

Arts and Science Federation of Associations (ASFA)
Regular Council Meeting (May 29, 2021)

Meeting minutes

1. Call to Order – Roll Call and Excusals

Chair calls the meeting to order at **3:51 pm**.

Chair: I'll start by reading the Indigenous solidarity statement. The Arts and Science Federation of Associations would like to acknowledge that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka (Ga-niyen-gé-haa-ga) Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke (jo-jya-gé)/ Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present, and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

2. Chair Remarks & Housekeeping

(Nothing further.)

3. Executive Remarks

P. Mitchell: Thank you everyone for being here and for all the hard work you've done as Councillors throughout the year.

4. Approval of Agenda

(The agenda is approved consensually as presented; no objections.)

5. Consent Agenda – (Annex 5a, 5b, 5c)

(Consent agenda is approved consensually; no objections.)



6. Information & Presentations

a. General Manager Report / End of Year Report – General Manager

J. Hutton: Monday is the deadline to appoint a Councillor for the year, so please make sure to get that in. With the new teams coming in, make sure all your incoming execs have access to your account passwords. We should be learning more in the coming days about frosh, fall, access to office - I'll keep you updated on that as we learn more. If you need access to your office in the meantime, there's a form you can fill out, so get in touch with me. Reimbursements must also be submitted by May 31st.

(Nothing further.)

b. Executive Consul Report – Consul Jude

J. Victoria (Consul): Apologies for not having submitted a written report; I will have that submitted as soon as possible. I'm also submitting the minutes from the most recent executive team meeting.

(Nothing further.)

c. Loyola Committee End of Year – Co-Chairs

Final Budget: 2020-21

\$14,165.12 (+/- \$50 as not all expenses are finalized)

Original budget allocated: \$14,190.00

Budget Overview	
<i>Administrative</i>	\$1,222.30
<i>Fall Orientation</i>	\$3,263.64
<i>Winter Orientation</i>	\$1,750.18



<i>Navigating Implicit Biases keynote speaker</i>	\$4,280.00
<i>Fall Academic Week</i>	\$2,900.00
<i>Winter Academic Day</i>	\$849.00
Total	\$14,165.12

I. Huang: We ended the year slightly under budget. Since we discussed all of our events in detail at the AGM, I'll just give a brief summary of our major Winter events. We had our Winter orientation online on January 22 and 23; this was in collaboration with the CSU Loyola Coordinator, so we split the expenses in half. The event was a series of interactive games and activities that mainly catered to students in Loyola-based programs, allowing them to meet each other and build connections. We had games like Among Us, Jackbox TV games, Cards Against Humanity, and an online escape room. On April 7 and 8, we had our Winter Academic Day, which featured workshops like Job Hunting 101 and Renting in Montreal; overall a very successful event with lots of engagement.

(Nothing further.)

d. All Committees 1/3 update – Chairs

Academic Committee

***Arts and Science Federation of Associations
ANNUAL REPORT - ACADEMIC COMMITTEE***

Hello Everyone,

On behalf of all the members of the Academic Committee, I would like to welcome you all to the Annual General Meeting of the Arts and Science Federation of Associations for the 2020-21 mandate. The following document will serve as the Annual report of the Academic Committee and generally what this committee was able to accomplish throughout its mandate.

Presenting and discussing the three main issues that the students were facing with the departmental chairs and the Dean

Right from the beginning, I realized that Arts and Science Faculty Council (ASFC) is probably by far one of the most important parts of the Academic Committee. In fact, it is where all the issues related to academics are discussed and where all the decisions are made.

The first Academic Committee meeting was held in December and in that meeting we went over all the problems that the students were facing at the time, and we decided to address 3 main issues that were common amongst the majority of the students which of course were: 1- implementation of the pass/fail option 2- elimination of any types of proctored exams 3- reduction in tuition fees.

