

*The Board of Directors acknowledges and respects the Algonquin First Nation, on whose traditional territory the Carleton University Students' Association is located.*

## **AGENDA for the 4th Meeting of the CUSA Board of Directors**

**August 9th, 2022 at 7:00pm  
Hybrid at Haven (43 Seneca) and on Zoom**

1. Call to Order
2. In Camera Session
  1. Motion to Move to In-Camera Session (B-44)
3. Disclosure of Interest
4. Approval of the Agenda
  1. Motion to Approve the Agenda as Presented (B-45)
5. Approval of Past Minutes
  1. Motion to Approve the Regular Board Meeting minutes from June 26, 2022 (B-46)
6. Presentations/Delegations
  1. Presentation by President Stoikos-Lettieri on Executive Orders 002-005
7. Directors Reports
8. Staff Reports
  1. Adil Tahseen, Director of Student Services
  2. Aneesh Tiberias Murali, Director of Finance and Administration
  3. Christine Falardeau, Director of Communications and Strategy
  4. Samuel Kilgour, Director of Student Development
  5. Dustin Rivers, Executive Director
9. Committee Reports
  1. Director Huggins-Charles, Chair, Finance and Governance Subcommittee
  2. President Stoikos-Lettieri, Co-Chair, Human Resources Subcommittee
10. Introduction of Bylaws/Policy
11. Reconsideration of ByLaws/Policy
12. Announcements and Correspondence
  1. Correspondence from Davin Caratao, Vice President, Internal

### 13. New Business

1. Motion to Approve the Executive Policy (G-02) (B-47)
2. Motion to Approve the CUSA Committees Policy (G-04) (B-48)
3. Motion to Approve the Long-Term Strategic Plan Policy (O-01) (B-49)
4. Motion to Amend the Hiring Policy and Procedure (B-50)
5. Motion to Amend the Hiring Policy and Procedure (B-51)
6. Motion to Amend the Operating Budget (B-52)
7. Motion to Approve the Keyholder Policy (O-04) (B-53)
8. Motion to Approve the Mandate Letter to the Executive Composition Committee (B-54)
9. Motion to Refer Schedules A-F of the CUSA By-Laws to the Executive Composition Committee (B-55)
10. Motion to Strike the Long Term Strategic Plan Steering Committee (B-56)
11. Motion to Fill the Long Term Strategic Plan Steering Committee (B-57)
12. Motion to Sponsor CU Spirit Day (B-58)
13. Motion to Approve a Joint Review of President/CEO Compensation by the Finance and Governance Subcommittee and the Human Resources Subcommittee (B-59)
14. Motion to Draft Proposal for Space Allocation (1st Floor, University Centre) (B-60)
15. Motion to Draft a Proposal for The Wing 2022/23 Plan (B-61)
16. Motion to Approve the Disconnecting from Work Policy (H-04) (B-62)
17. Motion to Approve the Hybrid Work Policy (H-XX) (B-63)

### 14. Notice of Motion

15. Unfinished Business and Deferred/Tabled Items
16. Other Business
17. Question and Answer Period
18. Adjournment

1. Adjournment (B-64)

**Item 2.1**

**Motion to Move to In-Camera Session (B-44)**

**BE IT RESOLVED** that pursuant to Section 6 of the CUSA Board Rules of Procedure, The Board move In-Camera.

Moved:

Seconded:

**Item 4.1**

**Motion to Approve the Agenda (B-45)**

**BE IT RESOLVED** that the Agenda for the June 26th Regular Board Meeting be approved as written.

Moved:

Seconded:

**Item 5.1**

**Motion to Approve Past Minutes (B-46)**

**BE IT RESOLVED** that the Past Minutes for the June 26th Regular Board Meeting be approved as written.

Moved:

Seconded:

**Item 6.1**

**Presentation by President Stoikos-Lettieri on Executive Orders 002-005**

*Presentation to be given at Board.*

[\[appendix 1\]](#)

