

Agenda #10

Central Student Association

Board of Directors Meeting

Wednesday November 28, 2012

6pm | UC 442

10.0 Call to Order

10.1. Comments from the Chair

10.1.1. Introductions

10.1.2. Motion to Extend Speaking Rights to All Present

10.1.3. Ratifications and De-ratifications (pg. 3)

10.2. Approval of the Agenda

10.2.1. Motion to Approve the Agenda

10.3. Approval of the Board Minutes

10.3.1. Motion to Approve the Board Minutes from November 7, 2012 (pg. 4-14)

10.3.2. Business Arising from the Board Minutes

10.4. Acceptance of the Executive Minutes

10.4.1. Acceptance of the Executive Minutes:

EM38 – October 18, 2012 (pg. 15-17)

EM40 – October 29, 2012 (pg. 18-19)

EM41 – November 5, 2012 (pg. 20-25)

EM42 – November 12, 2012 (pg. 26-29)

EM43 – November 15, 2012 (pg. 30-33)

10.4.2. Business Arising from the Executive Minutes

10.5. Executive Reports

10.5.1. Academic & University Affairs Commissioner – Deaglan McManus (pg. 34-37)

10.5.2. Communications & Corporate Affairs Commissioner – Drew Garvie (pg. 38-40)

10.5.3. External Affairs Commissioner – Dominica McPherson (pg. 41)

10.5.4. Human Resources & Operations Commissioner – Joshua Ofori-Darko (pg. 42-43)

10.5.5. Local Affairs Commissioner – Matthew Pecore

10.6. Director Reports

10.7. Committee Updates and Reports

10.7.1. Petitions Delegations and Representations (PDR) Committee – Minutes from July 4, 2012; July 25, 2012; October 12, 2012; October 31, 2012 – Drew Garvie (pg. 44-50)

- 10.7.2. Petitions Delegations and Representation (PDR) Committee – Fall Semester Report – Drew Garvie (pg. 51-52)
- 10.7.3. Policy and Bylaw Review Committee (PBRC) – Minutes from October 24, 2012; October 31, 2012; November 7, 2012; November 14, 2012 – Demetria Jackson (pg. 53-91)
- 10.7.4. Policy and Bylaw Review Committee (PBRC) – F12 End of Semester Report – Demetria Jackson (pg. 92-95)
- 10.7.5. Student Help and Advocacy Centre (SHAC) Oversight Committee – Minutes from October 31, 2012 – Deaglan McManus (pg. 96)
- 10.7.6. Other Committee Updates

Board Meeting Break – 10 minutes

10.8. Discussion

- 10.8.1. ACTION – Hiring Committee Report (Outreach & Promotion Coordinator) – Joshua Ofori-Darko (pg. 97)
- 10.8.2. ACTION – Hiring Committee Report (Promotional Services & Graphic Designer) – Joshua Ofori-Darko (pg. 98)
- 10.8.3. ACTION – Standing Referendum Committee Membership – Drew Garvie (pg. 99-100)
- 10.8.4. ACTION – Executive Evaluation Reports – Paul Caruso (pg. 101-122)
- 10.8.5. ACTION – Semi Annual Budget Report – Joshua Ofori-Darko (pg. 123-141)

Board Meeting Break – 10 minutes

- 10.8.6. IN CAMERA – Audit Management Letter – Joshua Ofori-Darko
- 10.8.7. ACTION – Part-time Bookkeeper Job Description – Joshua Ofori-Darko
- 10.8.8. INFORMATION – Art In the Bullring Report – Deaglan McManus (pg. 142-144)
- 10.8.9. INFORMATION – Student Memorial Tree Ceremony Report – Deaglan McManus (pg. 145-148)
- 10.8.10. INFORMATION – F12 Elections Report – David Nguyen (pg. 149-151)
- 10.8.11. INFORMATION – NOM Bylaw 5, Policy Manual – Demetria Jackson (pg. 152-154)
- 10.8.12. INFORMATION – NOM SHAC Oversight Committee Terms of Reference – Deaglan McManus (pg. 155-156)
- 10.8.13. DISCUSSION – Courselink Board Training – Drew Garvie (pg. 157)

Board Meeting Break – 10 minutes

- 10.8.14. IN CAMERA – Canadian Federation of Students Membership Dispute
- 10.8.15. ACTION – Executive Empowerment – Drew Garvie (pg. 158)

10.9. New Business

10.10. Announcements

10.11. Adjournment



TO: CSA Board of Directors
FROM: Drew Garvie – Communications and Corporate Affairs Commissioner
DATE: Friday, November 23, 2012
RE: Ratifications and De-Ratifications

On Wednesday October 24, 2012, the following “Courselink Board Training Proposal” was adopted:

- **Training to be completed by November 1, 2012.**
The Communications & Corporate Affairs Commissioner will send a reminder email to any Directors who have not completed the quizzes (and passed) by this date.
- **November 7, 2012:** If training is not completed (with a passing grade) by this date, the Communications & Corporate Affairs Commissioner will submit a warning letter to the board package for any Director who has not yet completed all nine quizzes with a passing grade.
- **November 28, 2012:** If training is not completed (with a passing grade) by this date, the Communications & Corporate Affairs Commissioner will submit motions for de-ratifications

Please complete your training by November 28th in order to avoid motions for de-ratification as a member of the Board of Directors.

**Minutes #9
Central Student Association
Board of Directors Meeting
Wednesday November 7, 2012
6:00pm | UC 442**

Board Members Present: Tulakshiga Selvarajah (CBSSC Primary), Yosra Mohamed (CMESA), Chelsea Galoni (CMESA Alternate), Stephen Fournier (CSAHS-SA), Steven Kavaratzis (COA at-large), Paul Caruso (CPES at-large), David Alton (CSAHS at-large), Wednesday Bell (GQE), Maya Helferty (GRCGED), Jonathan Dougherty (IHC), Luna Shen (CASU), Thomas Beckett (SSC), Joshua Ofori-Darko (HR&O), Dominica McPherson (External Affairs), Deaglan McManus (A&UA), Matthew Pecore (Local Affairs)

Staff: Demetria Jackson (Policy and Transition Manager)

Chair: Clayton Winslade

Scribe: Jessmyn Niergarth

Overview of Motions

Motion F12 November 7 2012 9.1.2 Motion to Extend Speaking Rights to All Present

Moved by Stephen Fournier, Seconded by Deaglan McManus
Carried

Motion F12 November 7 2012 9.2.1 Motion to Approve the Agenda

Moved by Steven Kavaratzis, Seconded by Matthew Pecore

Motion F12 November 7 2012 9.2.1 Motion to amend agenda to add:

“CSA 40th anniversary” – Matthew Pecore,

“Next Steps Regarding Board Governance Training” – Joshua Ofori-Darko

Main motion carried

Motion F12 November 7 2012 9.2.1 Motion to Approve the Board Minutes from October 3, 2012 and October 24, 2012

Moved by Jonathan Dougherty, Seconded by Steven Kavaratzis
Carried

Motion F12 November 7 2012 9.8.1 ACTION – Approval of the Auditor’s Report

Motion to approve the Auditor’s Report for the year end April 30, 2012.

Moved by Joshua Ofori-Dakro, Seconded by Steven Kavaratzis
Carried

Motion F12 November 7 2012 9.8.2 ACTION – Executive Evaluation Reports

WHEREAS, CSA Policy, Appendix B. 3.7.3.10 requires that “the reviewed goals shall be provided to the CSA Board of Directors for approval with any relevant recommendations from the EEC. These approved goals shall then be used as a template for evaluation, commentary and recommendation development for each subsequent round of evaluation”,

BIRT, the CSA Board of Directors approve the goals of the External Affairs Commissioner and the Communications & Corporate Affairs Commissioner

Moved and Seconded by the Executive Evaluation Committee

Carried

Motion F12 November 7 2012 9.8.3 ACTION – Committee Review and Visioning

BIRT, the CSA Board strike an open ad-hoc committee,

BIFRT, this committee review standing and ad-hoc committees of the CSA

BIFRT, Thomas Beckett chair the ad hoc committee.

Moved by Paul Caruso, Seconded by Joshua Ofori-Darko

Carried.

Motion F12 November 7 2012 9.9.2 ACTION – Rescinding a previously adopted motion

BIRT, the CSA rescind the motion previously adopted on March 31st, 2010:

BIRT the CSA take an official stance on continued CFS & CFS-O membership.

BIFRT, the CSA take the de-federation stance (Against continued CFS & CFS-O membership).

BIFRT, the CSA publicizes this stance to the students, which includes, but is not limited to, classroom speaking by the members of the board and a mass e-mail.

Moved by: John Sakaluk, Seconded by: Lindsay Smith

Carried

Noted oppositions: Rachel Lam, Anastasia Zavarella, Denise Martins, Ana Sniderhan, Melissa Bryan, Roisin Lyder

Noted Abstentions: Galen Fick

Moved by Joshua Ofori-Darko, Seconded by Stephen Fournier

Carried

BIRT, the CSA amend the motion previously adopted on April 7th, 2010 to strike:

~~*BIRT that the CSA Board of Directors uphold the democratic results of the CFS referendum on continued membership, which shall take place April 7th-9th, 2010.*~~

Moved by Joshua Ofori-Darko, Seconded by Matthew Pecore

BIFRT, the CSA rescind the motion previously adopted on July 13th, 2011:

BIRT, the CSA Board of Directors adopt the recommendations of the Heenan Blaikie law firm and continue to defend the results of the referendum to discontinue membership with CFS-N and CFS-O

Moved by Joshua Ofori-Darko, Seconded by Matthew Pecore

Carried.

BIRT, the CSA continue with “Legal Strategy A” regarding the CFS Membership dispute,

Moved by Joshua Ofori-Darko, Seconded by Yosra Mohamed

Carried

BIRT, the CSA empower the Executive Committee to reach the best possible settlement agreement in accordance with “Legal Strategy A”,

Moved by Joshua Ofori-Darko, Seconded by Yosra Mohamed

Carried

BIRT, the CSA Board of Directors ratify the final settlement agreement prior to the agreement binding the CSA.

Moved by Joshua Ofori-Darko, Seconded by Yosra Mohamed

Carried

BIFRT, the CSA Executive, in consultation with legal counsel draft a statement of facts to be shared with the membership that will see the CSA not violate confidentiality while allowing it to be transparent and allow the CSA to receive feedback by the first board meeting of the winter semester.

BIFRT, that no final settlement decision regarding the CFS Membership dispute be made until the statement of facts is available.

Moved by Thomas Beckett. Seconded by ?

Carried

9.0 Call to Order

9.1 Comments from the Chair

9.1.1 Introductions

9.1.2 Motion to Extend Speaking Rights to All Present

Moved by Stephen Fournier Seconded by Deaglan McManus

Carried

9.1.3 Ratifications and De-ratifications

9.2 Approval of the Agenda

9.2.1 Motion to Approve the Agenda

Moved by Steven Kavaratzis Seconded by Matthew Pecore

Motion to amend agenda to add:

“CSA 40th anniversary” – Matthew Pecore,

“Next Steps Regarding Board Governance Training” – Joshua Ofori-Darko

Carried unanimously

9.3 Approval of the Board Minutes

9.3.1 Motion to Approve the Board Minutes from October 3, 2012 (pg. 3-12) and October 24, 2012 (pg. 13-21)

Moved by Jonathan Dougherty Seconded by Steven Kavaratzis

Amendment – spelling error “Jonathann”

Motion carries as amended.

9.3.2 Business Arising from the Board Minutes

None

9.4 Acceptance of the Executive Minutes

9.4.1 Acceptance of the Executive Minutes

EM39 – October 25, 2012 (pg. 22-24)

Minutes received

9.4.2 Business Arising from the Executive Minutes

None

9.5 Executive Reports

9.5.1 Academic & University Affairs Commissioner – Deaglan McManus

- Breakthrough in Attendant Care debacle: the program that he wants to implement already existed, from 1992 to 1996.
- Art in bullring is on Friday, recommended to go see it. The report is also available.

- Dealing with “Turnitin.com”, “Top Hat Monocle” (a program used with the Iclicker, but that needs an “iPhone” or “iPad” to use it) – certain professors require students to use these programs, which means the students have to pay 25\$. This is against Ontario law and University policy. Similarly, “Sapling Learning”, which costs 25\$ per semester for homework graded by third party online, is not supposed to happen. Let him know if you see cases
- Why it is not allowed (“Top Hat Monocle”) – accessibility, requiring an “iPhone” or “iPad” in class, auxiliary fees (different than textbooks. Laws against auxiliary fees are set by the Ontario ministry, and they are prohibited in the academic calendar.) Deaglan will forward a list of professors (including for online courses) doing this to Serge, who will send the professors a reminder.
- Also against policy: a different grading scale where the weights of the exam and midterm change depending if you do optional material.
- It shouldn’t be up to him to check up on all the courses. Working on it.

9.5.2 Communications & Corporate Affairs Commissioner – Drew Garvie (pg. 25-27)

- No further

9.5.3 External Affairs Commissioner – Dominica McPherson (pg. 28)

- No further

9.5.4 Human Resources & Operations Commissioner – Joshua Ofori-Darko (pg. 29)

- Has been elected as the UC board chair, so now the CSA has a majority on the UC board executive. Also, all the UC board student seats are filled for the first time in a long time. Contact him if you want to change something about the UC.

