



# **Summer Executive Committee Decisions 2015**

**Report of the Executive Committee to  
Legislative Council**



# Executive Committee Summer Decisions Report to Council, 2015

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# Executive Committee Summer Decisions Report to Council, 2015

## June 2015

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### June 3, 2015

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#### Attendance

Jennifer Varkonyi, Kareem Ibrahim, Lola Baraldi, Zacheriah Houston, Chloe Rourke, Emily Boytinck, Kimber Bialik

#### Minutes:

The minutes from the May 27, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

#### Vibe Approvals (since last meeting)

Approval of using the remainder of the La Prep Voucher (\$460) for the May 29, 2015 Barbeque.

#### Business Arising

The June 9-July 9 meetings of the Executive Committee will be held on Tuesdays from 12pm-3pm.

A session of the Funding Committee was held.

Approval of acquiring a new colour printer.

#### Report of the General Manager

Approval of hiring a temporary worker for two weeks (4 days a week, at 28 hours a week) for Ceridian Implementation.

#### Reports of the President

Approval of Kareem taking his vacation days from June 26-July 6 inclusive (returning to work on Tuesday, July 7th).

#### Report of the Vice-President (University Affairs)

Approval of the rehiring of the Equity Commissioners until the end of June.

#### Report of the Vice-President (External)

Approval of Emily using vacation days between July 30<sup>th</sup> and August 17<sup>th</sup> (will return to work on August 18<sup>th</sup>)

Approval of elimination of the political attaché role.

#### Report of the Vice-President (Finance and Operations)

Approval of merging food between Gerts and Nest/Second Floor Ops.

Approval of Zach taking his vacation days from July 20-23.

#### Report of the Vice-President (Clubs and Services)

Approval of the Student Experience Survey Researcher Job Description.



# Executive Committee Summer Decisions Report to Council, 2015

**June 9, 2015**

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## Attendance

Kareem Ibrahim, Lola Baraldi, Zacheriah Houston, Chloe Rourke, Emily Boytinck, Kimber Bialik

## Absence:

Jennifer Varkonyi

## Minutes:

The minutes from the June 3, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

## Vibe Approvals (since last meeting)

*The Vibe approvals made this week will be amended to say “rehire” instead of “extension of contract” and will thus be written as follows:*

Approval of the rehire of Sasha Crawford and Sumaya Ugas for Alternative History Timeline Research Project allocated for 5 hours each.

Approval of the rehire of Lindsay Nixon and Stephanie Willsey for Indigenizing the Academy Research Project allocated for 5 hours each.

## Business Arising

Approval of creating a Facebook group for Council to update Councillors on what Executives are working on via informal and public monthly reports. More formal communications (such as a reminder to read the by-laws and the Constitution before retreat) will be sent via email.

Approval of not purchasing paper advertising for the GA.

## Report of the Vice-President (Internal)

Approval of the rehiring of Philippe Robichaud for the position of Francophone Commissioner until April 30<sup>th</sup>.

## Report of the Vice-President (University Affairs)

*CORRECTION from last week’s Executive Decisions:*

“Approval of the extension of the Equity Commissioner’s contract until the end of June” has been amended to “Approval of the rehiring of the Equity Commissioners until the end of June.”

## Report of the Vice-President (External)

Approval of joining an informal Fair McGill coalition over the summer.

Approval of re-hiring Ella Belfer for the position of Political Campaigns Coordinator until August 31st, 2015.

## Report of the Vice-President (Finance and Operations)



# Executive Committee Summer Decisions Report to Council, 2015

Approval of the re-hiring of Rochelin Dalangin for the position of Funding Coordinator until 30 August 2015.

## **June 16 and 18, 2015**

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### Attendance

Jennifer Varkonyi, Kareem Ibrahim, Lola Baraldi, Zacheriah Houston, Chloe Rourke, Emily Boytinck, Kimber Bialik

### Minutes:

The minutes from the June 9, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

### Business Arising

A session of the Funding Committee was held.

Approval of cutting \$36,000 from student staff in the 2016 budget.