## Item 8.1

### Staff Report: Adil Tahseen, Director of Student Services

#### Summary of recent accomplishments and current activities:

- Service Centre Office refurbishment (new furniture, ongoing maintenance, increased accessibility)
- Service Centre Onboarding and training: [On-going: GSRC (1), Mawandoseg (1), CDAC (1), Wellness Centre (2), USC (1), Hatch (2 - completed)]
- Updating and refreshing all in-print materials - in hand mid-August
- Updated all service centre copy
- Updated Studentcare section of our website - copy sent to comms
- Updating and refreshing all signage and wayfinding - in the design process
- Health and Dental Plan RFQ - will be continuing our relationship with Desjardins
- Secured pilot project for long-term healthcare (Dialogue - mental health program)
  - We will be sharing the service brief with all stakeholders
- Compiling all mandatory and optional staff training courses/materials
  - Booking required training
- Ongoing budgeting for all service centre spaces
- Finalizing academic year programming
- Tech refurbishment at the CUSA Office

#### List of activities in progress and upcoming events:

- Fall orientation schedule/programming as it relates to service centres
- Review hiring from front desk staff for the upcoming academic year
- Training for newly hired staff - in progress
- All staff events (service centre)



## Item 8.2

### Staff Report: Aneesh Tiberias Murali, Director of Finance and Administration

#### Summary of recent accomplishments and current activities:

- 1) Meeting with Finance staff and associated directors and staff - for onboarding
- 2) Meeting with former Director of Finance for onboarding
- 3) Meeting with executives for finance and HR touchpoint conversations
- 4) Meeting with VP-Finance for Budget generation
- 5) Secondary consultation for FY 2021-2022 Audit
- 6) Reviewing HR and Finance policy documents

#### List of activities in progress and upcoming events:

- 1) Suggested agenda item for finance committee review - concerning accounting software system upgrade
- 2) Looking at Payroll system alternatives

#### Financial impact (if any):

Quickbooks - 700-800\$ annual cost

### Item 8.3

#### Staff Report: Christine Falardeau, Director of Communications and Strategy

##### Summary of recent accomplishments and current activities:

1. Hired full-time Graphic & Multimedia Designer in April.
2. Hired student Social Media Coordinator in May with the purpose of managing the social media presence for CUSA's businesses.
3. Audit IT for offices and order IT hardware (collab with Adil) - *In progress*
4. Interior branding for the Haven at Wrk coworking space - *In progress*
5. Creating remaining content for the shophaven.ca (new Haven website, formerly havenbooks.ca) to prep for the early August launch - *In progress*
6. Source new web developer and build a content plan for the cusaclubs.ca website - *In progress*
7. Association-wide promotional order RFQ
8. UC wayfinding signage planning

##### List of activities in progress and upcoming events:

1. Start Haven at Wrk Shopify website with Bento SMB web development team
2. Optimizing and creating new communications forms and processes for requesting work
3. Main offices commercial furniture order

##### Financial impact (if any):

- Website dev and build costs - TBD
- IT hardware and office furniture - TBD (to be submitted to AFCOM for approval)

**Item 8.4**

**Staff Report: Samuel Kilgour, Director of Student Development**

*Away on annual vacation for July 2022. No report submitted.*

**Item 8.5**

**Staff Report: Dustin Rivers, Executive Director**

*Report to be given at Board.*

**Item 9.1**

**Committee Report: Director Huggins-Charles, Chair, Finance and Governance  
Subcommittee**

*Oral report to be given at Board.*

**Item 9.2**

**Committee Report: President Stoikos-Lettieri, Co-Chair, Human Resources Subcommittee**

*Oral report to be given at Board.*

**Item 13.1**

**Motion to Approve the Executive Policy (G-02) (B-47)**

**WHEREAS** CUSA Council passed the Executive Policy (G-02) at the 2nd (Regular) CUSA Council Meeting on 27 June, 2022

**AND WHEREAS** the CUSA Board of Directors, along with CUSA Council, has been designated as a joint competent chamber for the Executive Policy (G-02) in part due to the Board's oversight and regulatory functions

**BE IT RESOLVED** that the Executive Policy (G-02) be approved by the Board of Directors as written

[\[appendix 1\]](#)

Moved: Chair Simms

Seconded: President Stoikos-Lettieri

**Item 13.2**

**Motion to Approve CUSA Committees Policy (G-04) (B-48)**

**WHEREAS** CUSA Council passed the CUSA Committees Policy (G-04) at the 1st (Regular) CUSA Council Meeting on 30 May, 2022