9.5.5 Local Affairs Commissioner – Matthew Pecore (pg. 30)

- Note the new blog on political issues, “The Brew”.
- If you want to know more about the new nuisance bylaw, the forum is coming up.
- A CSA representative is needed for the Athletic Advisory Council.

9.6 Director Reports

- None

9.7 Committee Updates and Reports

9.7.1 Finance Committee – Minutes from September 26, 2012 – Joshua Ofori-Darko (pg. 31-35)

- Ask if you want to know more about the budget pages

9.7.2 Policy and Bylaw Review Committee (PBRC) – Minutes from October 17, 2012 – Demetria Jackson (pg. 36-49)

- Minutes are included, and the appendices of the changes. If you have questions, restrict them to general ones, because you can debate the changes when the PBRC submits a notice of motion.

9.7.3 theCannon.ca Operating Committee – Minutes from October 9, 2012 – Joshua Ofori-Darko (pg. 50-51)

- The home page might be revamped

9.7.4 Other Committee Updates

- None

9.8 Discussion

9.8.1 ACTION – Approval of the Auditor’s Report – Joshua Ofori-Darko (pg. 52-80)

Motion to approve the Auditor’s Report for the year end April 30, 2012.

Moved by Joshua Ofori-Dakro, Seconded by Steven Kavaratzis.

Carried

- Typically this doesn't go through the board, it goes through Finance and to the AGM, but new legislation wants more people involved in the process. An audit: an in-depth look by a 3rd party at the finances of an organization, as well as its policies and procedures, to find mistakes and make sure it is following the rules.
- A quick walkthrough (after it is improved, a modified version will be in the AGM):
- Page 55 has letters to members and management. The CSA Board should be most interested in his letter: it concerns how the audit went, what position the CSA is in, and recommendations. Contact him if you have any questions about the letter. Basically, the auditors recommended two things: firstly, a couple changes to the format Canada revenue agency want the profits in, and secondly, a change in how the business office works. (They want another person at the desk.) The audit usually takes place in June, and it takes a long time.
- Pages 60 and 61 outline how to proceed
- Page 63 starts the breakdown of the different investments of the CSA, its overall cash, what has been accumulated, capital assets (e.g. furniture, which depreciates over time), the key reserves (dental plans, affordable housing is not listed)
- 66: Bus passes, bus pass reserves, food bank, etcetera
- 67: long-term debts, leases of the organization. (Includes the Bullring, which will be paid off by 2016.)
- Pages 70 and the last couple pages onwards have the schedules for each of the different budgets in the CSA. They don't give a good representation of where the money actually goes, because the CSA has many different departments but the audit looks at only big units.

9.8.2 ACTION – Executive Evaluation Reports – Paul Caruso (pg. 81-96)

WHEREAS, CSA Policy, Appendix B. 3.7.3.10 requires that “the reviewed goals shall be provided to the CSA Board of Directors for approval with any relevant recommendations from the EEC. These approved goals shall then be used as a template for evaluation, commentary and recommendation development for each subsequent round of evaluation”,

BIRT, the CSA Board of Directors approve the goals of the External Affairs Commissioner and the Communications & Corporate Affairs Commissioner

Moved and Seconded by the Executive Evaluation Committee

Carried

- The Board meeting package contains revised goals for the Executive. The aim is to improve the goals for Drew and Dominica tonight. Consider how the goals fit into portfolios of the executive, how the goals worked out. “S.M.A.R.T.” goals were made.
- This is a tremendous opportunity to see what the CSA is working towards. E.g. – “What my University of Guelph is”. Encouraged to look at goals and see if you can help.

9.8.3 ACTION – Committee Review and Visioning – Paul Caruso (pg. 97)

ORIGINAL MOTION

BIRT, the CSA Board participate in an open committee review and visioning session on Wednesday November 14th at 6pm

BIFRT, _____ chair the committee review and visioning session.

Moved by Paul Caruso, Seconded by Joshua Ofori-Darko.

AMENDMENT

Motion to Amend: Wednesday November 21st

Moved by Thomas Beckett, Seconded by Stephen Fournier
Fails.

AMENDMENT

BIRT, the CSA Board participate in an open committee review and visioning session on Wednesday November 14th at 6pm

BIFRT, _____ chair the committee review and visioning session.

Moved by Paul Caruso, Seconded by Joshua Ofori-Darko.

BIRT, the CSA Board strike an open ad-hoc committee,

BIFRT, this committee review standing and ad-hoc committees of the CSA, ~~participate in an open committee review and visioning session on Wednesday November 14th at 6pm~~

BIFRT, _____ chair the adhoc committee ~~review and visioning session~~.

Moved by Steven Kavaratzis, Seconded by

Carried.

BIRT, the CSA Board strike an open ad-hoc committee,

BIFRT, this committee review standing and ad-hoc committees of the CSA

BIFRT, Thomas Beckett chair the ad hoc committee.

Carried.

- Tom Beckett replaces the blank
 - Discussion: Basically, why not spend time next Wednesday looking at diff committees, seeing how they work, considering how you would like them to work, maybe looking at some policies. Proposing to have a review of the committees.
 - Supported: it is important to see what committees are worthwhile, which are having good debates.
 - Asked if anyone will be drafting an agenda of any sort to keep the ideas in the meeting organized. (The SHAC Operating Committee talked about changing structure of the mandate before, so how can these ideas be submitted in writing before the committee review meeting?) – The ideas should be submitted to the chair.
 - Will it be a review committee, or will the recommendations be bending? Asked for one speaker from each committee, so they can bring foreword what could be changed – Anyone who is experienced with the committee (member, past member, etc.) could be talked to
 - There is resistance to moving the review later, because if there are policy changes that arise from it, 2 board meetings would be needed to make the changes, so the sooner the better.
 - More people support having more time to get the changes right. Additionally the first meeting would e just timelines, scope, and details.
 - Recommended to appoint the chair and let them set the date, not to micromanage.
 - It sounds more like an “ad hoc” committee than just a committee. Suggested just having 2 or 3 committees reviewed per week so as not to oversaturate the meetings.
 - Noted that it is not a committee, but a committee review session

9.8.4 INFORMATION – Board Training Quiz Summary Report – Demetria Jackson (pg. 98)

- There are quizzes on CoursLink which need to be completed (in 3 tries, with over 70% correct). Urged to read the material in order to pass the quizzes. If they are not competed by the last meeting, on November 28th, you can be de-ratified according to bylaw.

9.8.5 INFORMATION – Human Resources & Operations Open Forum (pg. 99-101)

Board Meeting Break – 10 minutes

Motion to recess for 10 minutes (6:47 – 6:59)

Moved by Johnathan Dougherty Seconded by Yosra Mohamed

Carried

9.9.2 IN CAMERA – CFS Membership Dispute – Joshua Ofori-Darko (CFS Binders)

Motion to move in-camera 7:00

Moved by Joshua Ofori-Darko, Seconded by Stephen Fournier

Carried

Motion to move out of camera 8:00pm

Moved by Matthew Pecore, Seconded by Maya Helferty

Carried

BIRT, the CSA moves away from legal strategy A and reconsiders other strategies from TAB 5.

Moved by David Alton Seconded by ?

Motion failed.

BIRT, the CSA continue with “Legal Strategy A” regarding the CFS Membership dispute,

BIFRT, the CSA empower the Executive Committee to reach the best possible settlement agreement in accordance with “Legal Strategy A”,

BIFRT, the CSA Board of Directors ratify the final settlement agreement prior to the agreement binding the CSA.

Moved by Joshua Ofori-Darko, Seconded by Yosra Mohamed

Motion to move in-camera 8:15

Moved by Joshua Ofori-Darko, Seconded by Stephen Fournier

Carried

Motion to move out of camera 8:45

Moved by Matthew Seconded by Maya

Carried

Motion to table the following motions:

BIRT, the CSA continue with “Legal Strategy A” regarding the CFS Membership dispute,

BIFRT, the CSA empower the Executive Committee to reach the best possible settlement agreement in accordance with “Legal Strategy A”,

BIFRT, the CSA Board of Directors ratify the final settlement agreement prior to the agreement binding the CSA.

Moved by Josh, Seconded by Yosra

Moved by Matthew Pecore, Seconded by Yosra Mohamed

Carried.

BIRT, the CSA rescind the motion previously adopted on March 31st, 2010:

BIRT the CSA take an official stance on continued CFS & CFS-O membership.

BIFRT, the CSA take the de-federation stance (Against continued CFS & CFS-O membership).

BIFRT, the CSA publicizes this stance to the students, which includes, but is not limited to, classroom speaking by the members of the board and a mass e-mail.

Moved by: John Sakaluk, Seconded by: Lindsay Smith

Carried

Noted oppositions: Rachel Lam, Anastasia Zavarella, Denise Martins, Ana Sniderhan, Melissa Bryan, Roisin Lyder

Noted Abstentions: Galen Fick

Moved by Joshua Ofori-Darko Seconded by Stephen Fournier

Carried with 2/3s

BIRT, the CSA rescind the motion previously adopted on April 7th, 2010:

BIRT that the CSA Board of Directors uphold the democratic results of the CFS referendum on continued membership, which shall take place April 7th-9th, 2010.

BIFRT the CSA Board of Directors be required to make all decisions regarding the CFS referendum on continued membership, and that this power remain with the Board of Directors even under Executive Empowerment. If necessary, an emergency meeting of the Board of Directors may be called.

BIFRT Gavin Armstrong serve as the official CSA representative and carry out the will of the board in all matters pertaining to the CFS referendum on continued membership. He will be responsible for reporting directly to the Board of Directors and liaising with the Executive Committee.

BIFRT Gavin Armstrong will be reimbursed for any costs incurred personally, but will not be remunerated for his time in this role.

BIFRT the Finance Committee be charged with setting a cap for all expenses for Gavin Armstrong in this role.

Moved and Seconded by the Executive Committee

Carried

The above motion was originally proposed, but it was withdrawn in support for the motion below.

BIRT, the CSA amend the motion previously adopted on April 7th, 2010 to strike:

~~*BIRT that the CSA Board of Directors uphold the democratic results of the CFS referendum on continued membership, which shall take place April 7th-9th, 2010.*~~

~~*BIFRT the CSA Board of Directors be required to make all decisions regarding the CFS referendum on continued membership, and that this power remain with the Board of Directors even under Executive Empowerment. If necessary, an emergency meeting of the Board of Directors may be called.*~~

Moved by Joshua Ofori-Darko, Seconded by Matthew Pecore

Motion to amend the amendment to the motion previously adopted on April 7th, 2010 to strike the following:

~~*BIRT that the CSA Board of Directors uphold the democratic results of the CFS referendum on continued membership, which shall take place April 7th-9th, 2010.*~~

~~*Moved and Seconded by the Executive Committee*~~

~~*Carried*~~

Moved by Deaglan McManus. Seconded by ?

Carried.

BIRT, the CSA amend the motion previously adopted on April 7th, 2010 and strike:

~~*BIRT that the CSA Board of Directors uphold the democratic results of the CFS referendum on continued membership, which shall take place April 7th-9th, 2010.*~~

Carried 2/3s
12-3

BIRT, the CSA rescind the motion previously adopted on June 2nd, 2010:

BIRT, the CSA ratify the decision to immediately withdraw from CFS-O.

Moved by: Gavin Armstrong Seconded by: Phil Craig

Abstention: Demetria Jackson

Carried

BIRT, the external affairs commissioner remove [themselves] from the CFS-O executive and no longer participate in CFS-O executive activities effective immediately.

Moved by: Phil Craig Seconded by: Josh Ofori-Darko

Noted Abstentions: Denise Martins, Demetria Jackson, Rachel Shoup

Carried

BIRT, the CSA reaffirm its support in the validity of the online voting system it used for the CFS referendum.

Moved by: John Sakaluk Seconded by: Nick Stepanov

Carried

Moved by Joshua Ofori-Darko, Seconded by Stephen Fournier

Ruled out of order.

Motion to reconsider the following motion:

***BIFRT**, the CSA amend the motion previously adopted on April 7th, 2010 and strike:*

~~BIRT that the CSA Board of Directors uphold the democratic results of the CFS referendum on continued membership, which shall take place April 7th-9th, 2010.~~

Carried 2/3s

12-3

Moved by David Alton Seconded by ?

Point of order raised about reconsider

Motion to reconsider ruled out of order

BIFRT, the CSA rescind the motion previously adopted on July 13th, 2011:

BIRT, the CSA Board of Directors adopt the recommendations of the Heenan Blaike law firm and continue to defend the results of the referendum to discontinue membership with CFS-N and CFS-O

Moved by Joshua Ofori-Darko Seconded by Matthew Pecore

Carried.

Motion to take from the table the following motion:

***BIRT**, the CSA continue with "Legal Strategy A" regarding the CFS Membership dispute,*

***BIFRT**, the CSA empower the Executive Committee to reach the best possible settlement agreement in accordance with "Legal Strategy A",*

***BIFRT**, the CSA Board of Directors ratify the final settlement agreement prior to the agreement binding the CSA.*

Moved by Josh, Seconded by Yosra

Moved by Steven Kavaratzis, Seconded by Matthew Pecore

Carried.

BIRT, the CSA continue with "Legal Strategy A" regarding the CFS Membership dispute,

BIFRT, the CSA empower the Executive Committee to reach the best possible settlement agreement in

accordance with “Legal Strategy A”,

BIFRT, the CSA Board of Directors ratify the final settlement agreement prior to the agreement binding the CSA.

