



## Emergency Board Meeting 2

08/04/2016

A meeting of the University Students' Council Board of Directors was held on the above date in the USC Board Room a 4:30pm with the following present:

<u>From the Board:</u>	S. Franchetto (Chair), C. Maidment, S. Helpard, J. English, R. De Sequeira, S Kerr, H. Zafari, P. Demarco
<u>From Management</u>	K. Pacheco,
<u>Recording Secretary</u>	N. Soave
<u>Regrets:</u>	I. Lalani

## CALL TO ORDER

The meeting was called to order by Mr. Franchetto at 4:35pm.

## DISCLOSURES OF INTEREST

There were no conflicts of interest declared for the emergency meeting.

## COMMENTS FROM THE CHAIR

Outlined the goal of the meeting to everyone, including the objective of approving the HR Committee Recommendations

## CHANGES TO AND ADOPTION OF THE AGENDA

Motion to waive notice was approved unanimously, meeting the two thirds majority required for an emergency meeting.

Scott, Kerr second, moved, R. Sequira **Passed Unanimously**

## ITEMS FOR APPROVAL

### **Chief Operations Officer (See attached report)**

The President provided an update on the General Manager Hiring Process, and where the process is at this point. Lee Anderson completed a scan of other Student Unions across Canada, and reviewed the other systems used. Included in Mrs. Anderson's report is a series of recommendations that the HR Committee deliberated on and have now brought forward to the Board. The new position will be called a Chief Operations Officer (COO). The biggest change that the committee has brought forward is the shift away from having a GM that is align with the President, rather the President will be the CEO and head of the organisation and the COO will be reporting into the President. The Human Resources Committee in consultation with Lee Anderson develop a new Role and Responsibilities Document that has been attached.

The board requested that the President outline the various changes in the document, and how that will impact the organization. Budgetary final approval would shift away from COO towards the President/CEO. The biggest difference is this concept of a two sided organization, where the Student Executive have their area of focus, and the full time staff have another separate area. This change would align these two groups together. The job will be posted as a 3 year contract.

The President reviewed the Roles and Responsibilities document line by line with the board, and fielded questions as they arose.

The President outlined the timeline for recruitment, and hiring with the committee.

**BIRT the board approves the Chief Operations Officer Role and Responsibilities Document and items mentioned orally as presented by the chair of the HR Committee, and approves this be used for recruitment of a new Chief Operations Officer.**

**BIFRT the board approves a \$100,000 to \$120,000 salary range for the Chief Operating Officer role.**

**BIFRT the board approve Mr. Jacobi as a member of the core hiring panel for interviews.**

**Moved C Maidment, Second H. Zafari passed unanimously.**

#### **By-law 4 Update**

The president and chair requested for an opinion on the changes needed for by-law 4, and if making this change to a COO will contravene our by-law. The answer from the lawyer is that we are fine to post this COO Job Description and not contravene the by-law.

#### **Current GM Work Plan**

The President and the chair have agreed to a list of projects that the GM will be completing over the coming months. The current GM has requested that she will be in the office for 2 days a week while she does this.

#### INQUIRIES AND OTHER BUSINESS

None

#### ADJOURNMENT OF CONFIDENTIAL BOARD MEETING

The Board adjourned on motion, by consensus at 5:12pm.

CARRIED

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Secretary

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Chair

