

[EXECUTIVE COMMITTEE MEETING MINUTES]

Date: Friday, May 15, 2020
Time: 1:00 PM to 3:00 PM
Location: Online - Zoom

I. Attendance

Present:

Shovon Das - President
Katsy Concepcion - VP External
Rebecca Liu - VP Communication
Dayle Balmes - VP Academic
Nathan Chang - VP Administration
Jennifer Liu - VP Finance
Keanna Yu - VP Internal
Benny Zhang - VP Student Life

Regrets:

II. Call to Order

The meeting was called to order at 13:02.

III. Land Acknowledgement

The President acknowledged that we are on the traditional, ancestral, and unceded territory of the həŋqəmínəm speaking, Musqueam people.

IV. Amendments to the Agenda

MOVED BY Dayle, SECONDED BY Jenn.

“BE IT RESOLVED THAT the B2S Survey questions be presented after the Post COVID-19 discussion”

...MOTION PASSES.

V. Adoption of the Agenda

MOVED BY Keanna, SECONDED BY Nathan.

“BE IT RESOLVED THAT the agenda be adopted as presented.”

1. Hiring + Hiring Schedule - Katsy (10min)
 - Thanks for filling in your information
 - i. CarreersOnline will be started tomorrow and the post will be online at 12am
 - ii. Becca and Katsy will finish off the bit.ly links
 - Marketing Schedule added to Google Drive (under Slack)
 - i. Links will be updated, be sure to check it
 - Interviews and resumes will be uploaded to the Google Drive
 - i. Doodles will be sent out on the 6th
 1. Due 8th
 - ii. Interviews will be conducted on specific dates
 1. AVPs and Chairs will be done from 7th-12th
 2. Committees will be done from 15th-19th
 - Discussion:
 - i. Shovon: Are we not posting on the Science Groups?
 1. Katsy: Oh yeah for sure we can post on those groups and
 - ii. Keanna: Do you want Co-Chairs to share graphics?
 1. Katsy: Only problem is people might ask hiring questions that they can't answer. Just be sure to get them to redirect to you.
 - iii. Dayle: Should we do hiring in stages? Like AVPs are all hired on a certain date, then have Chairs hire during a certain period, then Committee Members on other dates.
 1. Shovon: I think it's better to just have AVPs and Chair in one go, then have Chairs hire Committee Members.
 2. Rebecca: I think we should just figure out AVPs and Chairs first.
 3. Katsy: One thing to consider is Comm ends on 31st
 4. Shovon:
 5. Keanna: 7th-12th for AVPs? That way it lines up with our meeting
 6. Katsy: Giving less than 24 hrs to submit a Doodle will be problematic.
 7. Shovon: We can stagger and conduct interviews, but make the Doodle due on the 8th.
 8. Rebecca: I might consider pushing 1st Week to 2nd Sem? This is because classes will move online.
 9. Shovon: Might conflict with Sci-Week as it's in Jan
 10. Rebecca: I'll talk to AVPs and figure something out
 11. Ben: Sci Week is 2nd week Jan. Rxn might be 2nd term too
 12. Shovon: If you are hiring a Committee in the Summer, make sure to consider what they will be doing during 1st term
 - iv. Shovon: Remember, you can discuss applicants internally with Execs.
 - v. Katsy: How will I notify others when someone applies?
 1. Shovon: You can set up CareersOnline to send emails to the

respective VP when they get an application. You can also send it as a big file to each VP

- vi. Katsy: Are we going to hire people out of Van?
 1. Shovon: I think for T1, we will be fine but they need to be in-city T2.
 2. Keanna: It's unfair for us to not hire people because they aren't in-city.
 3. Shovon: I agree.
- 2. Council - Keanna (10min)
 - Every other Monday starting on Sept 17th (**First official meeting Oct 5th**)
 - i. Council may be online
 - Councilor retreat set for 1st week October
 - i. Depends on government restriction
 - ii. Allows for us to decide on how we wish to appoint Councilors
 - Discussion:
 - i. Keanna: Any other workshops that you would like to have?
 1. Dayle: AMS maybe led by Danny?
 2. Keanna: I'll look into that! Thanks!!
 - ii. Katsy: What's Robert's Rules?
 1. Nathan: Robert's Rules is the set of procedures adopted in the States and is used in a lot of municipal governments in Canada. It's what we use for Council.
- 3. Exec Retreat - Keanna (10min)
 - Round 1 is late June (informational and workshops)
 - i. Let Keanna know if you want to do a workshop
 1. Governance (Shovon + Julia)
 2. Finance (Mary and Jenn)
 3. Exec Transition (Shovon and Rachel)
 4. Robert's Rules (TBD)
 - Looking for late July/August but it's dependent on government (in-person)
 - i. Everyone will be doing optional workshops
 1. Rebranding (Rebecca)
 2. Sustainability (Nathan)
 - ii. Who can drive with a car?
 1. Ben (4), Shovon (4), Nathan (1)
- 4. Back 2 School Survey / Academic Experience Coordinators - Dayle (10min)
 - Survey Questions
 - i. Update questions to the end of the weekend
 - ii. Bring them up to Staphanie SS Engagement Officer
 1. Will be sent back with recommendations
 - iii. Survey will be sent out at regular time
 - Clipboards
 - i. Timing might be weird, clipboards can be distribute in Jan when back in school