Moved by Joshua Ofori-Darko Seconded by Yosra Mohamed

Motion to divide the motion

Moved by Matthew, Seconded by ?

Carried unanimously.

BIRT, the CSA continue with “Legal Strategy A” regarding the CFS Membership dispute,

Motion to amend to:

BIRT, to uphold the democratic results of the referendum until the CSA reaches a settlement

Ruled out of order.

BIRT, the CSA continue with “Legal Strategy A” regarding the CFS Membership dispute,

Moved by Joshua Ofori-Darko Seconded by Yosra Mohamed

Carried.

BIRT, the CSA empower the Executive Committee to reach the best possible settlement agreement in accordance with “Legal Strategy A”,

Moved by Joshua Ofori-Darko Seconded by Yosra Mohamed

Carried.

BIRT, the CSA Board of Directors ratify the final settlement agreement prior to the agreement binding the CSA.

Moved by Joshua Ofori-Darko Seconded by Yosra Mohamed

Carried

BIRT, the CSA Executive, in consultation with legal counsel draft a statement of facts to be shared with the membership that will see the CSA not violate any laws while allowing it to be transparent and allow the CSA to receive feedback ASAP.

Moved by Thomas Beckett Seconded by ?

Motion to amend:

BIRT, the CSA Executive, in consultation with legal counsel draft a statement of facts to be shared with the membership that will see the CSA not violate any laws while allowing it to be transparent and allow the CSA to receive feedback by the first board meeting of the winter semester.

Amendment moved by Joshua Ofori-Darko. Seconded by ?

Carried.

Motion to amend:

BIRT, the CSA Executive, in consultation with legal counsel draft a statement of facts to be shared with the membership that will see the CSA not violate any laws while allowing it to be transparent and allow the CSA to receive feedback by the first board meeting of the winter semester.

BIFRT, that no final settlement decision regarding the CFS Membership dispute be made until the statement of facts is available.

Amendment moved by Thomas, Seconded by ?
Carried.

BIRT, the CSA Executive, in consultation with legal counsel draft a statement of facts to be shared with the membership that will see the CSA not violate any laws while allowing it to be transparent and allow the CSA to receive feedback by the first board meeting of the winter semester.

BIFRT, that no final settlement decision regarding the CFS Membership dispute be made until the statement of facts is available.

Motion to amend:

BIRT, the CSA Executive, in consultation with legal counsel draft a statement of facts to be shared with the membership that will see the CSA not violate ~~any laws~~ confidentiality while allowing it to be transparent and allow the CSA to receive feedback by the first board meeting of the winter semester.

BIFRT, that no final settlement decision regarding the CFS Membership dispute be made until the statement of facts is available.

Amendment moved by Joshua Ofori-Darko, Seconded by ?
Carried.

BIRT, the CSA Executive, in consultation with legal counsel draft a statement of facts to be shared with the membership that will see the CSA not violate confidentiality while allowing it to be transparent and allow the CSA to receive feedback by the first board meeting of the winter semester.

BIFRT, that no final settlement decision regarding the CFS Membership dispute be made until the statement of facts is available.

Moved by Thomas Beckett, Seconded by ?
Carried as amended.

9.9 New Business

9.9.1 CSA 40th Anniversary – Matthew Pecore

9.9.2 Next Steps Regarding Board Governance Training – Joshua Ofori-Darko

9.10 Announcements

9.11 Adjournment

Moved by ? Seconded by ?
Carried

Executive Committee Meeting #38 (EM38) Minutes

Date: Monday October 18 2012

Time: 2:00pm

Present: D. Garvie, D. McPherson, M. Pecore, J. Ofori-Darko

Regrets: D. McManus

Guests:

Chair: D. Garvie

Minute Scribe: D. McPherson

1.0 Call to Order

2.0 Check-in

3.0 Approval of Agenda

3.1 Motion to Approve the Agenda

Approved.

4.0 Approval of Minutes

4.1 Motion to approve Executive Minutes #37, dated October 15, 2012.

4.2 Motion to approve Executive Minutes #36, dated October 11, 2012.

Minutes approved.

5.0 Review of Previous Action List

6.0 Announcements/Updates

6.1 Academic & University Affairs:

6.2 Communications & Corporate Affairs:

- *EEC report*
- *Attending trainings*
- *Working on Board training*
- *Working on Board submissions for next board meeting*
- *Work related to PBRC*

6.3 External Affairs Commissioner:

- Aqua Campaign event on Monday with Maude Barlow a success with ~450 people
- Working on strategizing for Aqua Campaign
- Developed campaign promotion and themes for Aqua Campaign and an overall campaign on barrier free and quality PSE with focuses on tuition fees, program cuts, and corporatization
- Finished video blog filming
- Check-in Meetings with Meal Exchange

6.4 Human Resources & Operations Commissioner:

- Working with committees like Health and Dental
- Getting through emails and outstanding tasks
- Working on HR policy changes
- Putting together staff bulletin

6.5 Local Affairs Commissioner:

- Developing a Lead at Guelph workshop
- Working on covering a bike shelter for the Bike Centre
- Review of bus pass policy for PBRC

- Finished filming video blog
- Working on SVC's HR policy
- Going over bus contract to identify priority areas for this year

7.0 Business

7.1 Speaker Budget

Information: How are we using the money?

Discussion: Speaker requests are due Friday at 4pm for internal staff (Exec, services...etc.).

7.2 CFS National AGM

Information: Registration is expensive will we send more than one person?

Discussion: Too expensive, so only Dominica will attend. Dominica will set up a meeting when motions are sent out to discuss our thoughts on them.

7.3 Staff Training Workshops

Information: Demetria and I want feedback and recommendations. Right now Demetria schedules sessions and I make sure dates and importance are included in staff presentations and bulletin emails. I double checked emails and presentation, and they were indicated as mandatory. [Dates were also in front office, and distributed to execs and office manager. Questions for you are:

who can we better facilitate process

tips for scheduling – consider earlier in the year & potential a day of condensed training

how to ensure attendance – clear in initial messaging

whose job is it to remind staff

how do we track confirmations

what roles do executive supervisors play – remind staff to training is important

what are consequences for missing them – begin warning process

who do you send regrets to? – Demetria

Discussion: We are unlikely to be able to organize an event by ourselves- should we invite them to discuss what we can do in partnership with them? Yes. Maybe add on to pre-planned events and services.

-Anti-O: Look into a facilitator and use recommendations as to how to make attendance more effective.

7.4 Job Description Review – Intro Presentation

Information: Information on beginning job description review.

Discussion: Supervisors are responsible for facilitating process with their staff. Important that review questions be used and template on coordinator review be used to note what should not be changed. Consider 2013-2014 year and focus on hours and start & end date.

7.5 EEC Goals

Information: Let's share them with each other.

Discussion: Tabled until after the 29th.

7.6 Random Acts of Kindness Day

Information: Matthew working with Jessica Carter in Student Life on Random Acts of Kindness Day.

Discussion: Matthew will draft email for Exec to follow-up with services staff.

8.0 Adjournment –

9.0 Action List

9.1 General

...

9.2 D. McManus

- Will meet with Drew about creating a protocol for receiving info from committees no Executive sits on.
- Will contact Advisory Committees

9.3 D. Garvie

- Will schedule an orientation meeting with Dave Mossman and Executive
- Will meet with Deaglan about creating a protocol for receiving info from committees no Executive sits on.
- Drew will set up a meeting with new reps/Josh/Matthew to introduce them to the UC Board
- Will invite United Way to an executive meeting to discuss partnerships.

9.4 D. McPherson

- Will set up a meeting when CFS National motions are released for a discussion about them.

9.5 J. Ofori-Darko

- Talk to John about speakers budget and civic engagement week.
- Look into a facilitator for anti-o and set a date for training, while taking into consideration recommendations to improve attendance.
- Send calendar for 2013-2014 year to Exec for job description review.

9.6 M. Pecore

- Matthew will draft a letter to be sent to exec about Random Acts of Kindness to send to services' staff.

10.0 Items for Next Meeting

10.1 Example item

Information:

Discussion:

Executive Committee Meeting #40 (EM40) Minutes

Date: Monday October 29 2012

Time: 2:12pm

Present: D. Garvie, D. McManus, M. Pecore, J. Ofori-Darko

Regrets: D. McPherson

Guests: Jolene Labbe

Chair: D. Garvie

Minute Scribe: D. McManus

1.0 Call to Order

2.0 Check-in

Tabled

3.0 Approval of Agenda

3.1 Motion to Approve the Agenda

Approved.

4.0 Approval of Minutes

4.1 Motion to approve Executive Minutes #39, dated October 25, 2012.

Approved.

5.0 Review of Previous Action List

6.0 Announcements/Updates

6.1 Academic & University Affairs: Art In Bullring submissions were due Friday. Will be attending CSAHS-SA board meeting tonight. Filled out SLEF stuff. Contacting Library about de-stress events. Will be away from office, except for already scheduled meetings, between November 5-11th ish.

6.2 Communications & Corporate Affairs: Met with Deaglan about the committee report. UC Exec met today, not much to report from UC Board. Need to start looking at what the CSA's goals are on UC Board this year. Meeting with new CSA appointees this afternoon.

6.3 Human Resources & Operations Commissioner: PSGD is in this week on reduced hours. There is a PDR committee this week. Bullring is looking into Pepsi contract, and if we want to sell cans instead of bottles. Campus master plan is meeting. Wrapping up SLEF stuff. Will be away on Tuesday November 6th.

6.4 Local Affairs Commissioner: Had OUTLine advisory committee, WCSI, judging Art In The Bullring, ASAP meeting, set to film second Vlog, likely sticking with "The Brew". Now that the campus transit usage survey is up will now be focusing on the Affordable Housing and GuelphGuide.

7.0 Business

7.1 SLEF Application Ranking

Information: 8 proposals

Discussion: Each proposal was spoken to by an executive member and then ranked.

7.2 AEO Promo Job Description

Information: Will print copies for approval for meeting in order to post after meeting.

Discussion: Approved (Deaglan abstained)

7.3 United Way

Information: Jolene came!

Discussion: Possibility of partnering with a Sunday Cinema with raffle - would need to talk to John Bonnar. United Way students will speak or Gavin will do an interpretive dance. Labour Council will be doing cider outside and we could partner with them. College governments we are not sure what they are doing. They do not want any in-kind support of banner and poster making.

BIRT we spend \$25 from Executive Discretionary to be raffled at the next Sunday Cinema.

Moved by: Drew, Seconded by: Matthew.

7.4 5:30-7 Data Collection

Information: How to compile report on data?

Discussion: Deaglan will create call-out and Josh will send it out over the Temp Help list for 6 hours over \$12

BIRT \$72 comes out of Exec Discretionary to pay for this temp help position.

Moved by: Deaglan, Seconded by: Josh.

7.5 Speakers

Information: Josh has not gotten any ideas for proposals for speakers. He will send it again but make it more descriptive.

Discussion:

8.0 Adjournment – 3:40pm

9.0 Action List

9.1 General

- *All will try harder to have any written submissions given well in advance of meetings. Let's try to follow protocol.*
- *All will bring speaker ideas to next executive meeting.*

9.2 D. McManus

- *Will create template for committee report-backs.*
- *Deaglan will play the DVD for the documentary.*
- *Deaglan will bring Dominica up to date about SSF and Advisory committees..*
- *Will create prize basket.*
- *Deaglan will create call-out for temp-help list.*

9.3 D. Garvie

- *Will create a protocol for receiving info from committees no Executive sits on.*
- *Will meet with John Bonnar and Deaglan re: the Digital Video Disc*
- *Will invite United Way to an executive meeting to discuss partnerships.*
- *Drew will schedule a meeting with Jessica Westlake & Deaglan to discuss a centralized system for the appointment of students on SSSF advisory committees.*
- *Drew will include Matthew's recruitment blurb for athletics advisory committee on the next mass email and social media!*
- *Talking to Jolene and John about the Sunday Cinema.*

9.4 D. McPherson

- ...

9.5 J. Ofori-Darko

- *Make South Western Ontario Student Union Tour budget proposal.*
- *Getting \$25 Bullring gift card for United Way Raffle.*
- *Will send Deaglan's call-out over temp help list.*
- *Will send out a more descriptive callout to services explaining the Speakers Fund.*

9.6 M. Pecore

- *Matthew will draft a recruitment blurb for Athletics Advisory committee.*
- *Will send Random Acts of Kindness blurb to send to services.*

10.0 Items for Next Meeting

10.1 Speakers Fund

Information: Email was to be sent by Josh to services in order to solicit ideas for using this fund.

Discussion:

Executive Committee Meeting #41 (EM41) Minutes

Date: Monday November 5 2012

Time: 2:00pm

Present: D. Garvie, D. McManus, M. Pecore, J. Ofori-Darko, D. McPherson (arrived at 2:35pm)

Regrets:

Guests:

Chair: D. Garvie

Minute Scribe: M. Pecore

1.0 Call to Order

2.0 Check-in

Tabled

3.0 Approval of Agenda

3.1 Motion to Approve the Agenda

Approved.

4.0 Approval of Minutes

4.1 Motion to approve Executive Minutes #40, dated October 29, 2012.

Approved.

4.2 Motion to approve Executive Minutes #38, dated October 18, 2012.

Approved.