Those are the issues that we initially tried to bring up in the December ASFC meeting, however, we were not given enough time to discuss all of them and also we were interrupted constantly by one of the chairs. Therefore, we couldn't effectively discuss them and potentially find a solution for them at that specific meeting.

Afterwards, we came up with a new strategy to go forward with in the next ASFC meeting. We decided to utilize PowerPoint in order to address those issues. As a result, at the January ASFC meeting, we used PowerPoint along with some other documents that were provided to us by one of the executives and we effectively presented that at the meeting.

Creating a business start-up budget

In order to encourage entrepreneurship and innovative solutions, the Academic committee was interested in hosting an event where students could submit their business ideas/business proposals for funding.

The objective of this proposal was that, of course various empirical studies highlight that Arts and Science students lag behind in business ventures, in comparison to other disciplines. Hence in an effort to encourage ASFA students to venture into the business world, this initiative is being presented. Furthermore, we wanted to assist students who have brilliant solutions to any problems surrounding them, but lack the funding to implement their ideas.



Even though the Academic Committee worked really hard in order to accomplish the project this year, we faced a huge time constraint as we needed at least 6 months to plan everything such as seeking help from granting agencies. This is a brilliant idea and it would be really beneficial for all the students if the future academic committees could pursue this plan.

Conclusion

Due to the fact that all the mentioned projects in the academic coordinator's end-of-year report were done with the help of all the Academic Committee members, to avoid redundancy, only two more projects have been mentioned in this letter.

In fact, Academic Committee members have gone to great lengths in order to fight for students' rights. From attending all the ASFC and ASFC sub-committee meetings, to being vocal in front of all the departmental chairs and the dean without being afraid of anything.

The last year has been extremely challenging for many of the students, but despite all these challenges, almost all the students have done a great job either by getting outstanding grades or simply by creating a sense of community at our great university and the Academic Committee is really impressed and grateful to see that.

Finally, the Academic Committee would like to wish everyone a happy and safe summer.

*Sincerely,
Academic Committee*

Ad-Hoc Committee on Labor Standards

ANNUAL REPORT - AD-HOC LABOR STANDARDS COMMITTEE 2020-2021

During the 2020-2021 mandate year, the Ad-Hoc Labor Standards Committee was formed at Council at the October RCM. The purpose of the committee was to investigate labor standards at ASFA as a neutral 3rd party without the



Executive team. Our mandate included: reviewing the pay scale and the payment of all paid positions at ASFA (employees, coordinators, clerks, managers and executives), including the frequency at which they should be revised and payment method; as well as ensuring the burnout problem of overworked paid students is addressed. We were also tasked with providing solutions, to find resources and to propose amendments to existing policies at ASFA.

Throughout our mandate, we have investigated the above issues by meeting with staff, including the Council Chairperson, Minute Keeper, and General Manager, as well as through a [survey sent out to past ASFA executives](#). We also worked in collaboration with the Mobilization Coordinator to develop the position of the incoming HR Manager. In addition, we met with the Financial Coordinator to examine areas where we could decrease spending with the goal of increasing wages for all paid positions.

At the SCM on May 26th, we passed concrete solutions to several recurring issues at ASFA through amendments of the Standing Regulations. However, we were not able to solve many structural issues at ASFA. We hope that the following recommendations are strongly considered in the next mandate year by the new HR & Labor Standards Committee, as well as the incoming Finance Coordinator:

- *Investigating the process of hiring for the Election Coordinator, CEO and DEOs as well as their hours and pay and supervision*
- *Reviewing the General Manager's contract*
- *Preventing further mishandling of staff contracts, including unprofessional conduct by ASFA Executives*
- *Issuing of a cap of maximum \$100,000 on Frosh (in the 2018-2019 mandate year, the total Actuals was \$136,402.47)*
- *Lowering the allocated spending to Committee budgets*
- *Hiring a Policy Coordinator or similar to ensure continuity in policy at ASFA, including pay and labour standards*
- *Development of an HR policy, including procedure for medical leave & severance pay*
- *Re-considering the required duties of ASFA Executives*
 - *special attention to the Executive Coordinator position, which we strongly recommend be abolished in coming years to adhere to*