1. Combined with another event in Jan to increase traffic
- ii. For design, if a new logo is made, clipboards might just solely contain the new logo to reflect rebranding
 1. If there is a new logo, we can include it on clipboards.
- Discussion:
 - i. Dayle: Will any questions change due to online classes?
 1. Keanna: Yeah I might add a couple
 - ii. Jenn: How will they prove they filled out the survey?
 1. Dayle: I'll send them an email for confirmation which they will show to redeem their clipboard.
 - iii. Shovon: Inventory of Ladha as excess was ordered last year
 1. Dayle: I'm not going to order too much.
 2. Nathan: This can also be blended with our Exec cleanup of Ladha.
5. Post COVID-19 - Shovon (30min)
 - There's a lot of questions (ex. what's the deal with labs?)
 - i. Lecture will most likely be online for 1st-3rd year large classes
 - Events shouldn't be run with such low traffic
 - i. Transition events to be online
 1. Creates important community building opportunities, especially for 1st year
 2. Focus on mental health, community building, academic support
 - There is a plan for an online Jumpstart and Imagine Day
 - i. Collegia Groups: 1st years will be bundled in a group online
 1. 1st years aren't as much as a concern, however community building still needs to be done
 2. Concern for upper year students as they have previously been on campus and will return without being able to see friends
 - Asynchronous planning and synchronous planning is needed (on their own time/on a specific time)
 - i. Research activities and what to do
 - ALSSC
 - i. If opened, must adjust so it follows social distancing rules
 1. Ensure policies are followed
 2. Provide access to hand sanitizer and other sanitization items
 - ii. We should be proactive in implementing changes, be sure to budget/have ideas
 - Discussion:
 - i. Rebecca: I received an email for a Science Comm meeting?
 1. Shovon: It's just for me, not for VPs.
 - ii. Katsy: I feel like it's not safe to open the building unless it's cleaned regularly.
 1. Shovon: It should be ok as long as we follow government regulations. There has been no formal statement by UBC

- regarding building procedure.
2. Nathan: Nothing from building Ops either.
- iii. Katsy: Would we be able to plan small events in-person?
 1. Shovon: It can be done, as long as policies are followed. Building Capacity must be 60%.
 - iv. Jenn: I'll be making a new budget. I have changed around numbers, moving around large event budgets to focus on Mental Health and resource access.
 1. Shovon: All budget changes to T1 must be presented to Council for both T1 and T2.
 2. Jenn: If there's something that requires a new line in the budget, it must be presented to Council (esp. If you're codifying something)
 3. Dayle: Is this in our presentation to codify a group to Council?
 4. Shovon: No, it must be done separately. You would have to present the breakdown of the money used.
6. Sustainability Handbook - Nathan (10min)
 - o Discussion:
 - i. Shovon: We can review the Sustainability Handbook on our own time?
 1. Nathan: I can send it out for review then have it discussed as a general discussion item.
 7. RXN Changes - Benny (30min)
 - o Booking approved for the Nest (yay!)
 - i. Booking rooms in the Sauder building to add more space
 - o Since Rxn is going to be geared to online
 - i. In-person social events might be problematic, so maybe Rxn can be moved to be in-person
 1. Might be tough as that'll be 3 flagship events in 1 month
 - o Discussion:
 - i. How feasible is moving Rxn to January?
 1. Shovon: We can try having multiple events in 1 day? Like
 2. Katsy: Would we be able to move Sci Week to online and Rxn to 2nd term? This is because Sci Week will be easier to transition
 3. Ben: I like that idea!
 4. Keanna: If Nest is open, Rxn can be broken up into smaller groups. It still keeps the hype!
 5. Shovon: Courtyard can be booked to allow for congregation and social distancing
 - ii. Katsy: are there stats on how many 1st years are attending and not deferring?
 1. Shovon: Sauder did and 90% are coming. We don't have numbers for Science though. I think we should focus on the goals of each event over the logistics of the event
 2. Ben: Like for social distancing, it does limit community building.

Additionally, it might physically prevent people from going to Rxn.