5.0 Review of Previous Action List

6.0 Announcements/Updates

6.1 Academic & University Affairs Commissioner:

Helped with Meal Exchange Trick or Eat until 3am. SHAC oversight committee met and will discussed changing SSF committee makeup. Reviewed SLEF applications in prepration for meeting tomorrow. Art in the Bullring event is now done. Put together raffle baskets and assisted with United Way raffle at last night's Sunday cinema. Washroom audit is proceeding. Attendant care is moving very slowly. Privatization of grading and investigating sketchy class stuff. Find the funny fees to investigate illegal fees and fee collections. Looking into ensuring there's atleast one book available for each class in library course reserves. SSF learning commons advisory committee and discussed PPP consultation.

6.2 Communications & Corporate Affairs Commissioner:

Mass email is going out tomorrow. UC student caucus is meeting today before the meeting. Contacting neighbouring universities about potential speaker ideas. Discussed social media and strategy with Josh and Christina. PDR committee meeting met last week, still \$1000 left in budget. One more PDR meeting is scheduled and we'll be reviewing the PDR form and policy. PBRC now has a regular timeslot every week for the rest of the semester. Overhauling ByLaw 4 as part of PBRC. Not for profit corporation acts meeting and obligations. Board training memo is going to be submitted to Directors and individuals are exhausting their attempts.

Additions to Mass email should be sent to Drew by 5 pm today.

6.3 External Affairs Commissioner:

Absent for updates.

6.4 Human Resources & Operations Commissioner:

Extremely busy week for me, lots of meetings, and immediate administrative work. This explains why I worked straight through the weekend. I have scheduled one-on-one meetings with all my staff as part of our monthly checkins and to complete evaluations. **A reminder that evaluations are due to me at the end of the month!**

I have completed my prep for job description review and forwarded resources and JD to executive. Outreach and Promotions hiring committee has concluded just in time for the Promotional Services and Graphic designer hiring committee to start. Drew, Christina and I will be reviewing prices for Promotional services.

UC Board meeting this week, I'm hoping to get elected as Chair of the UC Board. If successful the CSA will have a majority on the UC Board Executive. I'm doing prep for space committee meeting in two weeks. Putting together a folder with summaries of past space initiatives.

David Alton and I have scheduled an Executive HR policy working group meeting to draft policy for PBRC. SRM Website is losing traction and I'm no longer interested in spearheading/coordinating the initiative. It appears CPSSC wants to take over, SRM Coordinator will confirm. Looks like they have found a volunteer to revamp the website.

Working with Lee Anne, Drew and Demetria to sort out this new not-for-profit corporations act business. It appears that it is not in effect yet, and it may be revised again. Meanwhile we are looking for a resource person or lawyer to walk us through the basic requirements of a not-for-profit corporation and ensure we are in compliance.

Met with Gayle to discuss next steps about governance training. Will be going to the board for feedback about vision and scheduling of next session. New board quiz is up.

6.5 Local Affairs Commissioner:

Working with Student Life to organize Nuisance bylaw event and campaign. Trying to organize an Affordable housing committee meeting.. UC board meeting tomorrow. and athletics advisory committee today. Working with Janet to review SVC HR policy. The Brew vlog is up and will be working with Dominica and thecannon.ca on a second video. ASAP met last week and working on the Draw the line campaign. ASAP may partner with SHAC for December 6. WSCI is reviewing proposals. Outline committee meeting. Transit survey ends this week in preparation for transit survey.

7.0 Business

7.1 South Western Ontario Student Union Tour

Information: Finances from Josh

Discussion:

Josh is estimating \$25/per executive for a total of \$150 per university. Final includes Toronto schools, Brock and Trent.

Executive allocate up to \$800 from Council Budget Travel & Conference line for Student Union tours.

*Drew will draft initial Student union letter and send to Dominica by tomorrow.
Dominica will send final invitation emails by Friday to student unions.*

Looking at Late November or month of December. Brock and Trent should be prioritized to avoid students leaving after exams. Toronto student unions will be more readily available in December.

7.2 Speakers Budget

Information:

Discussion:

Tabled when more ideas and proposals are available. Agree that it needs to be a CSA event and not a funding co-sponsorship.

7.3 Library Stress Buster – Ice Cream

Information: Library wants to know if we would like to participate in this this year

Discussion:

Discussion about incorporating a quick survey and student feedback into the stress buster event.

Drew will be the main contact for CSA Ice-cream stress buster event and schedule a date.

7.4 Job Description Review

Information:

Discussion:

No questions, everyone understands process and deadlines.

Executives will submit tracked changes of job descriptions for 2013-2014 at the end of November.

7.5 Presidential Selection Committee

Information: Committee to select next president, just like chancellor.

Discussion:

Any student can be on the committee selected by Senate committee. Student has to be enrolled throughout the process. Goal is to accomplish before Summerlee's term is done.

CSA could draft a letter of support and/or nominate a student for the committee.

Ongoing challenge of University avoiding CSA representatives on Board of Governors and senate committees. CSA executives should be considered students for their term for purposes of Board of Governors and Senate committees. Student union representation is important.

Deaglan will investigate the composition of Presidential selection committees at other universities.

Deaglan will investigate the consideration of student union executives being students during their term.

CSA will advertise the call for students on the President Selection Committee.

Nominations are accepted for the floor of senate, meaning Deaglan can nominate people the night off the senate meeting.

7.6 40th CSA Anniversary Celebration

Information: Info - CSA was established in the Winter of 1973, meaning this winter will be the 40th year. Drew and I want to put together a 40th Anniversary year planning committee and invite past executives for a party. An associate commissioner can be created to take on administrative and execution duties.

Discussion:

Matthew will be the point person for 40th anniversary celebrations and put together an initial strategy plan and invite Directors.

Matthew will draw something up for committee.

Josh will email staff and invite to 40th planning committee.

It will help build our history. We should make sure to celebrate with undergraduates and use opportunity to promote the CSA.

Matthew will schedule a separate strategy meeting with Josh, and Drew.

7.7 CSA and Brenda Whiteside Meetings

Information: Should we ask Jessica/Kelly to schedule CSA and Brenda meetings? This was more regular last year. Allowed for CSA specific discussions and time on top of SLAM meetings.

Discussion:

Yes to group executives on a monthly basis to replace one-on-one meetings.

Josh will contact Brenda and Kelly about scheduling CSA meetings.

7.8 CSA Executive Response to Brenda's Tuition & MTCU email

Information: I think we should respond as an executive and include CFS material/links. See attached.

Discussion:

Executives will add additional resources (CFS, Canadians and Policy Alternatives, CSA Lobby document, CASA) and make edits to emails by Wednesday.

Dominica will finalize edits, emails and send out final Tuition & MTCU response email signed as the CSA Executive.

7.9 CFS Membership Dispute – In camera

Information: Go over plan for Board meeting and recommended motions. See attached for Recommended Board Motions.

Discussion:

Motion to go in camera @ 3:35pm.

Motion to go out of camera @ 4:10pm

Josh contact the Board Chair in preparation for Board of Directors meeting.

7.10 Remembrance Day Memorial Service

Information: University requested a CSA representative to attend on November 9th.

Discussion:

No executives are available to attend due to conflicting schedules.

Drew will follow-up with Claire Alexander regarding Remembrance Day Memorial Service.

8.0 Adjournment – 4:05pm

9.0 Action List

9.1 General

- *All will try harder to have any written submissions given well in advance of meetings. Let's try to follow protocol.*
- *Executive will bring speaker ideas to next executive meeting.*
- *Additions to Mass email should be sent to Drew by 5 pm today.*
- *A reminder that evaluations are due to me at the end of the month!*
- *Executives will add additional resources (CFS, CPA, CSA Lobby document, CASA) and make edits to emails by Wednesday.*
- *Executives will submit tracked changes of job descriptions for 2013-2014 at the end of November.*

9.2 D. McManus

- *Will create template for committee report-backs.*
- *Deaglan will create call-out for temp-help list for 5:30-7pm Data analyzing.*
- *Deaglan will investigate the composition of Presidential selection committees at other universities.*
- *Deaglan will investigate the consideration of student union executives being students during their term.*

9.3 D. Garvie

- *Will create a protocol for receiving info from committees that no Executive sits on.*
- *Drew will schedule a meeting with Jessica Westlake & Deaglan to discuss a centralized system for the appointment of students on SSSF advisory committees.*
- *Drew will follow-up with Claire Alexander regarding Remembrance Day Memorial Service.*
- *Drew will draft initial Student union letter and send to Dominica by tomorrow.*
- *Drew will be the main contact for CSA Ice-cream stress buster event and schedule a date.*

9.4 D. McPherson

- *Dominica will send final invitation emails by Friday to student unions.*
- *Dominica will finalize edits, emails and send out final Tuition & MTCU response email signed as the CSA Executive.*

9.5 J. Ofori-Darko

- *Will send Deaglan's call-out over temp help list once received.*
- *Josh will email staff and invite to 40th planning committee.*
- *Josh will schedule meeting with Deaglan to discuss SSF SHAC advisory committee composition*
- *Josh will contact Brenda and Kelly about scheduling CSA meetings.*
- *Josh will contact the Board Chair in preparation for Board of Directors meeting.*

9.6 M. Pecore

- *Matthew will be the point person for 40th anniversary celebrations and put together an initial strategy plan and invite Directors.*
- *Matthew will schedule a separate strategy meeting with Josh, and Drew.*

10.0 Items for Next Meeting

10.1 Speakers Fund

Information: Email was to be sent by Josh to services in order to solicit ideas for using this fund.

Discussion:

Executive Committee Meeting #42 (EM42) Minutes

Date: Monday November 5 2012

Time: 2:00pm

Present: D. McManus, M. Pecore, J. Ofori-Darko, D. McPherson

Regrets: D. Garvie,

Guests:

Chair: M. Pecore,

Minute Scribe: D. McPherson

1.0 Call to Order

2.0 Check-in

3.0 Approval of Agenda

3.1 Motion to Approve the Agenda

4.0 Approval of Minutes

4.1 Motion to approve Executive Minutes #41, dated November 5, 2012.

Carried.

5.0 Review of Previous Action List

6.0 Announcements/Updates

6.1 Academic & University Affairs Commissioner:

- Investigating former Attendant Care program at UofG
- Submitted updates SHAC Student Services Fee committee membership, so it complies with policy
- Made template for committee report backs
- Made EEC submission with revisions
- 5:30-7pm final report delayed (will bring to future exec meeting)
- Centre for Students with Disabilities (CSD)/ Counseling Services with Student Health Services
- Campus Accessibility Committee meeting tomorrow morning
- Board of Undergraduate Studies meeting on November 16th

6.2 External Affairs Commissioner:

Moving forward with Aqua Campaign next steps after a meeting with Don O'Leary on Thursday where we presented a draft pledge. Expanding our volunteer base and action planning for next semester. Supporting students in developing a food issues campaign, particularly around food prices and specialty diets. Have been providing support to Engineers Without Borders to have Guelph be designated as a fair trade campus. Still meeting with SSGs and other campus groups to discuss potential collaboration in a number of areas. Planning for the second networking event for the Compass Network initiatives for groups involved in civic, social and environmental justice organizing in cooperation with SVC and CEGC in Student Life. Supporting and helping with PowerShift debrief with participants and action planning for Guelph. Meeting with Meal Exchange staff to do evaluations and job description review.

6.4 Human Resources & Operations Commissioner:

There's a health and dental app now, called GroupNet Mobile. Available on all the major platforms, blackberry, iPhone and android. I put up info on the website and asked drew to circulate in the mass email. Met with Brenda, and she likes the idea of CSA meetings. Kelly will be scheduling them for us. Created individual executive pages

and updated the main executive page. They now have information about our portfolios and room to highlight our services, projects and goals. If you have content to add to your respective pages, send them to Drew. PSGD hiring committee interviews this week. Space committee is meeting on Friday. Demetria is going over transition manuals with us on Friday, hopefully everyone can still attend. Overall a busy week in terms of meetings and deadlines.

6.5 Local Affairs Commissioner:

Random Acts of Kindness Day was Friday. I was out there with SVC and Student Life from 10-3 engaging in various activities and it went very well. We were also able to raise some money for the FoodBank, which was awesome.

We've started planning out Bus Pass Distribution for the Winter semester, so Demetria and I will be working on hiring for that soon - I'm still working on various ways to improve the process, which is exciting.

Projects this week: finally getting Affordable housing initiative up and running again; Nuisance Bylaw event with Student Life Tuesday at 5:30; we'll be having the first meeting about planning the 40th year reunion this week.

Other meetings, etc.: HRAG met this morning, Alcohol Task Force on Wednesday, SVC Board/HR Thursday, Space Committee Friday,

Campus transit survey now closed with lots of information and getting ready for winter bus pass distribution.

Coalition for Social Justice meeting tomorrow.

7.0 Business

7.1 South Western Ontario Student Union Tour

Information: Wasn't sure if there were any updates.

Discussion: Nothing to update.

7.2 Speakers Budget

Information: We decided to leave this as a continuous item.

Discussion: Matthew put together a list and will send it out to exec.

7.3 Board Meeting Cleanup

Information: Josh wants exec members to help clean up.

Discussion: People will continue and encourage others to clean up.

7.4 CSA Social Media

Information: Josh/Drew/Christina are working on improving the CSA's social media presence. They want us to invite our friends.

Discussion: Three way strategy being used: putting up more content, encourage people to invite friends, and promote that we are using social media.

7.5 Reevaluating our Work as an Executive

Information: Less about content at this point and more about Josh's points about not having enough time to prepare/involving CAPcom.

