

The Interdepartmental Science Students' Society

Executive Meeting

Minutes

5:15 p.m.

January 25, 2012

CCIS 1-033

Attendance

Executives: Cian Hackett, Siwei Chen, Dustin Chelen, Stephen Chin, Jessica Nguyen (arriving at 5:19 p.m.)

Other: Arun Thomas (arriving at 5:59 p.m.)

Chairperson: Stephen Chin

Minutes: Arun Thomas

1. Call to order

Meeting called to order at 5:18 p.m..

2. Approval of minutes

Motion to approve the minutes of the last Executive meeting of January 18, 2011 as written. Cian/Dustin. Motion carried 4/0/1.

3. Approval of agenda

Motion to approve the agenda below, as written. Siwei/Dustin. Motion carried 5/0/0.

4. Old Business

1.

5. New Business

1. **Motion** to excuse Brett MacGillivray from today's meeting. Stephen/Dustin. Motion carried 4/1/0.
 - a. Stephen: Brett has a midterm tomorrow and is busy with Science Week.
2. 2012-2013 Directors Discussion, Cian
 - a. I think it will be valuable to identify a core group of Directors (20-30) to be appointed in April, with a remaining 10-20 Directors to be appointed for additional support and for new projects in early October. Thus, we will need to discuss portfolio removals and re-arrangements as well as recruitment time lines, and it will be useful to do this early to guide transition.
 - b. Cian: Brett believes that a Director of Programming and Director of Science Week should be appointed at the end of the semester. For the President, Outreach won't continue next year. FAMF will transfer to the VPAF. Careers will transfer to the VPA. A Director of Executive Administration and Director of Internal Relations should start from May 1.

- c. Stephen: Are we deciding for the next year's Executive which positions they ought to recruit for?
- d. Siwei: Similar to last year, the current Executive will consult with the incoming Executive to modify and add Director positions.
- e. Jessica: I think that the incoming Executives won't be as well equipped to design Director positions even though they are needed immediately.
- f. Stephen: Finance is concretely defined. External Relations needs guidance. Web design is concretely designed. Administration provides people with an opportunity to learn about administrative work. Internal relations will be transferred to President.
- g. Jessica: CAPS moved to VPA. Discount cards should not be under the VPS, but instead the VPAF. Graduation photos and graduation rings should also go to VPAF, since they are merely revenue generating. Mentorship, resources, tours, lockers, handbooks, UBS, student space should stay under VPS. Athletics could be moved to VPP. Exec admin and service development should be cut next year, as they helped managed the high number of Directors I had this year. One Director needed for Locker Rentals instead of two.
- h. Siwei: I will have 10 Directors this year, and request 7 next year. Photography should be cut. Marketing and Design will be combined in title, and will be split into the "Marketing Design" and "Marketing Campaign" Directors. 3 Volunteer Directors, and 1 PRT Director is a lot, so we'll move the PRT Director under the title of Volunteer Director, and have 3 total DVs. The Director of COSSA position will remain, but still be a focus of the VPC. Newsletter will still need a Director.
- i. Dustin: Director to manage career portfolio. One for PD, one for MSGs, because the signup system will be automated. Keep academic programs, research, representation, and student consultation.
- j. Cian: Could a career fair be managed by programming or ER, with input from the Director of Careers?
- k. Dustin: I think that the Director of Careers should oversee the vision and upper-level management of the Career Fair.
- l. Cian: Do we want the programming committee to gain responsibility to program IAN?
- m. Dustin: I think that the programming committee could provide support, but again the vision provided by the DAP.
- n. Siwei: That makes sense. It's how the SU manages their event planning.
- o. Cian: How many directors do we need to hire in April? For example, could we only hire the "Marketing Design" director?
- p. Siwei: That makes sense.