**AND WHEREAS** the CUSA Board of Directors, along with CUSA Council, has been designated as a joint competent chamber for the CUSA Committees Policy (G-04) in part due to the Board's regulatory functions

**BE IT RESOLVED** that the CUSA Committees Policy (G-04) be approved by the Board of Directors as written

[\[appendix 1\]](#)

Moved: Chair Simms

Seconded: President Stoikos-Lettieri



**Item 13.3**

**Motion to Approve the Long-Term Strategic Plan Policy (O-01) (B-49)**

**WHEREAS** the CUSA Board of Directors passed Motion B-31, a Motion to Adopt a Long-Term Strategic Plan for CUSA, during the 3rd meeting of the CUSA Board

**AND WHEREAS** Motion B-31 directed “the President, Vice President Internal, and Director of Student Development to research the long-term strategic plans of other student associations to present to the Board and Council at their regular August meetings”

**AND WHEREAS** Motion B-31 directed “the President, Vice President Internal, and Director of Student Development to draft a procedure for creating the long-term strategic plan to present to the Board and Council at their regular August meetings”

**AND WHEREAS** the CUSA Board of Directors, along with CUSA Council, has been designated as a joint competent chamber for long-term planning processes and agenda-setting for the organization

**BE IT RESOLVED** that the Long-Term Strategic Plan Policy (O-01) and its respective schedules be approved by the Board of Directors as written

[\[appendix 1\]](#)

Moved: President Stoikos-Lettieri

Seconded: Chair Simms

**Item 13.4**

**Motion to Amend the Hiring Policy & Procedure (B-50)**

**WHEREAS** the HR and Finance Assistant position has been created

**BE IT RESOLVED** that the HR and Finance Assistant positions be added to CUPE 3011 level of Employees,

**BE IT ALSO RESOLVED** that the Hiring panel for the HR and Finance Assistant position shall consist of

q) The Hiring panel for the HR and Finance Assistant shall consist of

- (1) Director of Finance and Administration
- (2) 1 other finance staff as designated by the Director of Finance and Administration
- (3) President/CEO or Vice President Finance / Secretary Treasurer
- (4) 1 other Senior Staff member as designated by the Director of Finance and Administration

**BE IT FURTHER RESOLVED** that all applicable clerical edits be made through out the policy where applicable

**BE IT FURTHER RESOLVED** that any references to the Director of Human Resources and Director of Finance be amended to “Director of Finance and Administration”

**BE IT FURTHER RESOLVED** that sections 5(b) and 5(c) be removed from the policy, and replaced with

(b) The Hiring panel for the Director of Finance and Administration shall consist of

- (1) Executive Director
- (2) President/CEO
- (3) Vice President Internal or delegate
- (4) Chair of the CUSA Board
- (5) One CUSA Board member, if willing

Be it further resolved that all references to the Executive Director in hiring panel membership be amended to “Executive Director or designate” for the following employee categories:

- Class 1
- CUPE 3011
- Class 3

Moved: President Stoikos-Lettieri

Seconded: Vice Chair Harris

**Item 13.5**

**Motion to Amend the Hiring Policy and Procedure (B-51)**

**WHEREAS** the IT Administrator position has been created

**BE IT RESOLVED** that the IT Administrator position be added to Class 3 level of Employees,

**BE IT FURTHER RESOLVED** that the following sections be inserted into section 7 of the Hiring Policy and Procedure:

h) IT Administrator

i) The Hiring panel for the HR and Finance Assistant shall consist of

(1) Executive Director or Designate

(2) Director of Student Services

(3) Director of Communications and Strategy or designate

(4) 1 Executive Member (President/CEO or VP)

Moved: President Stoikos-Lettieri

Seconded: Chair Simms

**Item 13.6**

**Motion to Amend the Operating Budget (B-52)**

**WHEREAS CUSA** has created a Senior Leadership Team (Class 2), that consists of the Executive Director, Director of Finance and Administration, Director of Communications and Strategy, Director of Student Services, and Director of Student Development to meet the evolving needs of the organization.