Discussion: Matthew will add to Wednesday meeting agenda.

7.6 Letter of support for Gabrielle Nadeau Dubois

Information: GSMC would like the CSA to write of letter of support or make a statement in support of Gabriel Nadeau Dubois who is facing charges.

Discussion: Dominica will look into statements by other student unions and give GSMC the opportunity to provide the exec committee with more information if they wish.

7.7 BPP Gift Agreements

Information: Dominica is looking into BPP agreements and having meetings with people. Is there anything we would like her to find out / discuss?

Discussion: Dominica will set a meeting with Lyndon Stewart to discuss Gift Agreements. Deaglan would like to go as well.

7.8 Travel and Conference:

Information: Noorain wants money! But do we want to give her any?

Discussion: \$80.53 to go to Norrain from Travel and Conference. Approved.

8.0 Adjournment – 2:52pm

9.0 Action List

9.1 General

- *All will try harder to have any written submissions given well in advance of meetings. Let's try to follow protocol.*
- *Executive will bring speaker ideas to next executive meeting.*
- *A reminder that evaluations are due to me at the end of the month!*
- *Executives will submit tracked changes of job descriptions for 2013-2014 at the end of November.*
- *Three way strategy being used: putting up more content, encourage people to invite friends, and promote that we are using social media.*

9.2 D. McManus

9.3 D. Garvie

- *Will create a protocol for receiving info from committees that no Executive sits on.*
- *Drew will schedule a meeting with Jessica Westlake & Deaglan to discuss a centralized system for the appointment of students on SSSF advisory committees.*
- *Drew will follow-up with Claire Alexander regarding Remembrance Day Memorial Service.*
- *Drew will draft initial Student union letter and send to Dominica by tomorrow.*
- *Drew will be the main contact for CSA Ice-cream stress buster event and schedule a date.*

9.4 D. McPherson

- *Will finalize edits, emails and send out final Tuition & MTCU response email signed as the CSA Executive.*
- *Keep Matthew in the loop about food issues.*
- *Dominica will look into statements by other student unions and give GSMC the opportunity to provide the exec committee with more information if they wish.*
- *Dominica will set a meeting with Lyndon Stewart to discuss Gift Agreements.*

9.5 J. Ofori-Darko

- *Bring Collegiate Link to the next exec meeting*
- *Do revision of EEC goals and submit to EEC.*

9.6 M. Pecore

- *Matthew will add to Wednesday meeting agenda*

10.0 Items for Next Meeting

10.1 ?

Information:

Discussion:

Executive Committee Meeting #43 (EM43) Minutes

Date: Thursday November 15 2012

Time: 2:00pm

Present: D. Garvie, D. McManus, M. Pecore, J. Ofori-Darko, D. McPherson,

Regrets:

Guests:

Chair: D. Garvie

Minute Scribe: D. McManus

1.0 Call to Order

2.0 Check-in

3.0 Approval of Agenda

3.1 Motion to Approve the Agenda

Approved.

4.0 Approval of Minutes

4.1 Motion to approve Executive Minutes #42, dated November 5, 2012.

Approved.

5.0 Review of Previous Action List

6.0 Announcements/Updates

6.1 Academic & University Affairs:

Contacted a provincial student union regarding the composition of presidential selection committees, consideration of student union executive as students during their term, and about the ancillary fees policy being violated with programs such as Sapling Learning. It is being forwarded to other student unions, and I have already gotten some good information. Windsor dealt with the fees last year, and this provincial student union sat on the Ministry's working group for this issue just recently.

I am 40% done with job description updates for the SHAC staff.

I met about the Stuff Swap with Paul- I may be proposing a Sustainability Coordinator position for next year.

The advocacy files in the A&UA email and office are a hot mess. I'm condensing them and deleting the confidential aspects in order to help with future commissioners.

We are working on creating a training program for the SHAC staff in early summer. The idea is to have the schedule set before people are hired so that they have lots of notice for when they are required to do training. That may alleviate some of the absentee problems that have occurred in the past.

GSMC has expressed interest in working on PPP- so I may be joining in on their PPP meetings only.

SEC rep to ECWG has been unable to attend ECWG all year. I touched base with him and it seems like next semester he will be able to commit more time to ECWG.

6.2 Communications & Corporate Affairs:

Back from vacation from Nov 7-13. Attended social media workshop and am drafting a protocol and reach expansion plan for use of social media. Following up on emails, working on finishing last round of PDRs, soliciting reports from groups with grants and preparing for final PDR committee meeting of the semester next week. Reviewing "conflict of interest" bylaw for PBRC next week.

6.3 External Affairs Commissioner:

6.4 Human Resources & Operations Commissioner:

6.5 Local Affairs Commissioner:

Transit Issues: The Transit Committee met this morning to look over the results of the Campus Transit Usage Survey and discuss possible ways that this might influence what we ask from Transit (e.g. we want to have a discussion about hopscotching buses). Surprisingly, a lot less hostility than I expected from students. We also have our first contract negotiation meeting on Monday.

Municipal Issues: Nuisance Bylaw event was on Tuesday and it was am-ah-zing. We packed the room and had a lot of good questions. Next up, Student Life and I are working on an event for next week to get feedback on Guelph's Bicycle Friendly Initiative. On Wednesday we'll be in the Science Complex Atrium to tell students about the initiative and get feedback.

Community Safety Stuff: Alcohol Task Force met, and we're looking at doing a survey on student use of alcohol and using that to inform a campus strategy on alcohol safety. I'm also now chairing the Prevention Strategy subcommittee.

7.0 Business

7.1 HR update

In camera.

7.2 SWOSUT Update

Information:

Discussion:

Tabled.

7.3 Support statement for Gabriel Nadeau Dubois

Information:

Discussion:

Tabled.

7.4 Fair Trade Campus Initiative Support

Information: Request for the CSA to write a letter of support for UofG's application to become designated a Fair Trade Campus. Dominica has been sitting on the committee and supporting Engineers Without Borders member Danny Liang who is facilitating this process in different capacities.

Discussion:

Tabled.

7.5 Speakers Budget

Information: New discussion?

Discussion:

Tabled.

7.6 Exec Check-In debrief

Information: How do we want to continue the discussion from yesterday. What needs to be revisited or the discussion deepened?

Discussion:

Tabled.

8.0 Adjournment –

9.0 Action List

9.1 General

- *All will try harder to have any written submissions given well in advance of meetings. Let's try to follow protocol.*
- *Executive will bring speaker ideas to next executive meeting.*

9.2 D. McManus

9.3 D. Garvie

- *Will create a protocol for receiving info from committees that no Executive sits on.*
- *Drew will schedule a meeting with Jessica Westlake & Deaglan to discuss a centralized system for the appointment of students on SSSF advisory committees.*
- *Drew will be the main contact for CSA Ice-cream stress buster event and schedule a date.*
- *Will contact Hospitality to ensure non-dairy ice-cream*

9.4 D. McPherson

- *Will finalize edits, emails and send out final Tuition & MTCU response email signed as the CSA Executive.*
- *Dominica will look into statements by other student unions and give GSMC the opportunity to provide the exec committee with more information if they wish.*
- *Dominica will set a meeting with Lyndon Stewart to discuss Gift Agreements.*

9.5 J. Ofori-Darko

- *Bring Collegiate Link to the next exec meeting*
- *Do revision of EEC goals and submit to EEC.*

9.6 M. Pecore

10.0 Items for Next Meeting

10.1 ?

Information:

Discussion:

Academic (Portfolio Aspect #1)

Advocacy

- Working on three separate cases (2 academic, 1 financial) brought to me by students. All will be likely wrapped up prior to the end of exam period.

Board of Undergraduate Studies (BUGS)

- We received the 2011-2012 annual reports of the Joint Editorial Awards Committee, as well as the Senate Committee on Student Petitions (SCSP). I would like to highlight two trends mentioned in the SCSP report; there is an increased use of lawyers, as well as more students registered with the CSD coming forward with appeals.
- We approved an update to the Guidelines on Undergraduate/Associate Diploma Research Projects.
- Also approved was a policy on Awarding Degrees, etc. in Extraordinary Circumstances. This would have come in handy for me at the Student Memorial Tree Ceremony, when I was asked about such a policy. This policy now also allows for a certificate to be issued recognizing a student's time on campus even if they did not meet the threshold of credits completed that is necessary for a posthumous degree to be issued.
- Apparently general degree students who graduate with honours are not recognized as having done so in either the commencement ceremony or on their transcript. We approved an amendment to the Regulations on Graduation Standing and General Degrees to allow for this from now on.
- Following a lengthy discussion, we approved the Learning Outcomes. I expect there to be much discussion on this at the Senate meeting, but in the mean time if you have questions and/or want to see what we approved- let me know.

Compulsory Ancillary Fees

- Much thanks to those of you that sent me information about courses requiring the purchase of tools or online applications.
- Serge Desmarais, Associate Vice-President (Academic), and I continue to meet on a regular basis. I brought this issue to him and later forwarded him the list of courses I compiled that were violating this policy. On November 15, a faculty member forwarded me the memo that Serge had sent to all Deans and Faculty members. This memo stressed the importance of following MTCU policy on this matter and also reminding faculty to consider placing all course materials on course reserve with the library so that they are accessible to students unable to afford all materials.
- The university is not considering refunding any fees students have had to pay as a result of the policy not being followed. If the board identifies this as a significant interest, I will work on how to make this happen.
- Given that I had to find and share the information on which courses were violating policy to the university, I am concerned that there is no on-going mechanism for students to alert the university when they are forced to pay such fees. This is something I will be raising again to Serge, and I am investigating how other universities and student unions deal with these issues.
- In planning for a Winter semester campaign, I am naming this project "Find the Funny Fees".

University Affairs (Portfolio Aspect #2)

5:30-7 Timeslot Working Group

- Originally our final report was to go to BUGS and Senate this semester, however there was not enough time given by the chair for the members to approve the report before submission. We seem to be disagreeing on the content of the report and the final conclusion drawn. In addition, it was identified that Student Life had yet to be consulted.
- I will continue to advocate that no changes be made to the entry in our Academic Calendar that reads “The University scheduling day runs from 0830-1730 and 1900-2200; Senate has approved the 1730-1900 “University Time” as a period which shall be free of all regular class meetings, labs, and seminars.”

Counselling and Disability Services integration with Student Health Services

- The university is intending to integrate SHS and the CSD by May 2014. This would mean that all three units (Counselling Services, Center for Students with Disabilities, and Student Health Services) would fall under one department in Student Affairs. I attended a meeting on November 20th in which students expressed their concerns and thoughts to Bruno Mancini.
- Comments and perspectives are also being accepted via email. I am considering drafting a CSA response in the winter semester with the assistance of the Accessibility Working Group, Executive Committee, and any interested board members.

Student Engagement Lunch with Board of Governors & Senate Priorities and Planning Committee

- I attended the joint luncheon meeting of the BoG and SPPC, where the topic of “Student Engagement in Governance at the University of Guelph” was explored informally at assigned tables. This was set up by the University Secretariat and was quite informative. Two CSA documents, the Lighting the Path report and the Lobby Document, were highlighted as being the only current resources on this issue. Once a summary is completed of the meeting, I would like to hold sessions with students to collect their ideas and answers. The questions that steered our discussion were:
 - What is working well for student involvement in university governance?
 - What needs improvement?
 - How might students develop networks of communication to support them in their various governance roles?
 - What other specific suggestions would you recommend to advance improvements?

Looking To The Future Panel- UPCOMING

- This Thursday I will be participating in the “Looking To The Future” panel at the Board of Governors Strategic Thinking session. The purpose of the panel is to help initiate discussion about the longer term (10-15 years) view of the University. I will be talking about what a university should look like, how it should be organized, what should change, and what should stay the same. Alastair will be moderating the panel which will include myself and Maureen Mancuso (Provost & VP Academic), Rebecca Graham (CIO & Chief Librarian), and Mark Fenske (Professor of Psychology).

Environment (Portfolio Aspect #3)

Energy Conservation Working Group (ECWG)

- The Associate Commissioner has provided me with updates from this committee. In addition, I have received two inquiries into the student seats on this committee. Given the heightened interest, I contacted the SEC representative on ECWG to see if he was still active on the committee. He will be more active next semester, so I let the interested students know how else they could still get involved.
- You have until November 30th to submit a name idea for the University's new sustainability project. If your idea is selected, you will win an E-Bike. Visit www.mcw.com/uofguelph

Aqua Campaign

- I will be primarily focusing on the possibilities of selling reusable water bottles in both the CSA machines and in University vending machines. I've been collecting information and hope to present the idea formally early next semester.

Sustainability Coordinator –New staff position?

- Paul Caruso and I met briefly about the current conditions of the Stuff Swap and the history of CSA involvement/ownership of the project. It is my opinion that the CSA would be best served by creating a part-time student staff position that would be responsible for CSA sustainability initiatives. I will be working on this proposal over the exam period and winter break, which will include consulting with stakeholders to develop the responsibilities of such a position. I have already done some background research that has indicated that many other student unions employ sustainability coordinators.

Accessibility (Portfolio Aspect #4)

Attendant Care

- There are many ongoing concerns with the on-call program and general care. It's been difficult with all my other portfolio responsibilities to give this issue the attention it deserves.
- An on-campus program existed in the mid-1990s, and I am working to compile how that happened and how it can potentially be reinstated.

