

Brock University Students' Union Board of Directors

Meeting: 2

Date: May 16, 2019

Members present:

Executive (2): Bilal Khan, Asad Jalib

BUSAC (2): David Bisong, Marcus Fluellen

Student at Large (3): Elijah Wright, Harroop Ahuja, Valentina Castano

General Manager: Robert Hilson

Members absent:

AGENDA

1. Approval of Agenda
2. Approval of the Minutes
3. Capital Request – First Reading, Debit/Credit Integration Project
4. Revisions to Workplace Violence and Harassment Policy
5. Revisions to Wellness Spending Policy
6. Revisions to Workplace Violence and Harassment Program
7. In-camera session
8. Adjournment

MINUTES

1.0

Approval of the Agenda

BIRT Board approves the agenda for Meeting 2

Fluellon, Wright

7-0-0

2.0

Approval of the Minutes

BIRT Board approves the minutes from Meeting 1

Khan, Fluellen

6-0-1 (Castano)

3.0

Capital Request – First Reading, Debit/Credit Integration Project

Director of Business Operations, Heather McLean, presents on the debit/credit integration project for BUSU businesses for compliancy and reduction of accounting errors. Requesting support for upfront costs (\$2919.82).

Castano, Bisong, Jalib, Fluellon and Ahuja ask for explanation of fees and payments, focusing on the labour & training and equipment. Khan explains how capital requests work during the summer months. McLean will look at trying to negotiate reduced costs on labour, training and equipment.

BIRT Board approves \$2919.82 from Capital in its first reading for the Debit/Credit Integration Project
Khan, Castano
7-0-0

4.0

Revisions to Workplace Violence & Harassment Policy

Director of Operations, Kate Swiatek, goes through the recommended changes to the workplace violence & harassment program and policy per the recommendation of BUSU's legal representation from Lancaster, Brooks and Welch LLP.

Chair Ahuja reminds the director of their duty to care, providing more time for review of the changes.

BIRT Board approves the revisions to the Workplace Violence & Harassment Policy
Fluellon, Wright
7-0-0

Chair Ahuja motions for the addition of the Workplace Violence and Harassment Program review, separate from the policy, prior to the in-camera session.

5.0

Revisions to Wellness Spending Policy

Director Swiatek reviews the changes to the wellness spending policy.

Ahuja: why is there a difference between the executives and the staff, and under section three "Eligible Expenses List," what is the timeframe for pre-approval expenditures?

Swiatek: we wish to get staff to have items approved by general manager prior to purchasing.

Castano: are the amounts for the staff and executive wellness spending in the budget?

Khan: the amounts approved are from the original implementation from 2017. We must consider other benefits that are received by staff and executives in future decisions.

Castano: under "Ineligible Expenses" what is the rationale for the revision of excluding social clubs and memberships?

Swiatek: in the previous year there have been claims using "mental health" as the rationale, with pushing of the boundaries too far. The reasoning for inclusions on this list are backed up by scientific research, opposed to a personal preference for their reasoning.

Hilson: in support of the reasoning, we evaluated the list out through the lens of human resources.

Wright: how many people are covered through this?

Swiatek: 16 full-time staff members and four executives

Jalib: my suggestion is adding a student representative overseeing the requests, as well as the addition of vitamins (*Swiatek will look into the homeopathic remedies in relation to health benefits*). I would also suggest self-development books with the goal of self-improvement

Swiatek: would this be different from professional development?

Jalib: I would recommend the focus on wellness versus professional development

Ahuja: Is there research proving instructional classes or training activities with a focus on the arts?

Swiatek: as a collective, we did not feel there was sufficient support as to keeping those in. We see these activities as one-time classes that are more entertainment versus on-going classes that will improve productivity.

Khan: I support putting "books" under ineligible items. There's difficulty proving the validity around books as one's interpretation differs from another, making it difficult for the general manager to approve this type of expenditure.

Wright: regarding the arts classes, that is more hobbies than ongoing development, unlike personal training and fitness, as well as books.

Ahuja: reminder to about this being operational versus our over-arching goals that we should be spending time on

Bisong: should massages be covered as there is proof of their wellness benefit?

Swiatek: massages are covered through health & dental benefits, which the staff and executives receive in their roles. Once the amount available for massages has reached its maximum, staff may use after the maximum benefits available have been reached

Castano: Under Policy Review, I would recommend changing from two-year reviews to one-year, especially new research done yearly and a new board each year.

Ahuja requests this to be tabled for a future meeting. Swiatek will review requested changes.

*Castano requests Swiatek to produce staff and executive benefit packages for review. **Carried.***

6.0

Revisions to the Workplace Violence and Harassment Program

Director Swiatek explains the revisions to the workplace violence and harassment program.

Khan: In regards to "...BUSU may exercise its discretion to refer the..." under Investigation Procedures, does BUSU refer to the board?

Swiatek: it is dependent on who the complaint is made against

Ahuja: under Investigation Procedures, section 4, who is the "complainant"?

Swiatek: this is in reference to an employee (the person making the request)

Ahuja: can clarity be made to the second bullet point in section four where who should be moved?

Swiatek: I can change the language to clarify that either party will be moved based on how it affects operations

Ahuja: where will these investigations take place?

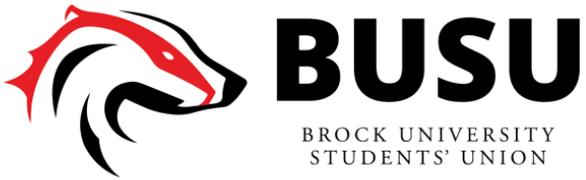
Swiatek: it would be up to the investigators discretion where this will take place

Jalib: I would argue that removing complainant would not be best for the person making the complaint, but will defer to staff for best practice

Ahuja: under item eight, do we need to address how the board would be taking the corrective actions?

Swiatek: with the suggestions from our legal team, we will take the appropriate corrective actions but we do not need to disclose it

Khan request two copies for the next meeting, with revisions and the full re-written policy.



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7.0

In-camera session

Motion to move in camera (Fluellon, Castano) - carried
Motion to move out of camera (Khan, Fluellon) - carried

Adjournment (Jalib)