**AND WHEREAS** a primary function of the Senior Leadership Team is to ensure long-term operational effectiveness, consistency, and continuity, CUSA recognizes the importance of ensuring ongoing support and professional development for this team.

**BE IT RESOLVED** that the Executive Director Operational Budget include an annually renewed Professional Development fund specifically for the Senior Management Team in the amount of \$25,000.00

Moved: President Stoikos-Lettieri

Seconded: Vice Chair Harris

**Item 13.7**

**Motion to Approve the Keyholders Policy (O-04) (B-53)**

**WHEREAS** the CUSA Board of Directors passed Motion B-41, a Motion to Direct the Vice President Internal and Executive Director to Draft a CUSA Key Holder Policy, during the 3rd meeting of the CUSA Board

**AND WHEREAS** the Vice President Internal and Executive Director have drafted Policy O-04, A Policy Respecting Keyholders (*Keyholders Policy*) for consideration and approval by the CUSA Board

**BE IT RESOLVED** that the CUSA Board of Directors adopt the Keyholders Policy (O-04) as written

[\[appendix 1\]](#)

Moved: President Stoikos-Lettieri

Seconded: Chair Simms

## Item 13.8

### **Motion to Approve the Mandate Letter to the Executive Composition Committee (B-54)**

**WHEREAS** it is desirable for the jurisdiction and competence of the Executive positions to be assessed and reorganized as is logical and/or reflective of changing realities

**AND WHEREAS** many Executive positions have, or seem to have, confusingly overlapping or contradictory competence

**AND WHEREAS** the Board resolved to constitute an advisory body to investigate the composition and duties of the Executive

**AND WHEREAS** the Vice President Internal was so directed by the Board to draft a mandate letter for the same

**BE IT RESOLVED** that there shall be a Commission, according to ss. 33-43 of the *Committees Policy*, called the Executive Competence and Composition Commission

**BE IT FURTHER RESOLVED** that the nominating committee for Commissioners shall consist of the Vice President Internal, the Speaker or Deputy Speaker of Council, the Chair or Vice Chair of the Board, one Councillor and one Director selected by lottery (sortition) and the Director of Student Development, nonvoting

**BE IT FURTHER RESOLVED** that the nominating committee give its recommended nominees to Council at or before the September Council meeting, following a public job posting on all relevant Association social media sites

**BE IT FURTHER RESOLVED** that the attached shall serve as the mandate letter for this Commission

[\[appendix 1\]](#)

Moved: President Stoikos-Lettieri

Seconded: Chair Simms

**Item 13.9**

**Motion to Refer Schedules A-F of the CUSA By-Laws to the Executive Composition Committee (B-55)**

**WHEREAS** Schedules A-F of the ByLaws consist of the Terms of Reference for Executive Positions,

**AND WHEREAS** Schedules A-F have not been updated since the major democratic and corporate reforms that occurred in May 2022,

**AND WHEREAS** the Executive Composition Committee has been struck to investigate the changes to the Executive,

**AND WHEREAS** changes to the ByLaws and any schedules therein must be made by Council,

**BE IT RESOLVED** that the Executive Terms of Reference, Schedules A, B, C, D, E, and F be referred to the Executive Composition Committee

Moved: Chair Simms

Seconded: President Stoikos-Lettieri



**Item 13.10**

**Motion to Strike the Long Term Strategic Plan Steering Committee (B-56)**

**WHEREAS** the CUSA Board of Directors passed Motion B-49, Motion to Approve the Long-Term Strategic Plan Policy (O-01), at the 4th meeting of the CUSA Board

**AND WHEREAS** section 4 of the Long-Term Strategic Plan Policy (O-01) requires that “a Standing Committee, acting under the *Committees Policy*, known as the Long-Term Strategic Plan Steering Committee” be constituted

**BE IT RESOLVED** that the CUSA Board of Directors strike the Long Term Strategic Plan Steering Committee.

Moved: President Stoikos-Lettieri

Seconded: Vice Chair Harris

## Item 13.11

### **Motion to Fill the Long Term Strategic Plan Steering Committee (B-57)**

**WHEREAS** the CUSA Board of Directors passed Motion B-49, Motion to Approve the Long-Term Strategic Plan Policy (O-01), at the 4th meeting of the CUSA Board

