

**Executive Board Meeting 17-13**  
**Tuesday, October 31, 2017 @ 12:30pm**  
**MSU Boardroom, MUSC room 201**

**Called to Order 12:35pm**

**Present** Anas, Anbalagan, Arnold, D'Souza, Deshpande, Ibe, Lee, Lightstone, Zheng

**Late**

**Absent**

**Others Present** J. McGowan (General Manager), V. Scott (Recording Secretary), K. Epifano (AVP Services), K. Persaud (AVP Internal Governance), Josh Yachouh (MSU Member), Lucia Lee (PSL Coordinator), Chloe Deraiche (CRO), Lauren McClinton (Maccess Coordinator), Christine Yachouh (outgoing Horizons Coordinator)

**1. Adopt Agenda**

**Moved** by Deshpande, **seconded** by D'Souza to adopt the agenda, as presented.

**Amendments**

- Anbalagan – add CLAY Coordinator Job Description changes
- Anbalagan – add CLAY Coordinator Wage Placement
- Anbalagan – add Welcome Week Faculty Societies Coordinator Job Description changes

**Moved** by Deshpande, **seconded** by D'Souza to adopt the agenda, as amended.

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Lee, **seconded** by Arnold to adopt the minutes from Executive Board meetings 17-11 – October 17, 2017, and 17-12 – October 24, 2017, as circulated.

**Passes Unanimously**

**3. Maccess Report – Lauren McClinton presented**

- McClinton summarized the report.

**Questions**

- Lightstone asked what the process would be if someone was interested in volunteering in January. McClinton responded that as of right now there wasn't. She explained that they typically do their hiring in chunks.
- D'Souza stated that even though they were having trouble getting volunteers, they were doing a good job.
- Arnold asked about volunteer retention from last year. McClinton responded that they only had four volunteers from last year, but felt that they would be getting more during this round due to previous volunteers missing the deadline.
- Zheng suggested asking SAS if they could access their email list to advertise for volunteers. McClinton responded that she would like to do that.
- Lightstone asked if there were any events planned for exam season. McClinton responded that she wasn't sure, but there will definitely be something while being on reduced hours.
- Ibe asked if there were any updates on the accessibility policy coming out of PACBIC. McClinton responded that she wasn't able to make the last meeting, so she didn't know.
- Ibe asked if McClinton could pass on information about L.R Wilson Hall being difficult to navigate.

#### **4. Elections Report – Chloe Deraiche presented**

- Deraiche summarized the report.

##### **Questions**

- Anbalagan thanked Chloe for taking on the huge task of digitizing files.
- Arnold wanted to make sure that digitizing the files wasn't going to be too much work to take on. Deraiche responded that it will be all right, as there were two of them.
- D'Souza asked if there were any promo plans for promoting outside of MUSC. Deraiche responded that there will be posters, and the digital wall displays.
- Lightstone asked if there will be an email sent to the general student population for presidential nominations. Deraiche responded that they were working on something for that.
- Lee asked for more information about the plebiscite bylaw change. Deraiche responded that she has a meeting with the AVP Internal Governance about this. She explained that it was a non-binding survey given to all students with promo from the elections department, but this hasn't been discussed in full yet.
- Ibe asked if Deraiche could go through the definitions of MSU members for elections, for consistency.
- Persaud asked if there were any events being hosted during presidentials besides the debate, for the candidates to showcase themselves. Deraiche stated that she was open to ideas.

#### **5. PSL Report – Lucia Lee presented**

- Lee summarized the report.

##### **Questions**

- Lightstone asked if they have sorted everything out for running their events. Lee responded that they were doing their best by collaborating with other services. She stated that they are focusing on things such as promotion for PSL instead of hosting events.
- D. Lee asked how did she find reaching out to program societies. He added that he was happy to help if there were any issues. L. Lee responded that the promotions coordinator has been very helpful with this. She added that she will definitely pass along his information.
- McGowan thanked Lee and the PSL team for what they were doing. He asked what her thoughts were during exam time for balancing the needs of the service and volunteers. Lee responded that their extended hours were just during November for this reason, and they are on-call during the week, and having one on one debriefs with volunteers.
- Anas asked if the stats collected are given to the University. Anbalagan responded that they are shown during AdminCon and PACBIC.