3. Shovon: It might limit it to local students.
4. Ben: It also might limit traffic too.
5. Keanna: Maybe we can add this to the B2S survey?
6. Rebecca: I agree that we should build a community in 1st term but logistically, it would be tough to accomplish.
7. Dayle: I can move mentorship online.
8. Shovon: You can modify it so it's upper undergrad to 1st year. Additionally, once they accept their offer, 1st years will need to take a lot of online courses in their Collegia Groups. Something like CGs can be done for upper years as well.
9. Ben: I agree, I like that idea.
10. Shovon: You can maybe expand Rxn to upper years.
11. Ben: This can be done on Twitch as it's accessible to the public.
12. Shovon: Yeah! Feel free to make that step! Syllabuses are also a pain too, you can also capitalize on study groups that are currently being made.

8. Round table updates (10 mins)

- President:
 - i. Privacy Training
 1. All Execs must go through privacy training
 - a. This is because all portfolios collect information and allows us to know what to collect and how
 2. Email Shovon your certificate to keep on record (DUE May 29th)
 - ii. Clubs
 1. We are trying to remove the AMS restrictions from Departmental Clubs
 - iii. Orientations Student Committee
 1. I want to include Ben on this if possible
 - iv. Dean Meeting
 1. Will be meeting the Dean on the 20th
 - v. Discussion:
 1. Katsy: How will we prove that students are Science Students?
 - a. Shovon:
 - b. Jenn: For Grants, we just pray that they are honest
 2. Shovon: Get rid of Geographical Students Association
- Vice President, External:
 - i. Contracts
 1. Meeting with Becca tomorrow to discuss partnerships
 2. Meeting with BYC and other companies
 - a. 1st meeting with BYC on Sunday
 - ii. AMS Impact Grant is in the works (to be submitted tonight)
- Vice President, Internal:

- i. Hiring
 - 1. Please make sure you have your rubrics in by this weekend
 - a. Send to HR and VP Internal
 - b. Will make sure we have no accusations of nepotism
 - 2. Maybe try to cut down interview length if needed
- o Vice President, Communications:
 - i. We have a duplicate account with TechSoup
 - 1. Will have to get in touch with TechSoup to get a token for unlimited Goggle Suite
 - ii. Disable 2 step verification as it'll make transition difficult
- o Vice President, Academic:
 - i. Curriculum Updates
 - 1. Interesting now, for some courses, lab and lecture components will be split
 - a. Ex. Chem 121 -> a 3 credit lecture and 1 credit lab
 - 2. Specialization requirements were adjusted
 - 3. Please let Dayle know if you have concerns and will be reviewed at Shovon's meeting
 - ii. Survey request form will be implemented in Aca Ex
 - 1. Once hired, they will get set up to run through Qualtrics
 - iii. Discussion:
 - 1. Jenn: Some 3 credit courses have labs, how will those be dealt with?
 - a. Dayle: I'll follow up with you in a sec!
 - 2. Jenn: Wouldn't the splitting of courses overload students that are taking larger course loads?
 - a. Shovon: This comes up in a lot of our meetings, there is no clear plan at the moment and we are discussing all possible scenarios.
 - b. Dayle: I believe this will be discussed in the Faculty of Science Meeting
 - c. Shovon: I believe this is the SPFF committee
- o Vice President, Student Life:
 - i. Collaboration Proposal
 - 1. Draft Collab Proposal has been drafted for Flagship events
 - a. Planning on being sent out this week
 - b. Will hopefully form a committee with all the Departmental Club Reps and have Clubs collab on events
 - i. Additionally, Departmental Clubs can help sell tickets and get a commission profit
 - ii. Socials Committee
 - 1. May collab with Departmental Clubs as their roles are similar
 - iii. Sports Working Group

1. Has been BROUGHT BACK
 - a. This is to make the Science Student Community engage in physical activity
- iv. Discussion:
 1. Shovon: If Rxn is online, I don't think we should sell tickets. Maybe sell spots?
 - a. Jenn: It would be a deterrent for participants.
 - b. Ben: True, but if Rxn is in-person, tickets will be sold. For online, we won't sell tickets
 - c. Shovon: You can also reshuffle budgets if needed to support a lower-cost reaction
 2. Shovon: Maybe stress that collaborations are one-time large scale events
 3. Shovon: What do you plan on doing differently with Sports?
 - a. Ben: I want to host an interdepartmental tournament.
 - b. Shovon: MAYbe also stress that SCIENCE MEMBERS can sign up for intramurals! That way it's more inclusive. I also like the departmental cup!
- o Vice President, Finance:
 - i. Getting rid of Collab Grant
 1. Any SUS Club can apply, a Grants Commissioner can sit on their meetings and SUS can advertise for them
 - a. Grants Commissioners were kind of useless
 2. Hoping to reshuffle money to other grants
 - ii. Budget
 1. Will recontact VPs for changes
 - a. Council will have to approve it!
 2. Due June 30th
- o Vice President, Administration:
 - i. Code Changes
 1. Slotting them in with the ISSOE recommendations
 2. First summer council will include the ISSOE recommendations and implement all the changes from AGM because none of them technically passed
 3. All the AGM code changes will be omnibussed, and the rest will be discussed in council
 - ii. Ladha
 1. Host an in person cleanup of Ladha when we meet up → second in person XCOMM meeting
 2. Ladha can go through upgrades due to online first term
 - a. Keep in mind that there will be quite a few changes during the first term
 3. Have a grand reopening of Ladha in the future?
 - iii. COVID-19 Response → Shovon covered that