ASFA's mandate of consensus decisioning making & address recurring issues of abuse of power dynamics

- *Clarification of the role of committees in ASFA's decision making process in the By-Laws as well as in practice*
- *Possible rollover of Member Associations' budgets*
- *Possible collaborations with the CSU Committee on Sponsorships*

We also investigated the possibility for Member Associations to run Fee-Levy Campaigns to increase their funding in order to allow ASFA more space to fairly compensate our paid positions; however after careful consideration, we no longer feel that this is a feasible solution nor a preferable solution.

Lastly, we apologize to Council that this Report was not submitted earlier. We hope that the new HR & Labor Standards Standing Committee will be able to fill the gaps that we were not able to address.

Sincerely,

Ad-Hoc Committee on Labor Standards

Zackary Derrick (FPSTMA)

Chirstaine Sakr (SASU)

Olivia Lezcano (LSA)

Faris Anwar (ESS)

(Nothing further.)

e. End of Year Budget Update – Finance

Chair: A lot of this was presented at the AGM, but I'll allow John to present anything that has not yet been presented or make any further comments. Otherwise, if anyone has any questions, please let me know.

J. Hutton: I pretty much went over everything during the AGM, so please let me know if you have any questions. We are really in a very good financial situation going into the next year.

(Nothing further.)



f. End of Year Executive Mandate Reports

(N/A, covered at the AGM. Please visit the May 29th, 2021 AGM minutes to read the full reports.)

7. Business Recurring

a. Appointments – (as needed)

i. Judicial Board as of June

Chair: I have been informed that Judicial Board will not be able to meet quorum as of June due to some members graduating, so we need to discuss how we will proceed with this.

Z. Derrick: I'm not sure I'm understanding the situation. Does this situation need to be addressed right away? I thought this was part of Internal Committee's mandate.

Chair: The Internal Committee will not necessarily be active before June. If we don't resolve this now, if a case comes up between now and the next meeting, the new team will need to call an urgent SCM, which places additional stress on a new team.

J. Victoria: Are the current members of JC still mandated to finalize any ongoing cases?

Chair: No. Two members are stepping down, and the Chair will no longer be eligible because they are graduating.

J. Victoria: Would you recommend that ASFA create a policy mandating that cases are finalized by the people who start it?

Chair: That's a good suggestion, I would ask the rest of the room if there is any input on this.



J. Victoria: Do you know which people are not eligible for JC? Perhaps we can ask around to see if anyone would like to sit on this committee.

Chair: This is outlined in bylaw 106.

Z. Derrick: I move that we mandate the incoming Internal Coordinator and the incoming Communications Coordinator to issue a callout to fill the JC vacancies, and that an SCM be called to appoint new members to JC as soon as possible.

P. Mitchell seconds.

C. Milne: I can arrange for this to be communicated to these incoming coordinators.

(The motion carries consensually; no objections.)

ii. Investigative Committee

P. Mitchell: Seeing as there are ongoing cases in IC, we would like to automatically reappoint all the existing members of IC that will retain eligibility for the upcoming mandate year.

(Motion)

P. Mitchell moves to adopt.

Z. Derrick (FPSTMA) seconds.

O. Lezcario: Are students who are graduating eligible to remain on IC?

Z. Derrick: Students who are graduating are no longer eligible because they won't be ASFA members anymore.

(The motion carries consensually; no objections.)

Z. Derrick: We also need to appoint two new members, as there are two members graduating.



P. Mitchell: These are both Councillor roles. We need a full IC at all times, and it's ideal that you have an understanding of oppression and discrimination, but we do have more comprehensive training this year.