#### **6. Maroons Report – report attached**

##### **Questions**

- Lightstone stated that when he swung by the SAB architect session there were some Maroons present. Lightstone stated that the Maroons mentioned that they would be in the Hamilton Santa Claus parade, and it would be nice to see a consolidated advertisement for them and the McMaster Marching Band.
- Arnold stated that Homecoming was night and day compared to Welcome Week, and was a huge improvement. She explained that the Maroons weren't even needed to help out, and that everyone was happy.

#### **7. SCSN Report – report attached**

##### **Questions**

- Arnold stated that she liked the PTMs point about seeing if it was appropriate for SCSN to be bringing up information for the police. She added that it was important since the Councillor for Ward 1 came by to the

SRA. Ibe stated that there was currently communication through the MSU website and the president's page about conversations with the Hamilton Policy. He explained that things are happening, but no one is reporting these events. He felt that they should put a link on the SCSN page to the police reporting site.

- Deshpande stated that if SCSN does set up a reporting section, it should be given to the police in some way. He added that if they don't have data then the police won't know how to coordinate strategies.
- Anas felt that the form would be a good idea, but they should also be collecting statistics from students in the surrounding areas so that they can see what can be taken to City Council.
- Anbalagan stated that the Community Connectors job application was extended until October 27 and still no applications. She explained that there should be a longer-term discussion about looking at the program.

#### **8. QSCC Report – report attached**

##### **Questions**

- Lee asked for an update on the new exec structure and asked if it was working.
- Anas would like pictures of what the cleaned-up space looked liked.
- Ibe asked if there was an update on the library resource with all of the peer supports. Epifano stated that there wasn't.
- Lightstone stated that he was concerned that sessions haven't started yet, and that November is the final month of the term.
- Deshpande added that he hadn't seen anything about potential planning for Trans Visibility week or day, and would like an update.
- Anbalagan stated that she will check in for both comments.

#### **9. Welcome Week Faculty Societies Coordinator Job Description**

**Moved** by Anbalagan, **seconded** by Deshpande that the Executive Board approve the changes to the Welcome Week Faculty Societies Coordinator job description, as circulated.

- Anbalagan went over the memo that was circulated. She stated that this went through Gina Robinson, and Trish Roberts, as well as the previous Coordinator.
- D'Souza asked if there was discussion about the coordinator of bulk rep suit purchases.
- Anbalagan responded that's why they changed the financial and budget percentage in the job description.
- Lightstone asked that if they would look into an MSU Welcome Week manager now that the MSU was taking on a larger role during WW.
- Anbalagan responded that it wouldn't as the strategic themes were still under the portfolio of the Vice-President Admin, and the only change was to be support for the VP.
- McGowan asked if they had anything in writing from the University for the MSU doing the strategic themes.
- Anbalagan responded that she spoke to Gina about this, and that this job description change would give the MSU more of an argument for keeping charge of the themes.

##### **Vote on Motion**

**Passes Unanimously**

#### **10. CLAY Coordinator Wage Placement**

**Moved** by Anbalagan, **seconded** by Anas that the Executive Board approve the wage placement of the CLAY Coordinator, as recommended by the Wage Review Committee, as circulated.

- Anbalagan went over the memo with the Board.

- Lightstone asked if they had access to the materials to see the justification, or was this just a procedural vote.
- D'Souza stated that if they disagreed with the wage placement then they could send it back to the Committee to review it. He explained that the procedure was that the CLAY Coordinator filled out a questionnaire that went to committee, which was then assigned to a score, and that score gets matched up with the wage grid.

#### **Vote on Motion**

#### **Passes Unanimously**

#### **11. CLAY Coordinator Job Description**

**Moved** by Anbalagan, **seconded** by Ibe that the Executive Board approve the changes to the CLAY Coordinator job description, as circulated.