General

- I passed the washroom accessibility audit on to SHAC, as they have a volunteer interested in working on it.
- Josh and I met about the new accessibility legislation and how the CSA will plan to comply with it. We also discussed potentially buying an adjustable height desk for the CSA's public computers.
- I submitted a SLEF application for funding to install a power door opener and adjustable height desk for the airport lounge.

Services Supervised (Portfolio Aspect #5)

SHAC – Student Help and Advocacy Center

- Meet with coordinator on a bi-weekly basis and as needed.
- Almost done with job description reviews.

SHAC OVERSIGHT

- Next meeting in January.

Other

TRICK OR EAT

- Acted as a truck navigator for cart pick-ups, and then helped sort food at the Guelph Food Bank until about 3am.

CSA General

- Created a template for external committee reports, Drew will be writing the accompanying policy.
- Updating my page and my committee's pages on the CSA website. Check them out.

General Updates

Brief report on progress made from Nov 7th until Nov 23rd, 2012. Please note that I was away from work from Nov 7th-Nov 13th.

Committees

Executive

-On November 14th the Executive met to discuss bigger picture goal setting, portfolio review and functionality of Executive meetings. We are continuing these discussions which we hope will lay the ground work for more efficient collective work as an Executive. We have also continued with Executive meetings.

PDR

-PDR Committee met on Nov 21st and reviewed 12 PDR applications!

-We will be meeting in early January to review new PDR application form and review the two policies that direct the PDR process.

PBRC

-Continuing to attend weekly PBRC meetings which are now regularized from 3-4pm on Wednesdays

UC Board Student Caucus

-Convened the second Student Caucus on November 6th.

-Attending the second Executive meeting of the UC Board

Promotions and Communication

Website:

-Currently reviewing core content of the site. If you have comments please email them to me in the next couple weeks.

O-Week:

Attended second Orientation Week Advisory Committee meeting and presented

recommendations to do with the O-Week guide developed by the CSA Executive.

-The slogan of the 2013 O-Week will be something like “Live in 3D: Dream, Dare, Do!”

Mass Email:

-Mass Email has resumed for the past three weeks and problems with sign-off have been resolved through lengthy correspondence with Student Affairs

-If your student group would like in the mass email, check out the info on the CSA website under the “Resouces” tab on the home page.

Social Media

-Attended a social media training presented by SVC.

-Have completed a “Social Media Protocol” document for CSA use.

-Included twitter and facebook promotion in Mass Email. Along with this, the HR&O Commissioner has been running a facebook contest to encourage “Likes” and the reach of our page which has grown significantly over the last week.

Board of Directors

Training:

-We are making progress on the Board training but we still have a way to go. Please see the “Courselink Board Training” item in this Board Package

-I am currently contacting student organizations with vacant seats on the BoD to fill vacancies, and if necessary arrange meetings with these organizations.

Promotion of Campaigns

-Have met with the Aqua campaign to discuss promotion strategy. Will be working more to develop these ideas and raise the profile of the campaign with the External Commissioner.

Staff

- Have met with the new Promotional Services and Graphic Designer (filling a parental leave vacancy), along with the HR&O Commissioner, to go over the job description as a part of training for her start in January.
- Have met with the Chief Electoral Officer to go over Elections office work, supervision of AEOs, staff evaluations and CEO job description review
- Convening AEO Promo Hiring Committee on Tuesday Nov 27th to begin hiring process for new AEO promo.

Please email me with any feedback, suggestions or questions. I am happy to provide more details on any subject!

EXTERNAL AFFAIRS COMMISSIONER

✉ csaext@uoguelph.ca ☎ x58328 ☀ Fall Office Hours: Tues 10-1pm | Wed 9-12

Federal and Provincial Issues

- Still no word on where the provincial government is at with the tuition framework.
- Working with the local affairs commissioner to finish and release our second episode of The Brew, a Rick Mercer rant style video blog. It will feature the proposed nuisance bylaw, the second omnibus bill, and bill 115.

Campaigns & Lobbying

- Aqua Campaign – Presented a draft pledge to Don O’Leary, VP Finance, and waiting to hear back. Have been holding steering committee and volunteer meetings to action plan for next semester and to prepare for a re-launch of the campaign.
- Food Issues – Supporting a group of students concerned about food prices on campus and connected with groups also interested in food issues in some capacity to bring people together to have a conversation about a greater campaign.
- Barrier Free, Quality Education – Defining areas of this campaign and moving forward.
 - ⇒ Researched corporate donations to UofG and met with a representative from Alumni Affairs to understand the process involved with donations through the Better Planet Project.
 - ⇒ Working on a myth busting presentation about post-secondary education, with a focus on tuition fees, and connecting with a number of groups to identify areas to collaborate with the campaign.

Social and Environmental Justice

- Working on alleviating challenges facing organizations and groups on campus doing social and environmental justice work through the creation of the Compass Network
 - ⇒ With Student Volunteer Connections and Civic Engagement and Global Citizenship in Student Life, plan and prepared for a second networking event with community groups. Unfortunately, it needed to be cancelled due to how busy people are at this time of year, but participants are excited for it to be rescheduled in January.
 - ⇒ Working with SVC to organize the Do So Much conference taking place in January, which the CSA will be a partner for this year.
- Working with the local coordinators for Powershift, a climate justice focused conference that took place in Ottawa in October, to connect participants with the CSA and other on and off campus groups.

If you have any questions, concerns, or just want to chat, feel free to get in touch with me or stop by the office!

1) Human Resources

- ✓ Christina's Hotz replacement during the Pregnancy Leave has been hired. Maureen Mendoza is currently has been transitioned. As of right, Promo office will be closed until January 3, 2013.
- ✓ Reviewing HR policy, in particularly defining compensation styles, how Executives are incorporated and defining our management structure.

2) Operations

- ✓ SRM Website Redesign is now being coordinated by Brian Yee, CPSSC President with the Computer Science Society (Club)
- ✓ CSA Front Office closes on Friday December 14 @ noon and opens on Thursday January 3, 2013 @ 9 am
- ✓ Working with Clubs Coordinator to determine who will share an office with GSEC. EGO will be sharing a "storage" office with GYN

3) Committees

- ✓ *Bullring – May be open from 8 am – 4pm on Saturday December 8th. We are also working with the University for the Fair Trade Campus Initiative.*
- ✓ Finance – Semi-Annual report is ready thanks to Lee Anne and Marita.
- ✓ Health & safety – Demetria completed draft of Health & Safety Guide. Next steps are dependent on clarifying our management structure and training Executives and Staff.

4) Space

- ✓ *Next meeting is scheduled for December 7 @ 1 pm in the Boardroom. Tasks include contacting other student unions, looking to rationale as to why the UC restructuring proposal failed, and more details about the New Student Centre*
- ✓ Discuss next steps for study space task force report with Laurie Schnarr. We have resumed meeting on a regularly
- ✓ *University Centre Management & Operations Committee is looking for ideas for building improvements and enhancements ideas. For example meeting room renos, carpet, furniture, painting, AV equipment, outlets, etc.*
- ✓ Working with Laurie Schnarr and Drew to coordinate the UC Space lease renewals for GRCGED, OCUS & College Royal.

Date	Hours @ Office	Hours @ Home	Total	Office Notes	Home Notes	Pay period total
Thursday, 1 November, 12	7.00	3.50	10.50	PSGD checkin, lee anne meeting, PSGD hiring committee, exec meeting, adopt a bin	completing hour logs, board meeting reports and submissions. Email management and scheduling	95.00
Friday, 2 November, 12	7.00		7.00	srn meeting, JD prep, not for profit stuff, board training, admin email, exec updates prep, to do list		
Saturday, 3 November, 12		6.50	6.50		pdr and employment equity forms, job description review and prep, emails, space committee prep, exec update. Reviewing task list	
Sunday, 4 November, 12		2.00	2.00		Cfs prep, united way prep and work @ Sunday cinema	
Monday, 5 November, 12	7.00	2.00	9.00	email, hiring committee, service prices review, exec meeting, CFS meeting, computer problems, admin work	hiring committee, email, EM minutes, tech problems	
Tuesday, 6 November, 12	2.5	1.00	3.50	UC board prep and caucus	email management	
Wednesday, 7 November, 12	11.00		11.00	board meeting, PBRC, brenda meeting, email management, admin		
Thursday, 8 November, 12	9.00		9.00	jd review, one-on-one check in, office clean up, task list completion		
Friday, 9 November, 12	1.00	2.00	3.00	random day of kindness setup	social media work, scheduling and staff email	
Saturday, 10 November, 12		3.50	3.50		social media work, facebook, website exec pages, website content updates	
Sunday, 11 November, 12		2.50	2.50		email management	83.50
Monday, 12 November, 12	6.00		6.00	printer, exec meeting, hiring committee, email		
Tuesday, 13 November, 12	6.00		6.00	PSGD hiring, admin, affordable housing, student leader consult		
Wednesday, 14 November, 12	6.50	1.00	7.50	exec meeting, lee anne meeting, pbrc, admin	email and social media	
Thursday, 15 November, 12	10.00		10.00	email management and admin, lee anne meeting, mtg with christina re leave, executive meeting, executive support meeting		
Friday, 16 November, 12	8.00	0.50	8.50	space prep, space committee, transition report meeting, health & safety review, email & admin		
Saturday, 17 November, 12		2.00	2.00		confidentiality agreements and forms, staff resource page, staff bulletin email	
Sunday, 18 November, 12		6.50	6.50		bylaw review, PSGD salary prep, cfs report back for executive. PT bookkeep JD review, updating job pages on website, EEC report goals and progress (3) hours, SLEF response, email	
Monday, 19 November, 12	10.00	0.50	10.50	prep and mini laurie meeting, M&O meeting, staff meeting, email/admin, accessibility, exec meeting, csa committee review	email, scheduling, prep	
Tuesday, 20 November, 12	8.50	0.50	9.00	PSGD JD review, SLAM, JD/admin prep, bullring GM meeting, club office, SW coordinator	semi-annual budget review	
Wednesday, 21 November, 12	10.50		10.50	hiring prep, meeting with matria & louise, JHSC, club office, welcome meeting, 40th anniversary, SW cannon guard, PBRC, staff meeting, PDR meeting		83.50
Thursday, 22 November, 12	6.00	4.00	10.00	brenda meeting, student space task force with laurie, lee anne meeting, cfs meeting, evals, fair trade campus, outgoing meeting	email, and administration, reviewing board minutes, exec report, finance committee prep, semi-annual report	
Friday, 23 November, 12			0.00			
Saturday, 24 November, 12			0.00			
Sunday, 25 November, 12			0.00			
Monday, 26 November, 12			0.00			
Tuesday, 27 November, 12			0.00			
Wednesday, 28 November, 12			0.00			
Thursday, 29 November, 12			0.00			
Friday, 30 November, 12			0.00			
Totals	116.00	38.00	154.00			
Percentages	75%	25%				

PDR Committee Meeting #2
July 25, 2012
CSA Boardroom

Present: Noor Rai (CBSSC), Yosra Mohamed (CMESA), Luna Shen (CASU), Peter Miller (OPIRG-Guelph), Rosanna Beattie (IHC), Drew Garvie (C&CA)

Regrets:

Chair: Drew Garvie

Scribe: Drew Garvie

Start Time: 5pm

End Time: 5:30pm

1. Fuerza/Puwersa – Health Fair for Migrant Workers

Asking for \$600. Budget has now been submitted.

Decision: \$300 dollars from Summer Grants

2. TOMS Style Your Sole PDR

We will spend \$450, 18\$ x 24 shoes.

Decision: \$450 dollars from Summer Grants

Meeting Adjourned

PDR Committee Meeting #1

July 4, 2012

CSA Boardroom

Present: Kevin Protomanni (CPESSC), Yosra Mohamed (CMESA), Luna Shen (CASU), Peter Miller (OPIRG-Guelph), Josh Ofori-Darko (HR&O), Rosanna Beattie (IHC), Drew Garvie (C&CA)

Regrets: Noor Rai

Chair: Drew Garvie

Scribe: Drew Garvie

Start Time: 5pm

End Time: 5pm

1. Fuerza/Puwersa – Health Fair for Migrant Workers

Asking for \$600. There is no budget. Drew will contact organizers to ask for detailed budget.

Decision: pending

2. Ms. Infinity

Date of event has passed. This is retroactive. It is unclear where the CSA funding would go. Not accounted for in revenue. Drew will ask for budget (now that event has proceeded)

Decision: pending

3. Student Volunteer Connections Conference

Asking for \$100 to cover travel to “National Conference on Volunteering and Service” in Chicago. Approved on the basis of \$50 per person.

Decision: \$100

4. Guelph Jazz Festival Colloquium

Was previously pre-approved group. Asking for \$300 for event during O-Week. Approved by committee.

Decision: \$300

Next Meeting: We will meet in three weeks. Wednesday the 25th looks good. We will review some policy at this meeting.

PDR Committee Meeting #3

Oct 12, 2012

CSA Boardroom

Present: Maya Helferty (GRCGED Primary), Brye-Anne Manniaccio (COA At-Large), David Alton (CSASH At-Large), Yosra Mohamed (CMESA Primary), Josh Ofori-Darko (HR&O), Drew Garvie (Communications and Corporate Affairs), Luna Shen (CASU)

Regrets: Jessica Tarka (CBS At-Large)

Chair: Drew Garvie

Scribe: Drew Garvie

Start Time: 9am

End Time: 10:30am

1. ACT Dinner

Asking for \$600. Annual Anti-Colonial Thanksgiving dinner taking place in late November.

