

**UWSA Board of Directors
Electronic Summary Document**

Our mandate: "To serve, represent and advocate for students."

ITEM	DISCUSSION	ACTION
7.3.1	Executive Transition Period	<u>CARRIED</u>
	<p>The motion was passed via email, with 12 directors participating. There were 11 votes in favour of the motion and 1 abstention.</p> <p>The following 12 directors participated:</p> <ul style="list-style-type: none"> • Advait Desai • Amber Tazzman • Andre Ducharme • Biane Deghaiche • Jasleen Dayal • KevinPrecious Fawehinmi • Lena Sleiman • Linden Crain • Mohamed Mahmoud • Nyusha Samiei • Paramjot Gogia • Petar Bratic 	
7.3.2	COVID-19 Emergency Administrative Plan	<u>CARRIED</u>
	<p>The motion was passed via email, with 12 directors participating. All 12 votes were in favour.</p> <p>The following 12 directors participated:</p> <ul style="list-style-type: none"> • Advait Desai • Amber Tazzman • Andre Ducharme • Biane Deghaiche • Jasleen Dayal • Lena Sleiman • Linden Crain • Mohamed Mahmoud • Nyusha Samiei • Paramjot Gogia • Petar Bratic • Quessia Mugabo 	

Item: **7.3.1**

MOTION: **BE IT RESOLVED THAT** notwithstanding the Executive Policy, the incoming Executive be oriented by the (current) outgoing Executive for the period beginning May 1, 2020 to May 14, 2020;
BE IT FURTHER RESOLVED THAT notwithstanding the Executive Policy, the incoming Executive not be remunerated for the transition activities included in the Executive Policy that were supposed to have occurred prior to May 1, 2020, as they in fact did not occur;
BE IT FURTHER RESOLVED THAT notwithstanding the Executive Policy, the outgoing Executive members each receive an honorarium in the amount of \$750 for services rendered from May 1, 2020 to May 14, 2020.

Item For: **Approval**

Forwarded by: **Finance Committee**

Rationale (“Whereas”):

- By-law 80.03 (b) assigns the Finance Committee of the Board the responsibility of advising the Board on all financial matters;
- By-law 85.02 (c) requires two-thirds of the Board to vote in favour to adopt, amend or rescind an Operational Policy;
- The present COVID-19 pandemic has necessitated a drastic shift in operations of the UWSA;
- The Board recognized the unprecedented nature of the pandemic and its impact on the operations of the UWSA by extending the signing authority of the President and VP Finance & Operations to the end of this term;
- The Executive Policy mandates a two-week transition period for the incoming Executives, during which they work alongside their predecessors;
- The extraordinary closure of the UWSA office as a direct result of the COVID-19 pandemic and subsequent issuance of emergency orders by the Lieutenant Governor in Council has resulted in the incoming Executive not yet working alongside their predecessors in a formal transition;
- The term of office of the incoming Executive begins May 1, 2020;
- The (current) outgoing Executive has agreed to orient the incoming Executives following May 1, 2020;

Item: **7.3.2**

MOTION: BIRT the Board pass the following COVID-19 Emergency Response Administrative Plan:

Upon approval of the Operations Committee, the Operations Committee may declare a COVID-19 Emergency at any time until August 31st, 2020.

After declaration of a COVID-19 Emergency, the following administrative plan may be implemented during such period:

1. To waive the requirement in the Hiring Policy, section 6.3, for a Board-appointed hiring committee, for the purposes of hiring service coordinators. In lieu, the Operations Committee will constitute the hiring committee. The Board of Directors will reserve the authority to, optionally, appoint a non-voting Board representative to this hiring committee. The Operations Committee may determine who attends interviews for each position, insofar as the hiring panel is consistent for all candidates of that position. After the completion of the hiring process, a summary report, consisting of the positions and individuals hired, any conflicts of interest declared for each position, and an outline of the hiring process, will be submitted to the Board of Directors.
2. To allow the President and Board Chair/Facilitator to determine alternative timelines, methods and processes for one-on-one meetings and follow-up meetings with Directors, as required by Procedural Policy #1 *Board Orientation Policy*, sections 4.1.2, 7.0 and 8.0.
3. To allow any in-person meeting required by a Board policy to be held electronically, and, for purposes of attendance, to constitute as being present.
4. Where a meeting cannot be held in-person, to allow electronic votes to be held through Microsoft Forms, Microsoft Teams, or other secure and accessible mechanism determined by the Operations Committee, subject to Procedural Policy #6 *Electronic Voting Policy*.

5. To alter the minimum number of Directors needed for a binding request for deferral of an electronic vote, from 1 to 2 Directors, and to allow a deferred e-vote to occur at the next meeting of the Board, whether electronic or inperson (Procedural Policy #6 *Electronic Voting Policy*).

Should this Emergency Response Plan require continuation past August 31st, 2020, such extension must be approved by the Board of Directors.

Rationale/Background:

- As of March 17th, 2020, the Government of Ontario has declared a state of emergency due to the outbreak of COVID-19. Consequently, only essential services are permitted to remain open.
- On March 18th, 2020, the University of Windsor moved to an essential services only model. The campus has been closed and all frontline campus services have moved online.
- On March 19th, 2020, the UWSA closed its offices and service centres, moving to a work-from-home model. All employees, with the exception of prior approved staff needing essential access to the office, were mandated to work remotely. Since then, public health guidelines have been strictly observed.
- Board meetings have also moved to an online platform, via Microsoft Teams, to allow for decisions to be made in this new quarantine-regulated environment.
- Where time does not allow, the Board's Electronic Voting policy allows urgent decisions to be made in an open, efficient manner.
- The pandemic brings significant uncertainty over the next several months. Therefore, it is recommended that an emergency protocol be put in place, with sufficient accountability measures, to empower the Executives with the flexibility needed to make effective and efficient decisions within this rapidly changing environment.