### Report of the Vice-President (Clubs and Services)

Approval of the allocation of 50 hours to the Student Experience Survey Researcher, representing \$593 from the Research budget.

### *Ratification of the following capital expenditures:*

Approved \$7,484.87 for project 1003 (Office recarpet) – moving furniture in and out of office for recarpet.

Approved increase from \$43,135.35 (approved previously) to \$44,557.41 – reflects increased estimates re: project 1002 (Room 418 renovations).

### Report of the Vice-President (University Affairs)

Approval of the hiring of Jiayi Wang and Anya McMurrer for the positions of Mental Health Coordinator.

Approval of the extension of the contract of Stephanie Willsey, the Indigenizing the Academy Researcher, by 50 hours.

Approval of the extension of the contracts of Sasha Crawford and Sumaya Ugas, the Alternative History Timeline Researchers, by 50 hours each.



# Executive Committee Summer Decisions Report to Council, 2015

**June 23, 2015**

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Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Chloe Rourke, Emily Boytinck, Kimber Bialik

Absent:

Lola Baraldi

Minutes:

The minutes from the June 16 and 18 (Session Two), 2015 meetings of the Executive Committee have been approved at this meeting of the Executive Committee.

The minutes from the June 18 (Session One), 2015 meeting of the Executive Committee have been tabled to the next meeting of the Executive Committee.

Vibe Approvals (since last meeting)

Approval of the extension of the contracts of Sasha Crawford and Sumaya Ugas, the Alternative History Timeline Researchers, by 20 hours each.

Report of the General Manager

Approval of a temporary contract for Eugenie Gosselin Piette to assist in data entry, validation and testing for implementation of Ceridian project: 3 days per week until July 20.

Approval of hiring Anna Mastrangelo for the position of A/R technician.

Report of the Vice-President (University Affairs)

Approval of re-hiring Margaret Korab and Carolin Huang as Equitable Hiring Researchers, allocated 10 hours each.

Report of the Vice-President (Finance & Operations)

Approval of VP Houston using July 13-16 as vacation days.

*Ratification of the following capital expenditures:*

Approved purchase of \$33,109 +tax for demolition of service area and retiling floor regarding Project #1004 (2nd Floor Reno); previously approved PO #CE14074 for \$29,304+tax – this is just an increase; Approved expenditure of \$552.22 for ceramic tiles re Project #1004 (2nd Floor Reno); Approved expenditure of \$~700.00 for shelves re Project #1004 (2nd Floor Reno)

Report of the Vice-President (Clubs & Services)

Approval of the allocation of SSMU's \$32,000 IREF funding for 2016 to the Lev Bukhman project, pending further information about the project timeline and completion date.

Approval of the revised Job Description for Green Building Coordinator (Sustainable Building Coordinator).



# Executive Committee Summer Decisions Report to Council, 2015

**June 30, 2015**

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## Attendance

Jennifer Varkonyi, Lola Baraldi, Zacheriah Houston, Chloe Rourke, Emily Boytinck, Kimber Bialik

## Absence:

Kareem Ibrahim

## Minutes:

The minutes from the June 18 – Session 1 and June 23, 2015 meetings of the Executive Committee have been approved at this meeting of the Executive Committee.

## For Approval from Vibe

Approval of Kimber's use of Monday, July 27 to Thursday, July 30 (inclusive) as vacation days.

## Old Business

Approval of doing a poll for past councillors about weekly council meetings.

## Report of the General Manager

Approval of a change to Part 20 of the employee manual for regular staff.

## Report of the Vice-President (University Affairs)

Approval of the extension of Equity Commissioner contracts until the end of July.

Approval of Chloe working remotely on Thursday, July 2<sup>nd</sup>.

## Report of the Vice-President (Finance & Operations)

Approval of the June Revision of 2015-2016 Budget.

Approval of the creation of the Investment Portfolio Structure Researcher position.

Approval of the allocation of 50 hours from the student research budget to the Investment Portfolio Structure Research Project.

## Report of the Vice-President (Clubs & Services)

Approval of the attendance and funding of Kimber and Chloe's attendance at the Student Union Development Summit, covering conference, registration, and flight expenses.



