Board of Directors

Regular Meeting Minutes

October 16, 2018

October 16, 2018

Board Secretary: Rose Vogt, General Manager
Minutes Taker: Allison Sachs, Chair

ATTENDENCE

Name and Position	Present	Regrets*	Absent
Allison Sachs, Chair of Board	X		
Evan Andrews, Director	R		
Vacant, Director			X (resigned)
Emily Cyr, Director, Vice Chair		X	
Sondra Eger, Director	X		
Julia Goyal, Director		16:15	
Amanda Joynt, Director	X		
Norman Kearney, Director	X		
Graham Mayberry, Director	X		
Nick Revington, Director	X		
Rebecca Stirling Director		16:26	
Chris Van Bommel, Council Speaker	X		
Naima Samuel President	R		
Rose Vogt, General Manager		X	

*A time in the Regrets or Absent column indicates a director arriving at that time, after the meeting was called to order

Councillors	Present with notice	Present
Jen Reid, Physics & Astronomy councillor	X	

MINUTES

1. Welcome and Opening Remarks
2. Board Development
   a. **Action Items:**
      i. **Norman** and **Graham** will be developing a "budget training/finance training/STRATEGIC FINANCIAL LITERACY" Board development module for the November 20 regular meeting
      ii. **Norman** and **Graham** will consult the board via email after coming up with some broad-strokes plan
      iii. **All Directors** will share with Norman and Graham any input regarding this training
3. Approval of the Minutes
   a. September 18 Regular Meeting
      i. **BIRT the September 18 regular meeting of the board minutes are approved**
         1. Sachs / Joynt
         2. Carried Unanimously
         3. **Amendment**: Evan Andrews was present remotely at the September 18 meeting
4. Presidential Reports
   a. Monitoring Report EL-2 Respect for Persons, Society, and the Environment
      i. **BIRT the report is accepted and does not need to be resubmitted**
         1. [Sachs] / [Revington]
         2. [Carried Unanimously]
         3. Discussion/feedback:
            a. Board members asked for further data in the future to support compliance/non-compliance, but this report does not need to be resubmitted with more data [no Board members object to this when asked]
            b. Idea: supplementary tools as appendices to EL policies, develop checklists
            c. Kearney acknowledges requested change to pulling out each item in ELs individually
            d. How far along is management in compiling handbooks/operating manual etc? scattered, waiting on new staff, hopefully
      4. **Action Items:**
            a. [Brief description of an action item #1, include responsible party]
   b. State of the Organization & Workplan Update
      i. **Accepting Verbal Report**
         1. [Sachs] / [Goyal]
         2. [Carried Unanimously]
         3. Discussion:

        a. Whoever was reporting directly to GM is now reporting to the president

        b. Admin Assistant and Interim General Manager starting before end of month

        c. Workplan: Communications plan drafted. Will be shared with Board and Council. Outreach plan not started.

        d. President preparing/discussing July/August financials with accountant

        e. Progress on Mental Health initiatives (relates to ends)

4. Action Items:

        a. [Brief description of an action item #1, include responsible party]

5. Board Committee Reports

    a. HR report (written) (Joynt)

        i. Discussion:

            1. The President sees interim GM as an employee of the President, not the board

        ii. Action Items:

            1. The board should have a conversation about how the ED's tasks are divided amongst the interim General Manager, the administrative assistant, the President, and Grad House staff

    b. HR task force report (verbal) (Samuels)

        i. Confidential Session [Kearney] / [Stirling] Carried by consent

    c. JPRC VP clarifications Report & GP-1 Amendments report (written) (Van Bommel)

        i. BIRT the answer to the question "who will lead the VP hiring process?" be "The incoming president" [Sachs/????]