- q. Cian: Our second mass hire would likely come after September elections.
- r. Siwei: It also partially depends on the skill set of the VPC next year.
- s. Cian: Do we need 3 DVs in May?
- t. Siwei: No, we could manage with 2 DVs.
- u. Dustin: It seems that we are pushing to recruit later. By recruiting in May, we have the time to train and mentor in a less stressful time. I have seen this through May recruitment this year.
- v. Cian: I agree with Dustin's latter point. The objective is to ensure that Directors enjoy a positive experience, and aren't under worked over the summer months. The idea is to give incoming Executives creative room, so they aren't overwhelmed with a large number of Directors and hesitant to add more HR for projects that support their vision.
- w. Siwei: I'm more hesitant to cut the second Director of Marketing. They work closely in tandem, have a high workload, and in particular face a lot of work in September.
- x. Cian: We don't have a Director of Handbook now, correct?
- y. Jessica: Correct, but Student Resources is currently looking at it now. But these two positions should not be combined. I think it's important that the UBS Directors are aware of the staggered workload requirements.
- z. Cian: Where does Student Space fall? What does the DSS do, currently?
- aa. Jessica: They are attempting to look in to the feasibility of a student lounge. I don't think this work falls under the President, whereas securing the space does.
- bb. Dustin: I'm not sure what we can do as far as a student lounge after the research is completed. Advocacy falls under the President. But is it worth dedicating a Directorship to this?
- cc. Jessica: Perhaps an Executive could look into this over the summer, and we can consider hiring a Director in October 2012.
- dd. Cian: Agree.
- ee. Cian: If we're moving athletics to Programming, does it need a Director?
- ff. Jess: Yes. Managing and marketing the teams could become a larger responsibility, that could not be completed by the Programming Committee.
- gg. Siwei: It depends on your vision for athletics; if you want to do large-scale sporting events, then clearly a Director will be needed.
- hh. Cian: Should grad photos and rings be moved to VPAF, Stephen?
- ii. Stephen: I think that would be a good idea.
- jj. Dustin: I think that VP Services are better equipped to develop and market grad photos and rings in order to bring in more revenue.

- kk. Siwei: Grad photos and rings can't be developed more. Perhaps the VPAF could have a Director of Businesses, including printing, grad photos, grad rings, and other revenue generating services.
- ll. Stephen: It could fit better under ER, and it would be easier as far as our financial management if this revenue source was overseen by the VPAF.
- mm. Jessica: I think that there is an opportunity to develop the aspect of photography, but that it would better fit under VPC. Where should DLRs fit?
- nn. Siwei: It seems odd that once a service is developed that they're dumped on the VPAF.
- oo. Jessica: It could fall under the VPAF, but the logistics behind the LR system could be best managed by a single Director under the VPS.
- pp. Cian: It should stay under the VPS. We ought to view LRs as a service to students, not a revenue generator. We shouldn't try to hike up prices to the optimum point, but instead that locker rentals should be a service to improve the student experience.
- qq. Dustin: Can we move Student Stories to VPC?
- rr. Siwei: Yes.
- ss. Stephen: I think Orientation should get a Director. If Science Week has one, then why shouldn't Orientation? It could eventually become bigger, too.
- tt. Cian: I think that Orientation could be best handled by the Programming Team. I'm hesitant to add a position since we haven't discussed improvements to Orientation.
- uu. Jessica: If we keep it with the PT, then we avoid hiring a temporary (4 month) Director. Also, discount cards, do they follow under VPAF? VPC? VPC distributes stuff.
- vv. Stephen: Merchandise or community?
- ww. Dustin: I don't think this belongs whatsoever under community. I think it fits in External Relations. It is corporate relations.
- xx. Jessica: The VPC gives away stuff like discount cards, though.
- yy. Cian: I will take the discussion and make up a list of directors, then bring it to a later meeting.
- zz. Siwei: When is transition day?
- aaa. Stephen: Out of order.
- bbb. Cian: Timeline. March 22 and 23. Director application from 30 March. Paper applications to interviews. With both director applicants and future execs, lots to do.
- ccc. Siwei: Can include interview questions in application. Also require resumes, cover letters.
- ddd. Stephen: Won't it turn people off if people have to fill out a 5 page application.