**AND WHEREAS** section 5 of the Long-Term Strategic Plan Policy (O-01) outlines that the composition of the Long Term Strategic Plan Steering Committee consists of:

- (a) the Chair of the Board;
- (b) the Vice Chair of the Board;
- (c) Two Directors, elected by the Board;
- (d) Two Councillors, elected by Council;
- (e) President & CEO;
- (f) Vice President Finance;
- (g) Vice President Internal;
- (h) the Executive Director, nonvoting;
- (i) the Director of Finance and Administration, nonvoting;
- (j) the Director of Student Development, nonvoting;
- (k) the Director of Communications and Strategy, nonvoting; and
- (l) the Director of Student Services, nonvoting.

**BE IT RESOLVED** that the CUSA Board of Directors fill the Long Term Strategic Plan Steering Committee.

**BE IT FURTHER RESOLVED** that the CUSA Board of Directors elect the following Directors to serve as Board representatives of the Long Term Strategic Plan Steering Committee:

- [TBD, vote at meeting]
- [TBD, vote at meeting]

Moved: President Stoikos-Lettieri

Seconded: Vice Chair Harris

## Item 13.12

### **Motion to Sponsor CU Spirit Day (B-58)**

**WHEREAS** CU Spirit Day is an annual collaboration between the Carleton University Students Association (CUSA), Advancement, Athletics, Housing & Residence Life, and the Student Experience Office. The partnership between the five stakeholders has involved the sponsorship of apparel items for individual departments or divisions;

**AND WHEREAS** the partnership's lead sponsor is rotated annually between the five stakeholders, this year's sponsor being Advancement, and as next year's main sponsor, CUSA will influence how \$25k is allocated.

**AND WHEREAS** the program has been highly successful at building campus pride and supporting community initiatives. Throughout the life of the program, CUSA and its partners raised over \$100k to support Carleton's community priorities. Last year's campaign, under the selection of Housing & Residence Life, sold 5,500 sweaters and joggers, raising \$25k to support bursaries for Indigenous students living on campus;

**AND WHEREAS** this year's apparel selection is a high quality crewneck available in the Classic Black Ravens or the True Red Carleton design, which will continue to be priced at a student-friendly \$20;

**AND WHEREAS** historically, CUSA has sponsored sweaters for all professional and student staff in its operations, charging the cost of each sweater to CUSA's staff appreciation budget line. CUSA has, further, offered discounts at Rooster's Coffeehouse and Ollie's to those who wear CU apparel on Fridays;

**AND WHEREAS** Rooster's Coffeehouse and Ollie's Pub have agreed to continue providing discounts to those who wear CU apparel on Fridays;

**AND WHEREAS** last year, Carleton's staff, students, and faculty showed campus pride and developed a sense of unity through distance learning by wearing CU apparel on Fridays;

**AND WHEREAS** CUSA aims to launch our pickup in August from the Student Experience Office to prepare for CU Spirit Day's Fall 2022 launch;

**BE IT RESOLVED** that CUSA continue to sponsor sweaters for all of our professional and student staff;

**BE IT FURTHER RESOLVED** that Rooster's and Ollie's continue to provide discounts on Fridays for anyone wearing CU apparel;

**BE IT FURTHER RESOLVED** that the President and Executive Director draft a plan to allocate the 25k next year and present it to the Board by April 2023 for Approval.

Moved: President Stoikos-Lettieri

Seconded: Director Charles-Huggins

**Item 13.13**

**Motion to Approve a Joint Review of President/CEO Compensation by the Finance and Governance Subcommittee and the Human Resources Subcommittee (B-59)**

**WHEREAS** the Finance and Governance subcommittee was asked through Motion B-35, Motion to Refer the Draft Compensation Policy to the Finance and Governance Subcommittee of the CUSA Board, to review the President's current compensation scheme as relative to VP compensation;

**AND WHEREAS** it is important to look at this issue expeditiously and with consideration to HR and equity;

**AND WHEREAS**, according to current policies, executive compensation appears to be under the purview of the Compensation Review Subcommittee (CRSc);

**AND WHEREAS** the Finance and Governance Subcommittee is unsure whether the creation of Compensation Review Subcommittee (CRSc) was approved by the former Board of Trustees or the Board of Directors and is therefore unsure whether the Finance and Governance Subcommittee has jurisdiction to make recommendations on this issue;

**BE IT RESOLVED** that the Finance and Governance Subcommittee recommends that the Board mandates the Finance and Governance Subcommittee and the Human Resources Subcommittee to jointly study the issue of President's compensation and return with a recommendation to the Board and/or Council.