            1. Postponed indefinitely by consent [????/????]

        ii. Discussion

            1. Feedback—recorded by the speaker--was given to the JPRC

            2. The chair of the JPRC will solicit feedback after then special meeting of the board on October 23

            3. Goal of the Committee is to have policy in place by November so that it can be acted on in January

            4. Director Kearney asked for a rationale for the amendment giving council power over GP-8, and expressed dissatisfaction towards the amendment to BM-1

            5. A member of council asked for speaking rights. Rights were not granted.

        iii. Action Items

            1. The Chair will solicit feedback from individual board members on the two reports during the period October 23-October 30

            2. The Speaker will share a text version of the reports

            3. The Speaker will share the rationale for giving council control of GP-8 by Tuesday October 23

    d. GHTF 2.0 report (verbal) (Norman)

       i. Discussion
1. Task Force members agreed on accepting/modifying/rejecting 6 out of 22 of Dave's shared-responsibility high-priority recommendations

   ii. Action Items
1. Kearney will share a report on those 6 items
2. The committee will meet to do further work on the other 16 items
3. "What is the GH and what is it for?" will be addressed jointly with council at the Strategic Planning Retreat

6. *In Camera*
7. Adjournment

Appendix A – Agenda

Board of Directors
Regular meeting

Primary Meeting	Overflow Meeting
Date: Tuesday, October 16, 2018 Time: 4:00 P.M. – 6:00 P.M. Place: QNC B201 Skype contact id: pabetism room phone number: x56757	Date: Tuesday, October 23, 2018 Time: 4:00 P.M. – 6:00 P.M. Place: QNC B201 Skype contact id: pabetism room phone number: x56757

CURRENT COMMITTEES

Current Standing Committees:
- Joint Policy Review Committee: *Christopher*, Julia, Nick, *Jen Reid*
- Board Executive Committee: **Allison (Chair)**, Emily (Deputy CGO), Graham, Nick, Rebecca

Current AdHoc Committees:
- ED Hiring Committee: **Amanda**, Graham Mayberry, Norman Kearney, *Noor-Ul-Huda Shah, Takin Tadayon*
- Grad House Task Force v2.0:   **Norman**, Emily, Evan, Graham, Naima
- Human Resources Task Force: **Naima**, Evan, Sondra, Allison

AGENDA

1. Welcome and Opening Remarks	*Potential Motions*	*Preparation*	*Relevant Policy, Policy Gaps*
2. Board Development	*Potential Motions*	*Preparation*	*Relevant Policy, Policy Gaps*
a) N/a		•	
3. Approval of Minutes	*Potential Motions*	*Preparation*	*Relevant Policy, Policy Gaps*
a) Sept. 18 regular meeting	•	•	
4. Monitoring Reports	*Potential Motions*	*Preparation*	*Relevant*

			Policy, Policy Gaps
a) EL-2 Respect for Persons, Society, and the Environment	• Approve/Approve with amendments	• Read EL-2 • Read monitoring report	El5
b) SPECIAL: State of the organization (Verbal)	a) Accept Report **b) Motion to approve presidential overtime**	•	
5. Board Committee Reports	*Potential Motions*	*Preparation*	*Relevant Policy, Policy Gaps*
a) EDHC report (written) [Amanda, Naima]	• Accept Report	• *Read report* • *Prepare questions in advance*	
b) Report on final HR Task Force Activities (verbal) [Naima]	• Accept Report	• *A written report will come in November*	
c) JPRC - VP Clarifications (written) [Nick, Chris]	• Accept Report	• *Read report* • *Prepare questions in advance* • *Examine proposed policy*	
d) JPRC – council consultation (written) [Nick, Chris]	• Accept Report	• *Read report* • *Prepare questions in advance* • *Examine proposed policy*	
e) GHTF 2.0 report (written) [Norman]	• Accept Report • **Decide next steps**	• *Read report* • *Prepare questions in advance*	
6. Council Report	*Potential Motions*	*Preparation*	*Relevant Policy, Policy Gaps*
a) August Meeting of	• Accept Reports	• Read Report	