# Executive Committee Summer Decisions Report to Council, 2015

## July 2015

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### July 7, 2015

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#### Attendance

Jennifer Varkonyi, Kareem Ibrahim, Lola Baraldi, Zacheriah Houston, Chloe Rourke, Emily Boytinck, Kimber Bialik

#### Minutes:

The minutes from the June 30, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee

#### Reports of the Vice President (Finance & Operations)

##### *Ratification of the following capital expenditures:*

Approval of the purchase of two computers for \$1,282.55 as capital expenditures.

#### Reports of the Vice President (External)

Approval of using \$30 of the La Prep voucher for CADEUL's Friday visit.

#### Report of the Vice-President (University Affairs)

Approval of waiving the room booking fee for the Students in Mind Conference.





# Executive Committee Summer Decisions Report to Council, 2015

**July 15, 2015**

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## Attendance

Jennifer Varkonyi, Kareem Ibrahim, Chloe Rourke, Emily Boytinck, Kimber Bialik

## Absence:

Lola Baraldi, Zacheriah Houston

## Minutes:

The minutes from the July 7, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

## Vibe Approvals (since last meeting):

Approval of Lola taking vacation days on July 15<sup>th</sup>, July 16<sup>th</sup>, July 20<sup>th</sup>, and July 21<sup>st</sup>.

## Business Arising:

Approval of Ryan looking into laptops for executive use, pending feature review and data tabulation.

## Report of the Vice-President (Clubs and Services)

Approval of Kimber's use of February 26 and 29, March 1, 2, 3, 4, 7, 8, 9, 10, and 11 as vacation days.

Approval of spending approximately \$17,000 in capital expenditures on the purchase of a dishwasher for the Plate Club.

Approval of the creation of the Club Committee Coordinator Student Staff Position

Approval of the allocation of 300 hours to the Club Committee Coordinator at a wage of \$12.40/hour.

Approval of the creation of the Club Administrative Officer Student Staff Position

Approval of the allocation of 300 hours to the Club Administrative Officer at a wage of \$12.13/hour.

## Report of the Vice-President (University Affairs)

Approval of Chloe's use of February 26 and 29, March 1, 2, 3, 4, 7, 8, 9, 10, and 11 as vacation days.

Approval of hiring of Julia Hensley as Equity Commissioner.



# Executive Committee Summer Decisions Report to Council, 2015

**July 22, 2015**

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Attendance

Kareem Ibrahim, Chloe Rourke, Emily Boytinck, Kimber Bialik, Lola Baraldi

Absence:

Jennifer Varkonyi, Zacheriah Houston

Minutes:

The minutes from the July 15, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

Report of the Vice-President (Clubs and Services)

Approval of the allocation of \$3,000 from CERF for the conversion of Room 434 and 436 into boardrooms.

Approval of not allocating space on the fourth floor to club offices.

Approval of the hiring of Tong Niu for Activities Night Coordinator.

Approval of the hiring of Jillian Shao for Club Administrative Officer.

Approval of the hiring of Erin Strawbridge for Club Committee Coordinator.



# Executive Committee Summer Decisions Report to Council, 2015

**July 29, 2015**

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## Attendance

Kareem Ibrahim, Zacheriah Houston, Chloe Rourke, Lola Baraldi

## Absence:

Jennifer Varkonyi, Emily Boytinck, Kimber Bialik

## Minutes:

The minutes from the July 22, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

The minutes from the July 29, 2015 meeting of the Operations Management Committee have been approved at this meeting of the Executive Committee.

## Report of the Vice-President (University Affairs)

Approval of Chloe and Zach working on the Bursaries for Senators and Councillors project.

## Report of the Vice-President (Clubs and Services)

Approval of the hiring of Adam Pietrobon for the Student Experience Survey Researcher position.

## Report of the Vice-President (Internal)

Approval of the hiring of Berker Erol as graphic designer.

## Report of the Vice-President (Finance & Operations)

### *Ratification of the following capital expenditures:*

Approved purchase of TV + Installation costs for Room 418 (Proj. 1002), for a total of \$2,624.07 tax incl.

