

Internal Affairs Committee Meeting Agenda

Student Association of George Brown College

Date: August 21, 2012

Location: Casa Loma General Manager's Office

Committee Members

Director of Internal Affairs

Julia Mackenzie (Chair)

St. James Campus Director

Halley Requena-Silva (Vice chair)

Director of Education and Equity

Mohammad Ali Aumeer (Executive member)

Liberal and Prep Studies Representative

Chris Bourque

Business Representative

Jason Monaghan

Director of Finance and Operations

Deydriger Mora

Staff Resources

General Manager

Maria Quain

Manager of Equity and Campus Services

Tina Garnett

Guests

1. Roll Call:

Position	Present (note if late):	Absent:	Regrets sent:
Director of Internal Affairs	X		
Director of Education and Equity	X		
St James Campus Director	X		
Liberal Arts and Prep Rep	X		
Director of Finance and Ops	X		
Business Rep			X
Equity Mgr	X		
General Mgr	X		

Guest: Casa Loma Director

X

2. Call to Order:

Time: 1:20 PM

Quorum Achieved

3. Approval of Agenda:

Be it resolved that the Board of Directors accept the agenda as presented. Any amendments to the Agenda should be made at this point in time.

Moved by:

Second:

Vote:

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Amendment: Announcement from Tina

Moved: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried

Amendment: Med Leave for Alison Burns

Moved: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried

Amendment: HR Updates

Moved: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried

4. Approval of Minutes

Be it resolved that the minutes from last Internal Affairs Committee meeting, July 9, 2012, be approved. Attached as Appendix I.

Moved by: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried

5. Announcement from Tina

Food Bank Coordinator will not be returning to the role. Interviews will be held on the 27th of August for a new Food Bank Coordinator. Managers are tasked with coming up with an appropriate severance package for the current Food Bank Coordinator.

6. HR Updates

- Gia will be leaving on September 5th.
- The job postings for the CRO and DRO of the fall by-elections are up
- Front office staff had a training, still need more. General Manager will continue to find appropriate training

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- New contracts for Part Time and Contract hires.

7. Alison Burns Medical Leave

No paid leave for Alison Burns, as her fixed term contract did not include benefits

8. Flagship Proposals and Direction

Update from Director of Internal Affairs on work of policy consultants.

9. Job Description Approval

Review and approve the job descriptions to be presented to Karla Orantes and Neil Cumberbatch

Be it resolved that the Sr. Coordinator of Student Life job description be approved.

Moved: Director of Internal Affairs

Second: Liberal Arts and Prep Rep

Vote: Carried

Be it resolved that the Sr. Coordinator of Academic Appeals job description be approved.

Moved: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried

Motion to go in camera: 2:41 PM

Moved: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried

Motion to go out of camera: 2:52

Moved: Liberal Arts and Prep Rep

Second: St James Campus Rep

Vote: Carried

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10. Policy Review

As per last month's meeting, this committee will be conducted in the office of the Managers.

Be it resolved that the Director of Internal Affairs investigate alternatives to ensure the integrity of policy documents.

Moved: Liberal Arts and Prep Rep

Second: Director of Education and Equity

Vote: Carried

11. Motion To Adjourn: 3:22 PM

Moved by: Director of Education and Equity

Second: St James Campus Director

Vote: Carried