

Executive Board Meeting 17-17
Tuesday, December 5, 2017 @ 12:30pm
MSU Boardroom, MUSC room 201

Called to Order 12:33pm

Present	Ahmed, Anas, Arnold, Deshpande, Ibe, Lee, Lightstone
Late	Anbalagan, D'Souza
Absent	
Others Present	J. McGowan (General Manager), V. Scott (Recording Secretary), M. Woorder (MCD), K. Epifano (AVP Services), Sutina Chou (SHEC Coordinator), Carly van Egdom (SWHAT Coordinator), Merima Menzildzic (TRRA)

1. Adopt Agenda

Moved by Anas, **seconded** by Ahmed to adopt the agenda, as presented.

Passes Unanimously

Anbalagan arrived at 12:35pm

2. Adopt Minutes

Moved by Lee, **seconded** by Arnold to adopt the minutes from Executive Board meetings 17-15 – November 21, 2017 and 17-16 – November 28, 2017, as circulated.

Passes Unanimously

3. SHEC Report – Sutina Chou presented

- Chou summarized the report.

Questions

- Lightstone stated that this was a great report. He asked about the promo budget and why it wasn't updated. Chou responded that D'Souza would clarify but hasn't.
- Lightstone asked about the office supplies line in the budget. He asked if there was anything else they were planning on buying as they were in the negative. Chou responded that they won't be as they have everything they need for the year.
- Anbalagan asked if Chou could write an extra report about SHEC's campaign that gets feedback from the exec and those who attended. Chou stated that she would.
- Deshpande stated that it was good to keep the smoke-free campus in their messaging. He added that Student Wellness was giving out smoking cessations, and it might be good to ask them to provide SHEC with patches and gum. Chou responded that she wasn't sure if the SWC was distributing that, but Leave the Pack behind was.
- Ibe asked how the re-structuring was playing out. He asked Chou to expand on what was mentioned in the report. Chou responded that everyone was working well together, and now they have two pillars working on the same topic at the same time, while the other two pillars deal with engagement. She explained that it made more to have only four exec as it was more efficient.
- Ibe stated that it would be nice to know what the goals were for campaigns and if those goals were met. He added that he stopped by at their event and the setup was amazing.
- Lightstone asked what kind of peer support was SHEC providing. Chou stated that she doesn't log the content of peer support, just the general topics. She explained that she did have the numbers but didn't put them in the report as she wasn't sure that EB would find them useful. She added that she could put

them in the reports going forward. Epifano added that it would be nice to see the topics moving forward to see what volunteers were experiencing.

- Lightstone asked if Chou thought that SHEC was the right place for people to go to for peer support. Lightstone asked if they were well-equipped to handle the service providing. Chou responded that SHEC was the place people should be going to as they were the touchstone to connecting to other resources and hard goods. She explained that training needs to be able to address students' needs on campus, and with regard to peer support services, there is no sufficient amount of training as they will never be able to address all topics. Chou stated that they could be doing more training, but that was a larger conversation about the direction of the department.
- Lightstone asked about the reason why Resident Life asked for the self-harm awareness posters to be taken down. Chou responded that this poster addressed how to practise harm reduction, and to take care of themselves but Residence Life felt that it would encourage self-harm. She explained that this wasn't aligned with University messaging. Ibe asked if this was something that the Education Team has discussed. Deshpande responded that they hadn't, but it was talked about provincially. He explained that harm reduction in terms of stances weren't incorporated in MSU policy, but it could be implied. He stated that he was happy to support the advocacy.
- Arnold gave praise to Chou on how she handled the events in residences, and that they were well done. Chou thanked Arnold. She added that working with Residence Life was an on-going challenge.

4. SWHAT report – Carly van Egdom presented

- Van Egdom summarized the report.

Questions

- Lightstone asked if Van Egdom considered coordinating promotions with Union Market and libraries. Van Egdom responded that she hadn't looked into UM, but they were trying to have pop-up spaces in the library.

D'Souza arrived at 1:04pm

- Woorder informed Van Egdom that an A-frame would cost around \$300, and he would be able to help pay for it.
- Ibe was happy to see that SWHAT had 273 walks in November.
- Ahmed stated that this was a good report. He asked what was the one percent given out for volunteer recognition. Van Egdom responded that they had given out candy canes and cards to the volunteers, as well as buttons.

5. TRRA Report – Merima Menzildzic presented

- Menzildzic summarized the report.