Approved \$6,214.40 for purchase of misc. electronics (Proj. 1004 – SRC)

Approved \$174,187.13 for Lev Bukhman Renovation (Proj. 1001 – LB Reno)



# Executive Committee Summer Decisions Report to Council, 2015

## August 2015

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### August 5, 2015

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#### Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Chloe Rourke, Lola Baraldi, Kimber Bialik

#### Absence:

Emily Boytinck

#### Minutes:

The minutes from the July 29, 2015 meeting of the Executive Committee have been tabled to the next meeting of the Executive Committee.

#### Vibe Approvals (Since Last Meeting)

Approval of the rehiring of Ben Ger as Financial Ethics Research Coordinator

Approval of hiring Maha Razek for A/R Technician.

#### New Business:

Approval of the On-Call Events Staff job descriptions and pay equity.

Decision to enter into a 1-year MoA with QPIRG, including a \$2,000 contribution to Social Justice Days and Culture Shock.

A session of the Funding Committee was held.

#### Report of the Vice-President (University Affairs)

Approval of the hiring of Christian Scott for the position of Mobilization Coordinator.

#### Report of the Vice-President (Finance & Operations)

##### *Ratification of the following capital expenditures:*

Approval of the capital expenditure of \$1598.02 for Project #1004 (SRC). This amount included removal of a sink, electrical outlet maintenance, and grease, trap and valve cleaning.



# Executive Committee Summer Decisions Report to Council, 2015

**August 12, 2015**

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Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Chloe Rourke, Lola Baraldi, Kimber Bialik

Absence:

Emily Boytinck

Minutes:

The minutes from the July 29, 2015 and August 5, 2015 meetings of the Executive Committee have been approved at this meeting of the Executive Committee.

Vibe Approvals (Since Last Meeting)

Approval of the use of August 10th (Chloe's birthday) as a vacation day for Chloe.

Approval of the hiring of Sarah MacRae as MiniCourses-PR and Web.

New Business:

Approval for Kareem to attend the Ivy Legal Council: Global Roundtables.

Approval of the purchase of executive laptops. Zach will decide with Ryan if additional batteries, warranties, and processor upgrades are necessary and report back to ExCom.

Approval of the Frosh 2015 Budget.

Approval of the change of student staff probation period (2 months to 2.5 months).

Approval of full club status for the Recreational Dance Company.

Approval of a constitutional amendment for Recreational Dance Company.

Report of the President

Approval of the hiring of Robin Nyamekye for the position of Community Affairs Coordinator

Report of the Vice-President (Internal)

Approval of the hiring of Joseph Boju as Francophone Commissioner.



# Executive Committee Summer Decisions Report to Council, 2015

**August 19, 2015**

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Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Lola Baraldi, Kimber Bialik, Emily Boytinck, Chloe Rourke

Minutes:

The minutes from the August 12, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

Vibe Approvals (Since Last Meeting)

Approval of the hiring of Deven Sanon for Investment Portfolio Structure Researcher.

Approval of the hiring of Oliver Perkins for Student Experience Survey Researcher.

New Business:

Approval of the SSMU values.

A session of the Funding Committee was held.

Report of the Vice-President (Internal)

Approval of the hiring of Kierra Harrison for Old-McGill editor in chief.

Report of the Vice-President (Finance & Operations)

*Ratification of the following capital expenditures:*

Approval of the capital expenditure of \$8,011.88 incl. tax for the executive computer hardware purchase.



# Executive Committee Summer Decisions Report to Council, 2015

**August 26, 2015**

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Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Lola Baraldi, Kimber Bialik, Emily Boytinck, Chloe Rourke

Minutes:

The minutes from the August 19, 2015 meeting of the Executive Committee have been approved at this meeting of the Executive Committee.

Vibe Approvals (Since Last Meeting)

Approval of the Pay Equity & Job Title Modifications for the Sustainable (Green) Events & Building Coordinators

New Business:

A session of the funding committee was held.

Approval of striking clause 1.4 from the QPIRG MOA draft.