- Anbalagan went over the memo with the Board.
- Ibe stated that this was a huge opportunity to take on community based programming. He felt that this would make the conference stronger and more robust, and that it was consistent with the operating policy. Ibe added that they kept the job description vague as they want to work with the Coordinator who was willing to do the work and research.
- Lightstone asked if they had access to the findings from the CLAY Coordinator who was tasked to work on the project.
- Ibe responded that there was a series of events that didn't allow for that to happen.
- Lightstone stated that the purpose of CLAY was to be a conference, and that the main objective of the OP. He stated that the edits would have to include events and other items not directly related or supported by the OP. He asked what guidance would the CLAY Coordinator receive to run these events.
- Anbalagan stated that this fell in line with the OP, and while the additions may not be the aim of the conference it still falls in line with the objective which was to provide leadership amongst youth. She felt that it was easier to put this in the job description instead of assigning duties to the Coordinator after being hired.
- Epifano asked if recruiting for LDs will be two different positions or for all of them.
- Anbalagan stated that they could be the same, but it included flexibility and would be a good opportunity to provide to the volunteers.
- Epifano stated that the CLAY review that was coming forward will say to collaborate more with the community.
- J. Yachouh stated that he has been involved with CLAY for the past two years, and felt that they were moving into a direction to serve the niche. He explained that the OP states that the purpose was to run a conference, and if they wanted to add more the OP should have been changed. Yachouh stated that he could see this harming the relationships they have with communities due to the lack of experience from the MSU doing this. He explained that they had three strong CLAY Coordinators in previous years who didn't have community experience and did phenomenal things with the conference. Yachouh added that the MSU used to have a Community Engagement Coordinator for advocacy, and that this would have been way to go. He felt that the Coordinator wouldn't have time to plan the conference and a community engagement initiative, as planning the conference took a lot of work. Yachouh pointed out that they were hiring late for the position, and that would be fine if it was just the conference but they're adding way more things to do without taking anything away. Communication with community partners will take a long time to develop.
- Ibe stated that part of the process was to connect with the Office of Community Engagement, so they are aware of this change and gave their recommendations. He stated that the goal wasn't community engagement, it was to fully support the mandate of CLAY. Ibe stated that flexibility on how the Coordinator would like to see this develop was in the job description.

- McGowan asked if there was a pilot concept and timelines associated with it. He asked if they could look into this in isolation before putting it through CLAY.
- Deshpande stated that the flexibility in the job description and increase in hours to the Coordinator would give them more time to dedicate to CLAY.
- Anbalagan stated that this was just re-emphasizing youth mentorship, and this should be considered.
- C. Yachouh stated that CLAY was to provide a leadership conference, and if that is no longer the case then the operating policy should have been updated before bringing this forward. She explained that planning a conference was a lot, and the 12-14-hour compensation was great, but it doesn't pay for any of the extra work. She explained that she did a lot of community engagement with Horizons and it took a lot of time. She added that from her experience with working with the Office of Community Engagement broadness wasn't good. She felt that the MSU should be putting something together for one or two groups before telling 15 groups that they can give students, especially since the MSU can't even get students for the SCSN. She stated that if all of the groups were promised students it would be a red flag, and they would be upset if the MSU can't provide. She stated that they should be careful moving forward and work with the Community Engagement office.
- Ibe agreed with C. Yachouh and stated that they would only be working with two groups at the moment.
- The Board continued the discussion of the merits of passing the CLAY Coordinator job description.

**Vote on Motion**

**Moved** by Anbalagan, **seconded** by Ibe that the Executive Board approve the changes to the CLAY Coordinator job description, as circulated.

**In Favour: 8 Opposed: 0 Abstentions: 1  
Motion Passes**

**12. Closed Session**

**Moved** by Ibe, **seconded** by Lightstone to move into Closed Session.

**Passes Unanimously**

**13. Return to Open Session****Adjournment and Time of Next Meeting****Time of Next Meeting:**

**Tuesday, November 7, 2017  
12:30pm  
MSU Boardroom, MUSC 201**

**Adjourned at 2:45pm**

/vs