- eee. Cian: short-listed applicants could fill it out. Will lose the quality of face to face interactions. Can we do phone interviews or group interviews?
- fff. Dustin: But why don't we try for face to face interview? There are examples for the advantages.
- ggg. Siwei: Have the old person interview the new person.
- hhh. Dustin: Need info/notes for incoming exec.
- iii. Cian: It is not incoming execs choice.
- jjj. Jessica: Interview. Group interviews is good idea. Not hard to schedule. Put on the schedule to be free at this time.
- kkk. Siwei: Group interviews are not great for in-depth analysis of people. Even the phone interview is more beneficial. 1,7,8, and 14th of April for interviews. But interviews could be shortened.
- lll. Dustin: We have not ruled out the 3 question to short-listed candidates. 1 week to choose short-listed candidates. List for interviews can be cut down. Not as big of a scheduling nightmare.
- mmm. Jessica: Too many steps. Could be streamlined more. 3 questions is not as beneficial as an interview. Open applications, use that to cut down candidates, then interview.
- nnn. Outgoing and incoming execs doing interviews.
- ooo. Siwei: 2-3 days a week. Until the fourth to short-list and email. Give them deadline to respond. Interview 5, 6, 7, and 8. Then choose by the 14th. This gets everything done by start of exams. People might get turned off by questions, but there isn't that many. Interview or questions, but not both. What if we said we have to shortlist only 3 or 4. Limiting total number will reduce interviews.
- ppp. Cian: No interview and questions. Should be able to shortlist by last weekend of March. If scheduling does not work out, flexibility to work it out for the next week. It's more important if incomings attend.
- qqq. Consensus: Applications up on March 16th, due by March 30th. Shortlist by April 1st. Interviews for 6, 7, 8 and 9 of April. Rescheduling until 14th for only other date. Select directors by 15th.
- rrr. Dustin: Who will appoint?
- sss. Cian: Technically, they have the power.
- ttt. Dustin: A director's term technically ends on 30th. Director-director transition is best. Need to hire new one's before then.
- uuu. Cian: Not possible to do director-director transition not possible before of number of directors and exams.
- vvv. Siwei: Finish interviews on 14th, decide on that day or after. Tell them now so they can clear their schedules.

- www. Dustin: My intention was to have a section for one-on-one time with old and new directors after the 30th. Transition happens after our terms are over. Introduced to operational side of ISSS. Not possible because new ones hired day before that.
- xxx. Cian: Agree with Dustin. Need to appoint by 15th/16thish.
- yyy. Siwei: Thoughts on individual director to director transition. Could be useful.
- zzz. Stephen: We have a new and improved wiki. Document and transition as exec could be more useful/beneficial.
- aaaa. Cian: Where possible, encourage one-on-one transition. Not always possible. All transitions should be documented to the same standard. 15th for selections is most flexible date for selections.
- bbbb. Renewal beyond April 30, Siwei
- i. Director of COSSA will start late, and can it be offered beyond 30th. It sets a precedent.
 - ii. Jessica: They should just apply again. It should be opened up for other people as well.
 - iii. Siwei: Only way to renew if it is offered. Not offered until April/March. Only on an offer basis.
 - iv. Cian: We would violate the PM. Term of director ends April 30th.
 - v. Siwei: Should we amend the PM?
 - vi. Cian: Too open to abuse.
 - vii. Jessica: Can offer a renewal, but what about the incoming's opinions, etc.

3. Executive Job Descriptions Discussion, Cian

- a. Cian: Who has these finished?
- b. Dustin: Everyone but me.
- c. Cian: How do we avoid inserting value statements into the job descriptions? Perhaps a second Executive can review our job descriptions and look for bias? I don't want our job descriptions to be too limiting.
- d. Siwei: Everyone rotate and review each other's.
- e. Jessica: Too much time. Just pairing up is better.
- f. Siwei: There are 5 of us.
- g. Dustin: We can pair up to similarities.
- h. Cian: Doesn't not have to be a strict pairing.
- i. Siwei: Different ways/opinions is the most beneficial.
- j. Stephen: Cian, Siwei, and me. Dustin, Brett, and Jessica. (triangles)