V. Denis: What is the time commitment?

P. Mitchell: It is hard to say, because it depends on whether you have a case, and every case is different. Most of the time, there are no cases. You also receive a \$75 monthly honorarium.

Z. Derrick: Depending on the complexity of the case, I'd say it's an hour or two per week when you have an ongoing case.

E. Lalonde (AHSCSA) self-nominates.

V. Denis (SDSA) self-nominates.

P. Mitchell moves to appoint the two candidates to Investigative Committee.

L. Michaud (SASU) seconds.

(Approved consensually; V. Denis and E. Lalonde are appointed to IC.)

b. Harassment Policy Review – MobC / Task Force

Z. Derrick moves to add the text of Standing Regulation 346, as amended, to the text of the Policy on Harassment, Discrimination and Violence.

L. Michaud (SASU) seconds.

(Motion carries consensually; no objections.)

8. Business Arising

a. Executive Transitions Update – Incoming & Outgoing Executive



S. Shiekhnazhad: We've had two sessions where I trained Jasmine on Academic Committee, and she can contact me if she has any future questions.

C. Milne: I've already had a meeting with Sabrina, the incoming Communications Coordinator. We've gone through the guidebook for the position as well.

P. Mitchell: I'm returning to my position so there is no transition involved per se, but I'm supporting the training for the new Student Life Coordinator as I used to be involved with the Mental Health Ad-Hoc, which is now being transferred to him now that it is a Standing Committee.

J. Hutton: We've offered an honorarium to some former execs to help out with training on some positions for which there is no current Coordinator in function. For example, Evan Lee has come in to train Sean, the new Executive Coordinator.

(Nothing further.)

b. Frosh Coordinator / Elections Coordinator Hiring – Executives

C. Milne: We put out the call for the Frosh Coordinator position, we ended up extending it by a week due to a low number of applicants. John, Nigel, Sarah and Sean are on the hiring committee.

(Nothing further; tabled to June.)

c. Human Resources Manager Position – MobC

P. Mitchell: In the March RCM, we motioned that we were going to hire someone before the end of the year - that was a bit ambitious, as this is a very important position and hiring for it has become quite complex. We're working to hire this person as soon as possible, but we're revising our deadline to tell you that someone will be hired before the beginning of the Fall term at the latest.

(Nothing further.)



d. Mental Health Ad-Hoc Committee Update

P. Mitchell: The motion to have the Mental Health Ad-Hoc become a Standing Committee was approved and ratified at the AGM. This will come into effect as of the beginning of the new mandate on June 1st.

e. Labor Relations/Standards Committee

Z. Derrick: In our final report, we listed a few recommendations for our upcoming Labor Standards Committee.

Z. Derrick moves to appoint **O. Lezcario** as the interim Chair for the Labor Standards Committee.

P. Mitchell seconds.

O. Lezcario consents to the appointment.

Z. Derrick: Olivia was a founding member of this committee and I think she would be great as Chair.

(The motion carries consensually; no objections.)

f. IC Legal Advisor Contract – CLOSED SESSION

(Entering closed session; no objections.)

(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

g. CEO and EC / Contract – CLOSED SESSION

(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

h. Performance Reviews & Bonus Allocation: – CLOSED SESSION



i. CEO and Elections Coordinator

(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

ii. DEOs

(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

iii. Loyola Committee Co-Chairs

(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

iv. Executives

(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

v. Staff

(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

i. JC Decision – CLOSED SESSION

(Informational point; no substantive minutes.)

j. IC Decision – CLOSED SESSION

(A formal poll is created to ratify the IC decision. The decision is ratified by majority vote.)

k. End of Year Legal Updates: – CLOSED SESSION



(All matters presented in this section have been duly motioned, seconded, voted on, and recorded by the minute-keeper.)

9. Announcements & Question Period

(Nothing further.)

10. Adjournment

C. Milne moves to adjourn.

Chair adjourns the meeting at **8:35 pm**.