Questions

- Ahmed asked why the reports were being handed in late, and what was happening with that. Menzildzic responded that she didn't mark the dates in her calendar accurately and didn't fix them.
- Arnold asked if the peer support training modules were just for peer support volunteers. Menzildzic responded that they were, but she has been receiving emails from McMaster Students asking about peer support training. She added that she was thinking about doing that.
- D'Souza asked about the caring communities platform. Menzildzic responded that it was general enough to be released by clubs, but it's not specific and tailored within services.
- Ibe asked how much training was providing content to people, and how much was self-learn and self-teach. Menzildzic responded that the balance lies in assessing how equipped people were coming into this. She explained that the bulk of peer support volunteers are new, so a lot of the training has been introductions to topics and breaking it down for them.

- Ibe asked if there was an evaluation at the end of the semester to find out how much of the training was being used. Menzildzic responded that each service has their own way of logging those who visit their service. She added that those that log speak to the training and if it had been effective or not for the situation.
- Epifano asked about the research aspect of the job. Menzildzic responded that when it came to research, there wasn't much for peer support in the way they were operating. She explained what was out there was adults supporting adults, but they weren't fully formed adults yet.
- Anbalagan stated that a lot of the deadlines that are being anticipated are happening around re-training, WGEN requirements, and Diversity Week. She asked how will she be managing her time and deadlines. Menzildzic responded that at the start of term she didn't anticipate the additional work from services. She explained that this uprooted her original timelines, but made sure that over the month of November she was meeting the deadlines. She stated that she was on track for meeting the rest of them.
- Ibe stated that the Education team had been asking the government about integration of peer support and off-campus resources. He stated that it was alluded to of a lack of info and data around peer support. He explained that if they were asking the government for funding and resources they should be accounting for what was doing well and where potential investments could be.

6. Diversity Services Report – report attached

Questions

- Lightstone stated that he had concerns, as the reports have been consistently late. He added that the confession sessions event was cancelled but, yet it was listed as a past event. Lightstone stated that he hadn't seen much activity overall on campus, as well as they keep saying they're having issues with finding an indigenous affairs executive and yet there was no promotion. He added that he personally knew two students who would be interested in the role and were strong advocates on campus.
- Anas asked if the PTM relayed any information about their events on campus. Anbalagan responded that Obeng had spoken to her about this, and asked what involvement should Diversity Services have in these processes and that everything related to racist graffiti or other messages on campus should be referred to EIO.
- Lightstone stated that the successes in the report don't have any tangible outcomes, as every service gets AOP training. He explained that this doesn't mention actual events that have run smoothly or how their campaigns were run. Lightstone stated that their only other success was Diversity Week and that doesn't happen until January.
- Ibe asked if Obeng could submit an extra report about Diversity Week.
- Ahmed stated that he would like to know about volunteer retention and if it was good, how it could be applied to other services.

7. Spark Report – report attached

Questions

- D'Souza asked for feedback on the Spark formal.
- Anas asked if they could get feedback on what the drop of students were from off-campus or residence students.
- Lightstone asked if they deal with teams for the first year or run large general events. Anbalagan responded that they do both.

8. WGEN Report – no report

9. MACycle Job Descriptions

Moved by Anbalagan, **seconded** by Ahmed that the Executive Board approve the changes to the MACycle Shop Coordinator and MACycle Coordinator job descriptions, as circulated and attached.

- Epifano went over the changes based on the recommendations made by the Services Committee, and agreed upon by Executive Board.
- Lightstone asked if for the Director job description, they should remove being the senior tech advisor and put it in the Shop Mechanic job description.
- Epifano responded that she left it in because the Director was still a representative to MACycle.
- Lightstone stated that they don't have to advise on tech matters, so don't need the skills for it.

Amendment

Moved by Lightstone, **seconded** by Ahmed to amend the MACycle Director job description and remove section 4.2 referring to act as representative of MACycle.

Passes Unanimously

- Lightstone asked if they could make sure they remove any mention to co-op. He asked if they should make the Director responsible for the inventory.
- Anbalagan responded that it could be co-managed by the Director and Shop Mechanic. She added that the Mechanic should know what's going on and inform the Director.

Amendment

Moved by Anbalagan, **seconded** by Arnold to amend the MACycle Shop Mechanic job description for the Supervisor to be 'Vice-President (Administration) through Director'

Passes Unanimously**Vote on Motion**

Moved by Anbalagan, **seconded** by Ahmed that the Executive Board approve the changes to the MACycle Shop Coordinator and MACycle Coordinator job descriptions, as circulated and amended.

Passes Unanimously**10. Strike Hiring Committees**

- Anbalagan stated that they need to make some amendments to the motions. She explained that they left off Diversity Services, and that she would like to add an extra EB member to the Maroons hiring committee.

Moved by Anbalagan, **seconded** by Anas that the Executive Board strike a hiring Committee for the Diversity Services Director, consisting of the outgoing Diversity Services Director, Vice-President (Administration), and one Executive Board member.