Council b) September Meeting of Council c) October Meeting of Council			
7. Special Orders	*Potential Motions*	*Preparation*	*Relevant Policy, Policy Gaps*
a) Motions/discussion arising from EDHC report	• Ratify EDHC's Decisions • Select director to lead formation of service-level agreement with Uni HR • Select three support directors • Approve Terms of Reference	•	
b) Motions/discussion arising from VP Clarifications (JPRC, September 2018)	• Accept/Reject with rationales (paragraph by paragraph)	•	
c) Motions/discussion arising from GP-1 Policy Change (JPRC, October 2018)	• Accept/Reject with rationales (paragraph by paragraph)	•	
8. Unfinished Business and Business Arising from Minutes[1]	*Potential Motions*	*Preparation*	*Relevant Policy, Policy Gaps*
a) Approving the list of Ends (with rationales) from Council	• Accept/Amend and return to Council	• *See August report from Council in August Agenda Package*	
b) Approving the list of Board Action	• Accept/Amend	• *Read document (in agenda package)*	

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[1] All items in this category will be handled as an E-Vote, unless the board motions otherwise

	Items		Potential Motions		Preparation	Relevant Policy, Policy Gaps
a)	GP-1Policy Change (Board)	•		•	Read document (in agenda package)	
b)	Recommendation: External Scan (written) [Graham]	• •	Accept Report Decide next steps	• •	Read report Prepare questions in advance	
c)	Hiring process recommendations (written) [Naima]	•	Accept Report	• •	Read report Prepare questions in advance	
9. New Business		*Potential Motions*		*Preparation*		*Relevant Policy, Policy Gaps*
a)	Grad House Vision: Next Steps	•	Consult council, with suggestions	•		
b)	Strategic Retreat Preliminary Planning Report	•		•	Read report	
c)	Appoint new Board Secretary	•	Election	•		
d)	Hire Board Assistant	•		•		
e)	Appoint members to BEC (three directors other than CGO, Deputy CGO, or CEO)	•	Election	•	See GP-12 Board Executive Committee, in the May 23 Agenda Package	
f)	CMAHRO Workplace Assessment Report (verbal, confidential written component) [Naima]	• •	Accept Verbal Report **Decide next steps**	•		
g)	Health and Dental Fund Report (Written) [Rebecca, Allison]	• •	Accept Report **Decide next steps**	• •	*Read report* *Prepare questions in advance*	
10. *In Camera*						

11. Adjournment			

Forthcoming E-Votes

List of Board Action Items
BIRT the Board of Directors of the GSA-UW adopts the list of Board action items contained in the agenda package for the October 16 2018 regular meeting of the Board.
GP-1 policy change: Proposed Ends to include Rationales
BIRT the Board of Directors of the GSA-UW accepts the recommendation outlined in the document "GP-1 Change (rationales)," and approves the following policy change • The bullet point "New Ends, revisions that further specify existing ends, and new sub-ends will require a rationale, which justifies narrowing the latitude with which the President' may interpret the Articles of Incorporation and/or Ends." is added as bullet point iv under GP-1.2.a
Recommendations: External Scan
BIRT the Board of Directors of the GSA-UW accepts the following two recommendation from "GSA-UW External Scan Report" • The board should perform an external scan during the 2018-2019 planning cycle.
Survey Question: If you support the GSA-UW doing an external scan, please indicate what outcomes you would like to see from an external scan, and how those outcomes can be measured.
Survey Question: If you support the GSA-UW doing an external scan, please indicate your preference for the scope of the external scan and estimate the level resources required to execute such a scan.
Hiring Process
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report" • The rubric style used for resume evaluations ensured fairness across the applicants but lead to subjective interpretation if an applicant did not specifically mention what the committee was looking for, and criteria in the rubric were given equal weight. The scoring for the rubric could have been improved to put more emphasis on what the major challenging aspects of the job entail. This scoring may be re-weighted year to year if the duties of the Vice President differ across years.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report" • Having a concrete Vice-Presidential policy with core competencies outlined and a list of desired attributes and definite red flags before the interview process would have better aided the candidates' evaluation and selection process.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"