Decision: \$600 from Fall Grants

2. Festival of Moving Media

Looking for a donation of \$1000 which would make the CSA a co-sponsor for a particular film. This was a previously pre-approved PDR with \$1000 granted to it for the last few years. Can it be considered a "Campus Cultural Event"? Policy says that it must be an on campus group for this budget line to be used. We will donate from Fall Grants since the pre-approved money has been sent to this budget line from last year.

Decision: \$1000 from Fall Grants

3. HHNS

Confusion about dates. Inaccurate information. Ask them to review and send back. There is still some time before event.

Decision: tabled

4. PowerShift

Requesting \$1000 for bus trip to Ottawa for environmental conference. 50 representatives from Guelph. We get a lot of requests for trips and \$1000 is a high precedent.

Decision: \$500 from Fall Grants

5. GRCGED Wen-Do

Asking for \$300. Self-Defence classes which were popular last year.

Decision: \$300 from Fall Grants

6. Review of Petitions, Delegations and Requests Policy from Appendix B – Internal Policy

Committee reviewed changes submitted by Communications and Corporate Affairs. Noted that we are changing where most decisions are made (PDR committee instead of Board). Should add teeth to submission of reports from groups receiving funding.

7. Adjournment – 10:30 am

PDR Committee Meeting #4

Oct 31, 2012

UC 441

Present: Maya Helferty (GRCGED Primary), Brye-Anne Manniaccio (COA At-Large), David Alton (CSASH At-Large), Josh Ofori-Darko (HR&O), Drew Garvie (Communications and Corporate Affairs), Luna Shen (CASU)

Regrets: Jessica Tarka (CBS At-Large), Yosra Mohamed (CMESA Primary)

Chair: Drew Garvie

Scribe: Drew Garvie

Start Time: 5:30pm

End Time: 6:30pm

1. Human Health and Nutritional Sciences – Symposium

Tabled from last meeting. Updated budget, clarified the date. They are now asking for \$1000. We gave \$400 last year. This is a Winter semester event and it is large scale (175 participants).

Decision: \$400 from Winter Grants

2. ARTHattack!

Asking for \$800 for journal launch and conference. Received \$400 last year. They may produce a surplus for the event. We will ask them to report on what was granted to them after SLEF and Special Grants.

Decision: Table and ask for updated budget after SLEF and Special Grants

3. CUCOH – Guelph Chapter

Asking for up to \$200 per participant for conference in Kingston Ontario on Health. We have given \$25 per person.

Decision: \$200 from Fall Grants

4. Fuerza/Puwersa

Asking for \$450 for budget shortfall from migrant worker health fairs. We provided \$300 for similar events in the summer.

Decision: \$150 from Fall Grants

5. TedX

As condition that it goes towards reducing ticket price. Very expensive event. Should consider stable funding. This is a large scale event. There is concern about accessibility to students. Advertising should include logo. Drew will contact them and express that we would like money to go towards reducing cost to students and students being able to attend the event.

Decision: \$500 from Fall Grants

6. African Society of Guelph

8 people for African cultural show in Waterloo. This is a relatively small scale event with not that many participants. We will allocate \$25 per person participating.

Decision: \$200 from Fall Grants

7. Adjournment – 6:30pm



TO: CSA Board of Directors
FROM: Drew Garvie – Communications and Corporate Affairs Commissioner
DATE: Friday, November 23, 2012
RE: PDR Committee Fall Semester Report

Below is a summary of all of the approved grants from the Fall 2012 semester.

Guelph Festival of Moving Media: \$1000 from Fall Grants

Powershift Guelph: \$500 from Fall Grants

GRCGED Wen-Do Self-Defence: \$300 from Fall Grants

Human Health and Nutritional Sciences Symposium: \$400 from Winter Grants

CUCOH – Guelph – Health Conference: \$200 from Fall Grants

Fuerza/Puwersa – Migrant Worker Health Clinics: \$150 from Fall Grants

TedX Guelph: \$500 from Fall Grants

WUSC International Forum: \$200 from Fall Grants

Dance Fusions: \$200 from Fall Grants

Mature Student Association – Thermostat Installation: \$195 from Fall Grants

Yalda Night: \$400 from Fall Grants

Get Swabbed: \$250 from Fall Grants

Nerf Club: \$150 from Fall Grants

Students for True Beauty: \$45 from Fall Grants

Diversity Night – RLS: \$200 from Fall Grants

English Society – T-Shirts and Banner: \$200 from Fall Grants

Environmental Sciences Symposium: \$300 from Winter Grants

Juried Art Show: \$250 from Winter Grants

In total the Fall Grants Budget line is left with \$110. There has been some carry over of extra funds from the Summer. We have spent \$950 from the Winter Grants line which leaves it at \$7 050.

Policy Bylaw and Review Committee (PBRC)

Meeting #5

Date: Wednesday October 24, 2012

Attendees: Demetria Jackson (PTM), Matthew Pecore (Local Affairs), David Alton (CSAHS at-large – Guest), Yosra Mohamed (CMESA), Charles Hamilton (Clubs Coordinator – Guest)

Regrets: Drew Garvie, Eric Bathke

Absent: Stephen Fournier (CSAHS-SA)

Scribe: Demetria Jackson

1:35pm

Agenda

1. Introductions

The committee welcomed David Alton and Charles Hamilton to the meeting.

2. Ratification of PBRC members

No members to ratify.

3. Approval of the Agenda

Motion to amend the agenda to strike “Discussion and Review of Appendix F (Issues and Organizational Policy)” from the agenda.

Moved by Matthew. Seconded by Demetria. Carried.

4. Approval of the Minutes (October 17, 2012)

Moved by Demetria. Seconded by Yosra. Carried.

5. Discussion and Review of Appendix D (Human Resources Policy) – Joshua Ofori-Darko

Note: “Appendix” as referenced in these minutes refers to the appendix to the minutes.

Article 1 – Preamble

The first thing that I did was rearrange the policy.

In different places in policies, we use both terminology “staff” and “employees”. During our review of policy, we have been reviewing for consistency with terminology (i.e., board members vs directors). This should continue with “staff” vs “employees”.

*Recommendation: to change language from “employee” to “staff” (lowercase).
Committee agrees with recommendation*

*Recommendation: to strike the mandate of the CSA (see 1.1 in the appendix)
Committee agrees.*

Found it unusual to have the mandate of the CSA policy in the preamble.

Section 1.4

A policy should not be part of a contract.

Recommendation: to strike 1.4 and replace it with “The most up to date HR policy shall be provided to each person employed by or associated with the CSA. All CSA staff shall be expected to follow this policy.”

Do we need to have the last sentence—that staff need to follow the policy? Is it necessary? Isn’t it common sense? It is a line that is each staff’s contract as well.

*Revised Recommendation: to strike “all CSA staff shall be expected to follow this policy”
Committee agrees.*

*The recommendation now reads: “The most up to date HR policy shall be provided to each person employed by or associated with the CSA”
Committee agrees*

The fact that there is a policy means that you are expected to follow it.

Section 1.5

This is out of place. There are 3 different places where Employment Equity is mentioned 4.1.4 of this document (see appendix or 4.8 of the current, non-amended HR policy) and 7.3 of Appendix B.

*Recommendation: to remove from preamble section with the intention of placing it elsewhere in policy.
Committee agrees.*

Josh will review the employment equity policies and find a new home for them.

Article 2 – Relationships

Section 2.2

Should we be defining what “supervision” means? Or explaining what limits the Executive have compared to the board? No. Supervision means different things to different supervisors. How specific will we get?

What decisions can the executive make collectively without going to the board? I would like policy that addresses that question.

If a policy will created, it should be placed under the Executive section in bylaws, or in another section not under this policy.

This conversation might need to happen elsewhere.

Section 2.4

Language should reflect that contracts are made to be in accordance with policy and if it contradicts, contracts supersede.

*Recommendation: to change language to read “while understanding that contracts are made to be in accordance with CSA policies, if an employment contract contradicts this policy, the contract will be seen as overriding this policy”
Committee agrees.*

Article 3.0 – Staff

*Recommendation: to remove Executive and add a new line that reads “although the elected full-time Executive or not hired or sign contracts and are therefore not considered Staff, certain Human Resources policies, including benefits and privileges are afforded to them including: ...” (see 3.2 in appendix)
Committee agrees.*

Executive should not be considered staff.

There needs to be a new policy that is created that outlines the Executive Committee’s role within the organization and outlines the rights they have as managers (not staff). This is something that the Executive Evaluation Committee has been talking about this semester.

Section 3.3

*Recommendation: to change “permanent and renewable contract” to “full-time”
Committee agrees.*

Why is there a distinction between permanent and renewable contract staff? The staff have different contracts. Is that important to mention in the policies? No. Is there anywhere in policy where the distinction needs to be made (i.e, for the purpose of benefits, special privileges, etc)? I can’t think of anywhere right now, but if something comes up, I’ll let the committee know.

*Recommendation: to combine 3.3 and 3.4 (see appendix)
Committee agrees.*

Section 3.5

We need to figure out where the SRM Coordinator fits into our policy because the coordinator is supervised by the committee and not by the CSA. This has not always been the case, but this is the case currently.

Josh will speak to the SRM Committee about this and make relevant changes for the next meeting when we discuss this policy.

Under Section 3.10

This can be a good placeholder for “statement policies” (anything that is not procedural) : workplace harassment, violence, respect in the workplace, interpretations and amendments, etc.

*Recommendation: to create another section where all “statement policies” in the HR policy will be moved to.
Committee agrees.*

Article 4.0 – Hiring

Section 4.1

Should we give priority to recent members of the CSA for full-time staff?

Does this go against Employment Equity? No because it does not discriminate against protected grounds.

What do you mean by “priority”? It’s always qualification based – so if everything else is equal (then the committee will chose the person who is a recent undergraduate of the University of Guelph).

*Recommendation: “assuming qualifications are equal, priority for the hiring of part-time contract staff of the CSA will be as follows: 1) full or part time undergraduate students, 2) non-students”
Committee agrees.*

Section 4.2

*Recommendation: to rearrange the first 3 points to be in the following order: money, job description, and notification (see appendix)
Committee agrees.*

*Recommendation: The first sentence of the fourth point read “The hiring committee shall consist of at least one member of the Executive and/or the Human Resources & Operations Commissioner.
Committee agrees*

The way that the policy reads states that the HR&O Commissioner must be on all hiring committees. If this is not what occurs in practice, or what you would like to

occur, it should be changed so that at least one member of the Executive must be on a hiring committee and the HR&O Commissioner has the option to also be on the committee.

Recommendation: to move the last sentence of the fourth point (see appendix) to the beginning of that point, making it the first sentence.

Committee agrees.

Recommendation: to assign a number to points 5 through 10.

I don't think that points 5 through 10 should be considered minimum requirements for hiring a vacancy or a new position. They need to have their own numbering section. Josh will re-number this section.

Section 4.4

Recommendation: to add a conflict of interest section (see 4.4 of the appendix).

Clarification was made about the current process of reporting conflicts and the nature of conflicts of interests. Discussed various conflict of interest scenarios. Clarification was made about "perceived conflicts of interest".

BIRT, PBRC create a working group called the "Executive HR Policy Working Group"
Moved by Drew. Seconded by Yosra.

Discussion: I would like to create a working group to create policy that addresses the Executives role and rights with regards to human resources.

Carried.

The Grievance policy will be reviewed by a committee external to PBRC. Contact Josh if you are interested in participating in this committee.

6. Review of Task List for Appendix D (Human Resources Policy)

Josh will review the employment equity policies and find a new home for them.

Josh will speak to the SRM Committee about where the SRM Coordinator fits into the CSA's policy and make relevant changes for the next meeting when this policy is discussed.

Josh will re-number points 5 through 10 in section 4.2

7. Review of Task List for Appendix F (Issues and Organizational Policy)

Drew and Dominica will review Appendix F for Wednesday November 14, 2012.

8. Review of agenda and tasks for next meeting

Bylaws 1, 4 (Member's Meeting), and 5 (Policy Manual) will be reviewed at the next meeting (Wednesday October 31, 2012)

9. Adjournment – 2:56pm

1.0 Preamble

- 1.1 The CSA will employ, when necessary and within the bounds of its approved budget, certain full time, part time and temporary Staff, as well as Volunteers to further its objectives and mandate?. This policy's purpose is to provide guidelines for effective, just and harmonious relationships among all the Board of Directors, Staff, supervisors and Volunteers. It outlines the mutual responsibilities and rights of employer and employees.
- 1.2 This policy is to abide by the Ontario Employment Standards Acts and all other relevant federal and provincial legislation, as well as the by-laws and policy of the CSA. Federal and provincial employment legislation shall take priority in the event of any contradictions within this policy.
- 1.3 In keeping with the CSA's stated policy against discrimination as well as with the Ontario Human Rights Code, the CSA will neither practice nor tolerate any prohibited discrimination or harassment in its hiring, office environment, termination or provision of services against any employee or individual, including but not limited to, on the grounds of race, ancestry, colour, ethnic background, citizenship, creed, religious or political affiliation, age, sex, sexual orientation, gender orientation, marital status, family status, status of wealth or physical or mental disability.
- 1.4 This policy shall form part of the contract of employment of each person employed by the CSA and shall be applicable to all persons associated with the CSA where applicable. It shall be provided to each person employed by or associated with the CSA.
- 1.5 The CSA shall at all times use the Employment Equity Hiring Policy whenever Staff are hired as per section 4.8 of this policy. Employment Equity is defined as hiring the candidate who falls within a marginalized group, when that candidate is of comparable qualifications to the other most qualified candidates. For the purposes of the Employment Equity Hiring Policy, marginalized shall be defined as persons from groups who face systemic barriers to employment including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities and international students.