Passes Unanimously

Moved by Anbalagan, **seconded** by Lightstone that the Executive Board approve motions 10.a to 10.k omnibus.

Passes Unanimously

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Diversity Services Assistant Director, consisting of the Vice-President (Administration), one (1) Executive Board member, the outgoing Diversity Services Assistant Director, and the incoming Diversity Services Director.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Chief Returning Officer (CRO) consisting of the Vice-President (Administration), one (1) Executive Board member, the Administrative Services Coordinator, and the outgoing Chief Returning Officer.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Deputy Returning Officer (DRO), consisting of the Vice-President (Administration), one (1) Executive Board member, the Administrative Services Coordinator, the incoming Chief Returning Officer (CRO), and the outgoing Deputy Returning Officer.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Maccess Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Maccess Coordinator.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Macademics Coordinator, consisting of the Vice-President (Education), one (1) Executive Board member, and the outgoing Macademics Coordinator.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the MACycle Director, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing MACycle Director.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Maroons Coordinator, consisting of the Vice-President (Administration), two (1) Executive Board members, and the outgoing Maroons Coordinator.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Student Community Support Network (SCSN) Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing SCSN Coordinator.

Moved by Anbalagan, **seconded** by Ahmed that Executive Board strike a hiring committee for the Student Health Education Centre (SHEC) Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, one (1) representative from the Student Wellness Centre, and the outgoing SHEC Coordinator.

Moved by Anbalagan, **seconded** by Ahmed that the Executive Board strike a hiring committee for the Spark Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing Spark Coordinator

Moved by Anbalagan, **seconded** by Ahmed that the Executive Board strike a hiring committee for the Women and Gender Equity Network (WGEN) Coordinator, consisting of the Vice-President (Administration), one (1) Executive Board member, and the outgoing WGEN Coordinator.

Diversity Services Director: Chukky, Lauren (alt)

Diversity Services Asst Director: Chukky, Lauren (alt)

CRO: Tuba, Aarij (alt)

DRO: Tuba, Aarij (alt)

Macademics: Ryan, New Member (alt)

Macycle Director: Aqeel, New Member (alt)

Maroons: Lauren, Ryan

SCSN: Ryan, David (alt)

SHEC: Aqeel, Ryan(alt)

Spark: David, Aqeel (alt)

WGEN: Aarij, Aqeel (alt)

Passes Unanimously

11. Committee of the Whole - Services

Moved by Anbalagan, **seconded** by Lightstone that the Executive Board move into Committee of the Whole to discuss the Services that presented the previous meeting and this meeting. (Maccess, MACycle, Maroons, PSL, QSCC, SCSN, Diversity Services, SHEC, SWHAT, Spark, TRRA, WGEN)

Passes Unanimously

Lee left at 2:13pm

Moved by Lightstone, **seconded** by Ibe to extend the meeting by 15 minutes

Passes Unanimously

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

Passes Unanimously

Rise and Report

- Anbalagan reported that the Executive Board discussed the services that presented at the last meeting, and that the summaries will be circulated to the PTM.

MACycle

- Anbalagan reported that the final budget update will be happening in January, as their last report. The Board would like to know about the possibility of providing a bicycle pump outside of their service, and look into fixing the bike repair station outside of BSB.

PSL

- Anbalagan reported that the Board would like to see usage reported, and have comparisons between years. The Board would like to know about volunteer retention, and how it was going.

SCSN

- Anbalagan reported that the Board thought the video was awesome. The Board was informed that a document was coming through email about the proposed Neighbourhood Assistance Program.

Diversity Services

- Anbalagan reported that the Board discussed the functioning of the service, and would like to know how well they're operating, and what the future direction of the service would be. The Board discussed the possibility of the service being a potential peer support service. They would also like to look into Diversity operating Bridges.

WGEN

- Nothing to report.

12. Closed Session

Moved by Anbalagan, seconded by Ibe to move into Closed Session.

Passes Unanimously

13. Return to Open Session**Information and Questions**

- Ibe circulated documents about course evaluations for information.

- Lightstone asked how the PTM meetings were going. Anbalagan responded that she was expecting monthly meetings, but their schedules won't allow for it, so they're going for two bi-monthly meetings. She added that the feedback she was receiving was that they were going well.

Anbalagan left at 2:39pm

- Lightstone stated that it was great working with everyone.
- Ibe reported that he will be sending out a survey to EB members and PTMs about EB and how they could make it better.

14. Adjournment and Time of Next Meeting

Time of Next Meeting:

TBD
MSU Boardroom, MUSC 201

Moved by Anas, **seconded** by Lightstone that the Executive Board meeting be adjourned.

Passes Unanimously

Adjourned at 2:40pm

/vs