• There were ample case study interview questions, which helped identify strategic thinking processes, but there could have been more questions to gauge candidates' other developed skills.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • There could have been specific questions regarding teamwork and leadership approaches during the interview.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • Although the committee provided additional information to all candidates (based on clarifying question from the first candidate), it may be a poor practice to do this as a candidate's ability to ask a clarifying question speaks well of their effectiveness to understand the need for additional information and seeking additional support before making a decision.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • Although some questions were provided to candidates ahead of the interview, it might have been beneficial to provide background on some of the questions to see how motivated candidates were to seek out additional information and prepare themselves.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • Although relying on references to provide feedback on candidates' ability to follow direction and maintain open dialogue was seen by some committee members as a weakness, it is a common practice in hiring to evaluate the candidate's relational skills based on input from references who have experience working with the candidate. It is therefore recommended that this practice be continued.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • It is recommended that the practice of involving every committee member in asking questions during interviews be continued.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • It is also recommended that committee members have a clear understanding of which skills are being assessed prior the interview.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • It is recommended that relevant members be involved from the start of the process.
BIRT the Board of Directors of the GSA-UW accepts the following recommendation from "GSA-UW Hiring Process Report"   • It is also recommended that weighting of the questions should reflect the broad nature of duties required by the job.

Proposed Ends
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale: • **End:** Graduate students at the University of Waterloo are able to pursue academic and/or non-academic paid employment from commencement of their studies to completion without negatively impacting their funding. Moreover, every graduate student has equitable opportunity to take leaves without negatively impacting their present or future status in Canada. • **Rationale:** The federal government has made recent changes that prevent international students from taking a leave of absence from their program to work for a term, unless it is specifically part of their program (e.g. co-op). Moreover, an international student is required to maintain continuous full-time enrolment in order to be eligible for a Post-Graduation Work Permit. All students should have equitable opportunities to take on work experience and/or leaves of absence as they feel would be beneficial without facing negative consequences.
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale: • **End:** Graduate students and their interests are represented and promoted to federal, provincial, and municipal levels of government. • **Rationale**: After the GSA's withdrawal from CASA and OGSA, Council wishes to ensure lobbying efforts continue in some form.
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale: • **End:** Graduate students are knowledgeable of the signs and symptoms of the most common mental illnesses, and have ongoing access to training to increase awareness and support strategies. • **Rationale:** Graduate students should be able to support one another in having good mental health.
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale: • **End:** Graduate students have work spaces that promote safety and support mental and physical wellness. • **Rationale:** Graduate students' work spaces should not negatively impact their mental or physical wellness.
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale: • **End:** Graduate students are aware of and have full access to any required accommodations recommended by a medical professional to promote their studies and research, and that students who require these accommodations are evaluated equitably. • **Rationale:** The 2017 Vital Signs Survey found that between 7.8 and 15.0% of graduate students rate Accessibility Services as low quality to some degree, and 28.6 to 35.0% of graduate students rate the visibility of Accessibility Services as not very visible to some degree. Students should not be penalized for using recommended

accommodations.
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale • **End:** Research-based graduate students' net student funding levels (total funding minus tuition fees, mandatory incidental fees, and taxes) are no lower than the cost of living in Waterloo. • **Rationale:**
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale • **End:** Graduate students are not required to take non-academic work to afford their education and living costs. • **Rationale:** See August Report from Council to Board
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale • **End:** Graduate students have a dedicated secure working space, independent of any "wet" research lab, reasonably close to their research group and supervisor, and unrestricted access to a computer. • **Rationale:** See August Report from Council to Board
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale • **End:** The University of Waterloo considers the long-term environmental sustainability of its operations to be a top priority. • **Rationale:** See August Report from Council to Board
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale • **End:** Graduate students have access to on-campus housing, and there exists targeted marketing of available social and academic services in residence and off-campus housing related resources. • **Rationale:** See August Report from Council to Board
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale • **End:** Graduate students are actively involved in deliberation and decision- making regarding the legitimate interests of the University and/or the University community. • **Rationale:** See August Report from Council to Board
BIRT the Board of Directors of the GSA-UW approves the following based on the provided rationale • **End:** Graduate students, through the GSA, receive complete information on university proposals, and are not required to financially contribute to any proposal not approved by the GSA. • **Rationale:** See August Report from Council to Board