

CSA Board Package

Board of Directors Meeting # 9A

November 1, 2021 – 6:00 pm

Microsoft Teams



9A.0 Call to Order

9A.1 Adoption of the Agenda

9A.1.1 Approve the Agenda

9A.2 Comments from the Chair

9A.2.1 Introductions and Pronouns

9A.2.2 Declarations of Conflicts

9A.3 Business

9A.3.1 Outsource Hiring of the Office Manager & Executive Support

9A.4 New Business

9A.4.1

9A.5 Announcements

9A.6 *In Camera* Session

9A.7 Adjournment

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Notice of this motion was provided at the October 27, 2021, Board Meeting.

Item 9A.3.1

Outsource Hiring of the Office Manager & Executive Support Staff Position

WHEREAS the CSA received notice on Friday, October 22, 2021 that the Office Manager & Executive Support position will become vacant beginning on November 15, 2021;

WHEREAS the hiring of the Office Manager & Executive Support staff member in a timely manner is integral to maintaining normal CSA operations and leadership for Front Office staff;

WHEREAS Section 4.0 of Appendix C - Human Resources Policy prescribes the process by which the CSA hires full-time staff, which does not allow for external organizations to perform hiring processes on behalf of the CSA; and

WHEREAS outsourcing the hiring of a Business Office staff member during the Summer 2021 semester provided a list of quality candidates in a timely manner, and resulted in successfully filling the position with a quality candidate.

RESOLVED that:

- a) Appendix C – Human Resources, Section 4.0 Hiring, which requires that all staff be hired within a CSA administered process, be suspended for filling the Office Manager & Executive Support staff member vacancy.
- a) BDO Canada, an external agency, be engaged to conduct the hiring of a replacement for the Office Manager & Executive Support staff member.

Moved: CSA President, Nicole Walker

Seconded: