logo for MSU Maccess Service, as circulated.

- Wooder went over the memo and proposal with the Board.
- The Board really liked the new logo.

Vote on Motion

Passes Unanimously

7. **Approval of MSU Macademics**

Moved by Oliver, **seconded** by Nadarajah that the Executive Board approve the changes to OPERATING POLICY – TEACHING AWARDS COMMITTEE, as circulated, thereby creating the service MSU Macademics.

- Oliver went over the memo with the Board. She explained that there will be an appendix to go over the parameters for the Teaching Awards.
- MacDonald stated that this looked great but was wondering about the budget and if there was intent to increase it. He asked what the costs of re-branding to look like.
- Oliver stated that it will be housed under Educational Initiatives for this year, and that they will track the amount used so that it can be incorporated in the 17/18 budget.
- Wooder stated that for the re-branding it probably wouldn't cost that much as they would be keeping TAC promo and everything else would be within the budget amounts, except for promo that would be campaign driven.
- Nadarajah asked about who would be the central coordinator, and how would that work.
- Oliver stated that all exec would report to the PTM, and TAC would be elected.
- Nadarajah asked if the new TAC Coordinator would be hired and reporting to the VP Education or to the PTM.
- Oliver responded that the coordinator would report to the PTM like any other executive.
- Farah asked who would be the Coordinator for Macademics.
- Oliver stated that they will be discussing that in closed session at a later meeting.
- MacDonald asked if this would necessitate a wage review for the position.
- Oliver stated that it would.

Vote on Motion

Passes Unanimously

- Wooder stated that it will take some time before it will be fully functioning.

8. Part-Time Wage Review

- MacDonald explained that he would like to have a discussion with the Board about wages and changing the system. MacDonald explained how the current system works now. He stated that they have a couple of ideas on how to improve the process of wage reviews. MacDonald explained that they were thinking of having a weekly wage instead of an hourly wage and that a wage review would be based on defined competencies for the role instead of how many hours worked. He explained that the only way someone would get paid more was if they had more work that needed to be done in the role. He asked for feedback on the creation process. He added that they didn't want to start working on it until the Board thought it was okay.
- Nadarajah stated that a concern was that they would have to look into averaging out the wage so that if a PTM works in the summer it is reflected during the academic year.
- MacDonald stated that that could be streamlined.
- Flowers asked if this did come to fruition, how would the committee evaluate the job based on competencies.
- MacDonald stated that his suggestion would be that there was a committee struck between an HR professional, along with a Board member and a student representative, and a job questionnaire would be given to the person in that role. The person in question would then fill out what had changed in their roles and the committee would then review and assign point values. He explained that the new grade would be established based on metrics assigned on paper.
- MacDonald stated that they are still coming up with a way to do everything.
- Scott asked if the job descriptions would still state the hours that each person was expected to work each week during the academic year and summer.
- MacDonald stated that they didn't want the employees getting hung up on hours, but at the same time they would like to give them an idea of what their week would look like.
- MacDonald added that they are currently having Jess Bauman looking into how other companies do this.
- The Board discussed this further, they decided it was worth pursuing but asked MacDonald to get feedback from former and current PTMs and report back with ideas.

Takeaway: MacDonald to get feedback from former and current PTMs and report back with ideas.

9. Committee of the Whole – Services

Moved by Nadarajah, **seconded** by Oliver that the Executive Board move into Committee of the Whole to discuss Services.

Passes Unanimously

Moved by Nadarajah, **seconded** by MacDonald that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes Unanimously

Rise and Report

Farmstand

- Nadarajah reported that the Board felt that Kaitlyn was a pleasure to work with and has been doing great things with the service. The Board liked the idea of the Tasty videos and felt that it was a great way to give students direction on how to use the items purchased at Farmstand. The Board would like Kaitlyn to track all of the extra food as throwing out food last year was a huge problem.

EFRT

- Nadarajah reported that the Board discussed the liability of having alumni responders, McGowan clarified that it was fine with the insurance and there was nothing to worry about. The Board asked if it was possible to have a discussion on increasing the number of recruits so more undergrads can have opportunities. The Board also discussed the fact that every year many responders get into Med School and that senior responders are being strained during the recruitment process. They asked if EFRT could look into the possibility of hiring more recruits without compromising existing service delivery or the supreme training that the MSU provides.

Maroons

- Nadarajah reported that the Board felt that Megan was a delight to work with. The Board added that the Coordinator has been doing a great job with planning and implementing the Maroons Bursary. The Board asked for the VP Admin to ensure there are regular meetings with the Coordinator to ensure that WWPIC ideas are being communicated.

10. Information and Questions

- Nadarajah reported that all the services are now fully staffed. Macycle is Andy Tran, SCSN is Balie Tomar, Assistant PSL Coordinator is Andrew Lee , and SHEC is Sutina Chou. Nadarajah stated that she was excited to work with them and getting them trained on take on their roles.
- MacDonald reported that the HoCo motion was going to MSU Inc this Sunday, and that he has received a lot of feedback on it. Monaco-Barnes asked if anyone sees someone posting information that was wrong about the proposal to please correct it.
- Farah stated that she hasn't had a chance to post about HoCo but a student wanted to know about sexual assault prevention. MacDonald stated that he has a slide addressing this.
- Wooder reported that Farmstand will be opening next week. The McMasters golf tournament registration is going well, and the tournament is next week at the Chedoke Golf Course. Wooder reported that the QSCC Coordinator is putting together a trip to Pride in Toronto at the end of the month. Wooder reported that the Child Care Centre is hosting their annual BBQ today.
- Eom stated that the Health Sciences Caucus rolled out a survey for Homecoming and has received 35 responses so far. She stated that she helped with SHEC hiring and is currently working on Welcome Week stuff.
- Oliver reported that she was in Toronto yesterday, working with OUSA. Oliver reported that she has been working on the compulsory ancillary agreement.
- Monaco-Barnes reported that the MUSC renovations are going well. Monaco-Barnes reported that he is looking into the pulse expansion and looking at revised additions with student space. He reported that he has been looking at water bottles as items for Welcome Week.

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

**Thursday, June 30, 2016
10:30am
MSU Boardroom, MUSC 201**

Moved by Oliver, **seconded** by Nadarajah that the meeting of the Executive Board be adjourned.

Passes Unanimously

Adjourned at 12:29pm

/vs