- k. Consensus on the triangles. Dustin looks at Jess', Jess looks at Brett's, Brett looks at Dustin's. Stephen looks at Cian's, Cian looks at Siwei's. Siwei look at Stephen's. Done by next Wednesday.
4. Email transition discussion, Stephen
- a. *To put this into context, the most email content that the current Executive has had to look at is 6% of the maximum Gmail capacity. This upcoming transition, many Executives/Councillors are looking at 7-30% capacity, representing at most a 5x increase in the amount of valuable information needed to be looked at. What is the best way to ensure that next year's reps obtain the information that they need from emails, without resorting to reading each one?*
 - b. Stephen: Useful info in previous emails.
 - c. Siwei: But lost of emails.
 - d. Cian: Don't think at past emails is a useful use of an incoming's time. Useful info in Wiki and documents.
 - e. Jessica: Agree with Cian. Shouldn't force incomings. I delete emails on a regular basis.
 - f. Siwei: Leave all the emails there. And tell them to search for emails. Passwords will be on email and not on the wiki.
 - g. Stephen: It is still useful. Emails tell a story about a couple people. Trying to find an email can be difficult. Conversation does not match the conversation.
 - h. Jessica: Label your emails.
 - i. Cian: Some emails need to be deleted. Also, delete chat messages.
 - j. Stephen: Does not address the need. Certain things can be shared.
 - k. Siwei: Not a lot of gain for the huge amount of time spent. An email to the outgoing exec is more helpful. 300 was a lot for me, but everyone has even more.
 - l. Jessica: Emailing outgoing is helpful. But we need to think long-term. May not be able to contact outgoing every single year.
 - m. Cian: Agree with Siwei. Is it our responsibility to clear emails to certain size, or do we let it pile up?
 - n. Siwei: Encourage to delete emails if they are never used. Time spent is not worth the rewards.
 - o. Stephen: Who looked over the old emails? (4/5)
 - p. Stephen: Compelled to read it. Incomings would find emails a valuable source of info.
 - q. Siwei: Will suggest, but tell them to only skim. Old emails are deleted and passed on.
 - r. Stephen: Can we decide to delete all emails every year?
 - s. Dustin: No.
 - t. Cian: Don't think incomings should delete them. They are very useful.

- u. **Motion** to table until January 25th, 2015. Dustin/Cian. Motioned failed 1/3/1.
 - i. Not useful discussion now.
- 5. Executive Check-Ins Discussion, Cian
 - a. Cian: Not have been purposeful for intent in past few months. Do people see value in it? They would not miss it if they found it valuable. Not a good use of our time right now.
 - b. Dustin: Saw value in it. Built teamwork skills. Became aware of each other's work. Should cancel because people not able to come on time.
 - c. **Motion** to cancel to Executive check-ins for rest of semester. Cian/Dustin. Motion carried 4/1/0.
 - i. Stephen: I thought check-ins were to discuss things off the record. Useful to have no matter how good your team is. People that don't show up should comment.
 - ii. Jessica: Don't see the value in it. Nice to sit down and talk. Not as valuable to meeting right now.
 - iii. Siwei: The motion restricts our ability to have check-ins as needed.
 - iv. Jessica: I suggest we have an agenda for Executive check-ins. If the agenda isn't populated, then we shouldn't meet.
 - v. Cian: The problem is that we haven't received full attendance at these meetings. It's not that we need an opportunity to discuss things off the record.
- 6. Next Meeting with Rory and Emerson Discussion, Cian
 - a. Cian: Emerson and Rory have asked to come to our next Executive meeting. They want to reach out better to FAs. We ought to have a separate discussion point for them at the beginning of the meeting that will let them discuss their priorities.
 - b. Dustin: Great.
 - c. Cian: Would people like to propose discussion items to have with the SU at the begining of the next Executive meeting?
 - d. Jess: No, not from my portfolio.
 - e. Cian: Would people like to identify major challenges that the ISSS is facing?
 - f. Siwei: Listserv? Seriously, listserv.
 - g. Cian: For example, I would like to hear their thoughts on student engagement. We face similar problems with engaging with a large membership.
 - h. Cian: I will make a Google document.
- 7. **Motion** to approve no more than \$25.00 for holiday decorations, Stephen/Siwei. Motion failed 2/2/1.
 - a. Stephen: I want more money for decorating the office, probably for Valentine's day.

- b. Siwei: What's the difference between this and the original \$850 approved for office improvements?
- c. Stephen: We've started a line already.
- d. Cian: What advantages are there to decorating the office?
- e. Stephen: Community building for students, both members and Directors.
- f. Siwei: Holidays are holidays because people celebrate them together. Decorating the office helps us share a similar mindset as a majority of our members. It demonstrates our commitment to the community.
- g. Dustin: Opportunity cost too big. Can't we serve students with this money?
- h. Stephen: Decorations reach more students.
- i. Siwei: We might as well participate in this particular office ritual. But I wonder if it would cause students to wonder how we would spend their FAMF money.

6. Good and Welfare

Comments and criticisms of the meeting for the good and welfare of the organization.

7. Next Meeting

The next meeting of the Executive will be at 5:15p.m., February 1, 2012 in CCIS 1-033.

The chairperson of the next meeting will be Siwei Chen

Minutes will be taken by Brittany Matenchuk

8. Adjournment

Motion to adjourn the meeting at 7:10 PM. Jessica/Cian. Motion carried 5/0/0.