Report of the Vice-President (University Affairs)

Approval of Chloe working remotely on Friday, September 25th.

Approval of Chloe taking a vacation day on October 9<sup>th</sup>.

Report of the President

Approval of the VP Internal Student Staff Hours Increase.



# Executive Committee Summer Decisions Report to Council, 2015

**August 31, 2015**

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Attendance

Kareem Ibrahim, Zacheriah Houston, Kimber Bialik, Emily Boytinck, Chloe Rourke

Absence:

Jennifer Varkonyi, Lola Baraldi

Minutes:

The minutes from the August 26, 2015 meeting of the Executive Committee have been tabled to next week's meeting of the Executive Committee.

New Business:

Approval of the Events Inter-Department Booking Procedures.

Approval of reactivating Austin Johnson's employment status for a total of 30 allocated hours over the course of 3 weeks in order to transition the incoming Human Resources Coordinators.

Approval of allowing Elections Canada to reserve space in the SSMU Building at no cost to them for the Federal Election; this will be a VP External booking, and therefore communications and contract signing with Elections Canada will go through the VP External.

Report of the Vice-President (Finance and Operations)

*Ratification of the following capital expenditures:*

Approved expenditure of \$3,833.00tx on carpeting for room 434 and room 436 (re: Project 1007).

Approved expenditure of \$1,437.23tx for the emergency repair of the Liquid Nutrition floor (re: Project 1009).





# Executive Committee Summer Decisions Report to Council, 2015

## September 2015

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### September 10, 2015

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#### Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Kimber Bialik, Emily Boytinck, Chloe Rourke, Lola Baraldi

#### Minutes:

The minutes from the August 26, 2015 and August 31, 2015 meetings of the Executive Committee have been approved at this week's meeting of the Executive Committee.

#### Vibe Approvals (Since last meeting)

Approval of the hiring of Aaron Lu and Kibi Zhu for the positions of HR Coordinator.

#### Business Arising

A session of the funding committee was held.

Approval of the reductions to student staff hours.

Approval of the General Manager Job Description Revision.

#### Report of the General Manager

Approval of the hiring of Hussam Khan, Erinn Farmer, and Christopher Ma for the position of Events Facilitator – on call.

Approval of the hiring of Alexander Cappellazzo and SM Abu Kasif for the position of AV Technician – on call.

#### Report of the Vice-President (Finance and Operations)

Approval of accounting procedures for interdepartment events.

#### Report of the Vice-President (Clubs and Services)

Approval of the Services HR Procedure.

#### Report of the Vice-President (External)

Approval of using \$385.80 from the La Prep Voucher for Austerity 201 food.



# Executive Committee Summer Decisions Report to Council, 2015

**September 14, 2015**

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Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Kimber Bialik, Emily Boytinck, Chloe Rourke, Lola Baraldi

Minutes:

The minutes from the September 10, 2015 meeting of the Executive Committee has been approved at this week's meeting of the Executive Committee.

For Approval from Vibe

Approval of the hiring of Juliette Selye for the position of Front Desk Lunch Hour Replacement.

Report of the General Manager

Approval of the hiring of Brian Kennish for the full-time regular porter position.



# Executive Committee Summer Decisions Report to Council, 2015

**September 21, 2015**

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## Attendance

Jennifer Varkonyi, Kareem Ibrahim, Zacheriah Houston, Kimber Bialik, Emily Boytinck, Chloe Rourke, Lola Baraldi

## Minutes:

The minutes from the September 14, 2015 meeting of the Executive Committee has been approved at this week's meeting of the Executive Committee.

## For Approval from Vibe

Approval of the reactivation of Rachelle Bastararche's employee status as Elections CEO from the 2014-2015 academic year

Approval of the use of \$367 from the La Prep Food Voucher for the Student Parent Orientation

## Business Arising

Approval of adding \$2100 to Chloe's mental health coordinators, allocating \$1686 from the Student Research Budget.

## Report of the Vice-President (Internal)

Approval of the hiring of Egor Fedorov for the position of Internal Logistics Coordinator.