Moved: Director Charles-Huggins

Seconded: Director Alary

**Item 13.14**

**Motion to Draft Proposal for Space Allocation (1st Floor, University Centre) (B-60)**

**WHEREAS** the INS has vacated rooms 132 and 132A, leaving CUSA with a large, 1907 sq. ft., vacant space on the first floor of the University Centre (UC).

**AND WHEREAS** CUSA has not yet identified a use for this vacant space in the UC.

**AND WHEREAS** the space should come into use in Winter 2023, construction should commence in the near future.

**BE IT RESOLVED** that the Executive Council prepare one to two proposals for the use of the vacant space and present them at an early Fall 2022 Board meeting.

**BE IT FURTHER RESOLVED** that the Board approve of one of these proposals at an early Fall 2022 Board meeting.

Moved: President Stoikos-Lettieri

Seconded: Vice Chair Harris

**Item 13.15**

**Motion to Draft a Proposal for The Wing 2022/23 Plan (B-61)**

**WHEREAS** Room 480B, The Wing, is not in use, leaving a 1284 sq. ft. space unoccupied

**AND WHEREAS** CUSA aims to utilize the vacant space to deliver student services and/or an operational business in the Fall of 2022. However, the Association has yet to identify a use for The Wing

**BE IT RESOLVED** that the Vice President Finance and the President assess the financial history of The Wing

**BE IT FURTHER RESOLVED** that the Vice President Finance, President, Executive Director, and Director of Communications & Strategy present a proposal for the use of The Wing at an early Fall 2022 Board meeting. This proposal will include a business plan or an alternative plan for use if CUSA is to longer operate a business in The Wing

**BE IT FURTHER RESOLVED** that the Board approve of a proposal at an early Fall 2022 Board meeting

Moved: President Stoikos-Lettieri

Seconded: Vice Chair Harris

**Item 13.16**

**Motion to Approve the Disconnecting from Work Policy (H-04) (B-62)**

**WHEREAS** the Ontario Provincial Government has passed *Bill 27, Working for Workers Act 2021*, an amendment to the *Employment Standards Act, 2000* which requires employers to have a written policy on disconnecting from work in place for all employees,

**AND WHEREAS** the CUSA Board of Directors passed Motion B-37, Motion to Direct the Human Resources Committee to Draft a Written Policy on Disconnecting from Work, at the 3rd meeting of the CUSA Board.

**AND WHEREAS** the Human Resources Subcommittee has recommended that the Disconnecting from Work Policy (H-04), attached under appendix 1 of this motion, be passed by the CUSA Board of Directors.

**BE IT RESOLVED** that the Disconnecting from Work Policy (H-04) be approved by the Board of Directors as written.

[\[appendix 1\]](#)

Moved: Vice Chair Harris

Seconded: Chair Simms



**Item 13.17**

**Motion to Approve the Hybrid Work Policy (B-63)**

**WHEREAS** the CUSA Board of Directors passed Motion B-33, Motion to Refer Hybrid Work Policy to Human Resources Subcommittee of the CUSA Board, at the 3rd meeting of the CUSA Board.

**AND WHEREAS** the Human Resources Subcommittee has recommended that the Hybrid Work Policy (H-XX), attached under appendix 1 of this motion, be passed by the CUSA Board of Directors.

**BE IT RESOLVED** that the Hybrid Work Policy (H-XX) be approved by the Board of Directors as written.

[\[appendix 1\]](#)

Moved: Chair Simms

Seconded: Vice Chair Harris

**Item 18**

**Adjournment (B-64)**

**BE IT RESOLVED** that the Board adjourns until 7:00 pm on Monday, the 14th of November at Haven (43 Seneca) or virtually.

Moved: President Stoikos-Lettieri

Second: Director Huggins-Charles