iv. Discussion:

1. Keanna: when will we do the clean up?
 - a. Shovon: second in person meeting, but you're in Edmonton, so don't worry about it → probably in June
2. Nathan: get rid of unused items in Ladha and use the councillor's suite as storage for big events only
3. Jennifer: RXN budget increase to \$20K, skip this next meeting?
 - a. Shovon: yes

VI. Approval of Minutes

MOVED BY Katsy, SECONDED BY Nathan.

"BE IT RESOLVED THAT the following meeting minutes be adopted as presented: ."

XM 2020 05 08

...MOTION PASSES.

VII. Executive Motions

VIII. Discussion

Shovon: Be sure to cut your budgets and meet with Jenn so we can fuel more money into community building

Keanna: How will we conduct interviews?

- Keanna: Please keep it 30 min- 60min. Make sure you're flexible on the number of people who are applying! You can also implement paired interviews for Chairs and AVPs. I will also be using a Google Form as prep for the interview to let people know how they can prepare. I would suggest distributing resources to help them.
- Shovon: The Google Form might end up being a barrier to others
- Keanna: I'm sending it with the Doodle so people can prepare for what I'll be asking. Another thing is I discussed how to interview someone who is on the spectrum and doing this would level the playing field.
- Shovon: I think this could be done in the form of a package in the initial stages. This is because it adds a barrier to entry.
- Keanna: The questions that are being asked are kind of targeted which makes it tough.
- Shovon: I think from a public perspective, seeing a Google Form makes it look more intimidating (like a portfolio quiz). This is also why the rubric works (quantifiable method) to allow Execs to hire equitably.
- Keanna: For me, I think I'll still have to use it for logistical reasons and make content related stuff more optional. I want to focus more on synergy.
- Shovon: I just feel like the form filters people out.

- Keanna: I just think that it's a good way to level the playing field a bit more and make sure that we are aware of other's circumstances if needed.
- Shovon: I think it should take a different form. Instead of directly asking questions, it should appear more as a resource. Even though a question is asked about the handbook, you can still access them in-person.
- Katsy: I don't think I would want a position any less if I had to fill out a form. I'd be more likely to accept it due to the nature of the VP.
- Shovon: I get the wish to help them out, it just looks more intimidating. I previously took a cover letter off the requirement and instead asked them to perform an email template in-person.
- Keanna: Would you view the interview as a barrier from the applicant perspective?
- Shovon: I could see it being beneficial.
- Katsy: I feel like Keanna's trying to make it beneficial to answer any questions, I don't it'll necessarily hinder their application.
- Shovon: The handbook serves to remedy this in a less intimidating way.
- Shovon: I think Martin did something similar? Rebecca do you know anything about it?
- Rebecca: Oh! He used it as a form of pre-screening/bonus. Looking back, I think I was the only one who filled out the form...
- Keanna: It's a couple of practical questions to suggest resources along with some personality things.
- Shovon: I feel like you could include those on a cover letter.
- Katsy: I think this is all onto Keanna as it's her portfolio.
- Shovon: Yeah, I'm stating this from an outside perspective.
- Jenn: Oh LOL I thought it was something to weed people out?
- Shovon: If you want to do the Form go for it, how will you
- Keanna: I feel like people will recycle cover letters and I really want them to think of what they want out of this job.
- Dayle: I also made a little hiring package so maybe I can DM it if you would like it for your portfolio!

Katsy: I'm planning on adding another section to indicate the position preferences of each applicant. Please ask them to rank the positions they applied for.

- Keanna: Should all people ask?
- Katsy: Yes

IX. Social Activity

Rotating Snack Schedule in the following order:

- a. President
- b. Academic
- c. Administration

- d. Communications
- e. External
- f. Finance
- g. Internal
- h. Student Life

Next week:

X. Adjournment

MOVED BY Dayle, SECONDED BY Keanna.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 15:07.”

...MOTION PASSES BY UNANIMOUS CONSENT

Nathan Chang

Nathan Chang
Vice President, Administration
UBC Science Undergraduate Society