2.0 Relationships

- 2.1 The board of directors of the CSA (from herein to be referred to as "the Board") is the employer of all Staff of the CSA.
- 2.2 All Staff members of the CSA are to be supervised by a member(s) of the Executive.
- 2.3 In cases where a member of Staff is charged with supervising another Staff, a member of the Executive will always be responsible for both parties, focusing attention on the party who is in a supervisory role.
- 2.4 If a contract between Staff and board contradict this policy, the contract will be seen as overriding this policy.

3.0 Staff

- 3.1 The Staff of the CSA consists of the permanent or renewable-contract employees, part-time contract employees and temporary Staff. All of the Staff shall abide by, and benefit from, the provisions of this policy, where applicable. Volunteers and Associate Commissioners, while not considered Staff, shall also abide by, and may benefit from, the provisions of this policy, where applicable.

Joshua Ofori-Darko 12-10-21 1:22 PM

Comment [1]: In some policies we use staff, in other we use employees? Similar to the board members vs directors. Which one do we want?

Joshua Ofori-Darko 12-10-17 10:46 PM

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Joshua Ofori-Darko 12-10-17 10:49 PM

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Comment [2]: Move? We also have this in internal policy 7.3

7.3 EMPLOYMENT EQUITY ... [3]

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Comment [3]: Simplify incase we ... [6]

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3.2 Although the elected full-time Executive or not hired or sign contracts and are therefore not considered Staff, certain Human Resources policies, including benefits and privileges are afforded to them including:

- o Vacation?
- o Benefits?
- o EI & CPP, etc?

3.3 The permanent Staff currently consists of the Bookkeeper, the Business Manager, the Front Office Manager, and the Programmer.

3.4 The renewable contract Staff are the Bullring General Manager, the Policy & Transition Manager, the Promotional Services & Graphic Designer and the FoodBank Coordinator.

3.5 Part-time contract positions consist of the Bike Centre Coordinators, the Electoral Officer(s), the Clubs Coordinator, the Clubs Administrative Coordinator, the Board Chair, the Board Scribe(s), the Committee Scribe, the FoodBank Volunteer Coordinator, the Meal Exchange Coordinators, Poster Runners, the SafeWalk Coordinators, the Student Help & Advocacy Centre Coordinators, SRM Coordinator and the Technical Assistant.

3.6 The Academic & University Affairs Commissioner is to be responsible for supervising the Student Help & Advocacy Centre Coordinators.

3.7 The Communications & Corporate Affairs Commissioner is responsible for supervising the Assistant Electoral Office, the External Chair, the Board Scribe, the Committee Scribe, and Poster Runners. The Communications & Corporate Affairs shall also co-supervise the Promotional Services & Graphic Designer and the Policy & Transition Manager, along with the Human Resources & Operations Commissioner.

3.8 The External Affairs Commissioner is responsible for supervising the Meal Exchange Coordinators.

3.9 The Human Resources & Operations Commissioner is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Clubs Coordinator, the Clubs Administrative Coordinator, the Front Office Manager, the Programmer, the Safe Walk Coordinators, the SRM Coordinator and the Technical Assistant. The Human Resources & Operations Commissioner shall also co-supervise the Promotional Services & Graphic Designer and the Policy & Transition Manager, along with the Communications & Corporate Affairs Commissioner.

3.10 The Local Affairs Commissioner is responsible for supervising the Bike Centre Coordinators, and the Food Bank Coordinators.

[potential place holder]

4.0 Hiring

Hiring for employees shall take place according to the following procedures:

4.1 Priority for the hiring of part-time contract employees of the CSA to be as follows:

- full or part time undergraduate students

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- non-students.

4.2 The following are the minimum requirements for hiring a vacancy or new position:

- Budgetary funds must be available to cover the salary for the position.
- Notification of the Board of Directors at least two weeks prior to the projected hiring date
- A job description must be completed, approved by the Board of Directors and be available to applicants. This is to include the job title; qualifications required and sought; description of duties; the base salary rate; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement and the immediate supervisor(s). The job description must also include a requirement for the Staff member to provide a minimum of three hours of training to their successor in the final two weeks of his/her term.
- The hiring committee shall consist of the Human Resources & Operations Commissioner and/or at least one member of the Executive; at least one Board member (if no voluntary Board member participation is available, then another member of the Executive may sit on the committee) and a Staff member (preferably the outgoing position holder or Staff supervisor). The Human Resources & Operations Commissioner will be responsible for the appointments of members to the hiring committees.
- If felt appropriate by a Hiring Committee Chairperson, individuals outside of the Board, Staff and Executive may also be appointed to the hiring committee. Should Board member participation become available after the hiring committee is formed, additional Board members may be appointed at the discretion of the Hiring Committee Chairperson.
- The Hiring Committee Chairperson will be the Executive Supervisor of the position. In the event that this role is shared between two Executive members, they will co-chair the hiring committee. In the event that the Executive Supervisor is unable to be chairperson the Human Resources & Operations Commissioner will be the chairperson.
- The Human Resources & Operations Commissioner will be responsible for the oversight of tasks and details consistent among all hiring committees. This may include, but is not limited to, the composition of the committees as per CSA policies and bylaws, ensuring that all interview questions are appropriate, and ensuring that all operations of the hiring committee are in accordance with all relevant CSA policies and bylaws, ensuring that all hiring committee members are properly trained and informed of all relevant policies and bylaws, and ensuring that every committee member is provided with all relevant documentation regarding policies, bylaws, and hiring process information.
- The Hiring Committee Chairperson will be responsible for the co-ordination and operation of the hiring committee. This includes, but is not limited to, scheduling meetings and interviews, booking interview room space, meeting with the committee to appropriately short-list candidates, drafting interview questions, replying to successful candidates, and preparing the Hiring Committee report to submitted as per 4.8, ultimately for the consideration of the Board of Directors.
- It remains the responsibility of the Human Resources & Operations Commissioner to ensure all hiring takes place within the framework of all applicable CSA Bylaws and Policies.
- The Human Resources & Operations Commissioner will be a resource to all hiring committee members, including committee chairpersons, and ultimately will be responsible for providing information, training and documents for all hiring committee members for support in this process. This may include, but is not limited to, providing information on relevant policies and by-laws, providing information regarding the processes of other hiring committees, providing information regarding appropriate human resources practices, providing all materials pertaining to relevant policies and bylaws.

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Comment [12]: Do we need a priority for other positions like permanent and renewable contract staff??

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4.3 All above employment vacancies are to be advertised for two weeks before the application period is closed. The following are the minimum requirements for advertising job vacancies:

- Job descriptions must be posted on the 3rd floor job board, the CSA bulletin board(s), the CSA website and thecannon.ca when the application period opens.
- During the Winter Semester, the Communications & Corporate Affairs Commissioner and the Human Resources & Operations Commissioner will have a CSA Job Information table set up in the UC Courtyard for two days during the week preceding the application period opening and during the application period.
- During the Winter Semester, a mass e-mail will be sent to all Undergraduate students advertising job vacancies, hiring policies, and the time and date of the hiring period. This e-mail will be sent during the week preceding the application process opening.
- Job vacancies will be advertised to all CSA clubs and campus organizations especially those that are mainly composed of members of marginalized communities. For example: the Centre for Students with Disabilities, The Aboriginal Students' Association, CJ Munford Centre, Guelph Hillel, Indian Student Association, West Indian Student Association, Muslim Student Association, Internal Student Organization, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, International Student Organization, Ontario Public Interest Research Group and the CSA Accessibility Working Group.
- Throughout the year, the Clubs Coordinator and the Human Resources & Operations Commissioner shall be responsible for conducting outreach to and soliciting applications from members from CSA clubs and organizations especially those described in 4.3 d) above. During the summer, each year, these individuals will present a plan to the CSA Executive describing how they intend to outreach to clubs and organizations described in d) above. Presentations to clubs and organizations must outline the CSA's hiring process, and advertise both job vacancies and the job vacancies application period and process. Emphasis must be placed on the importance of the CSA's Employment Equity policies and process.

4.4 For the purposes of hiring, a conflict of interest is deemed to be any relationship that a hiring committee member may have with the applicant that may compromise, or have the appearance of compromising the member's ability to carry out their duties in an impartial manner. Any hiring committee member in a potential conflict situation has the duty to disclose the potential conflict of interest, either verbally or in writing to the Chair of the hiring committee and the Human Resources & Operations Commissioner. The Human Resources & Operations Commissioner shall determine whether or not the individual may remain on the committee or must be replaced. Should the hiring committee Chair or Human Resources & Operations Commissioner be in a conflict of interest, then that situation shall be ruled upon by the Executive committee, minus the Executive member (s) on the hiring committee. Any job applicant, CSA Staff or Board member who feels that a member of the hiring committee is in a conflict of interest situation should advise the Human Resources & Operations Commissioner or Executive committee if necessary prior to the end of the hiring grievance period as defined in 4.12 and prior to board ratification.

4.5 The hiring committee shall meet to do short-listing within one week after the close of the posting period, and complete interviews within 2 weeks after the close of the posting period. Recommendations for hiring shall be presented at the end of these 2 weeks. All efforts shall be made to have the entire hiring process completed before the commencement of the examination period.

4.6 When hiring new employees, the emphasis should be to view the position as one in which specific experience can be gained.

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Page 3: [1] Deleted **Joshua Ofori-Darko** **12-10-17 10:46 PM**

The University of Guelph Central Student Association is an association of the undergraduate students of the University of Guelph, which acts as a central coordinating organization for all undergraduate student activities of a cross campus nature. The CSA is to represent the whole undergraduate student body on political, social and civic issues, within and/or beyond the University campus.

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Central Student Association

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1.2

Page 3: [3] Comment [2] **Joshua Ofori-Darko** **12-10-18 8:55 PM**

Move? We also have this in internal policy 7.3

7.3 EMPLOYMENT EQUITY

As a large number of University of Guelph students are members of traditionally marginalized groups, the CSA, in order to properly represent the diverse interests of its constituents, must make every effort to be inclusive of marginalized students. These efforts shall include but not be limited to the following:

- Encouragement of marginalized groups to seek election to the Executive and Board of Directors.
- An employment equity hiring policy as detailed in 1.5 of the CSA Human Resources Policy.
- Organization of events and activities surrounding issues of racism, sexism, homophobia, ageism, ableism and other forms of discrimination, in order to promote initiatives combating this discrimination and in order to promote awareness of these issues among University of Guelph students and the university community.

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Central Student Association

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Central Student Association

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Central Student Association

1.5

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Full and part-time permanent and full and part-time contract

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Page 3: [6] Comment [3] **Joshua Ofori-Darko** **12-10-18 8:55 PM**

Simplify incase we have new classifications of Staff...

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staff

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staff

1.8

Page 3: [8] Comment [4] **Joshua Ofori-Darko** **12-10-21 1:19 PM**

Add manage? What does this mean? should we include basic responsibilities in here and what limits the executive have?

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Page 3: [10] Comment [5] Joshua Ofori-Darko 12-10-18 8:05 PM

Include a statement where when contracts are developed, they should be inline with policy first before this statement?

Page 3: [11] Comment [6] Joshua Ofori-Darko 12-10-18 8:55 PM

Executive defined as Staff could be problematic

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Page 4: [15] Comment [7] Joshua Ofori-Darko 12-10-21 1:20 PM

List applicable policies and benefits. There's a conflict with having Staff as voting seats of the board

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The elected full time Executive currently consists of the Communications & Corporate Affairs Commissioner, the Academic & University Affairs Commissioner, the External Affairs Commissioner, the Local Affairs Commissioner, and the Human Resources & Operations Commissioner. They are elected to an office term of one year to run from May 1 to April 30 annually.

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, the Policy & Transition Manager

1.20

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and the Promotions & Media Assistant

1.21

Page 4: [19] Comment [8] Joshua Ofori-Darko 12-10-21 1:20 PM

Now we can clearly see the different groups?

Page 4: [20] Comment [9] Joshua Ofori-Darko 12-10-18 8:14 PM

Will need to discuss with SRM committee for supervision

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Page 4: [22] Comment [10] Joshua Ofori-Darko 12-10-18 8:15 PM

This could be a good place to put workplace violence, harassment, respect etc

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full-time permanent employees, part-time permanent employees, full-time contract employees, and part-time contract

Page 5: [24] Moved to page 5 (Move #5) Joshua Ofori-Darko 12-10-18 8:20 PM

- Budgetary funds must be available to cover the salary for the position.

A job description must be completed, approved by the CSA Board and be available to applicants. This is to include the job title; qualifications required and sought; description of duties; the base salary rate; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement and the immediate supervisor(s). The job description must also include a requirement for the staff member to provide a minimum of three hours of training to their successor in the final two weeks of his/her term.

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A job description must be completed, approved by the CSA Board and be available to applicants. This is to include the job title; qualifications required and sought; description of duties; the base salary rate; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement and the immediate supervisor(s). The job description must also include a

requirement for the staff member to provide a minimum of three hours of training to their successor in the final two weeks of his/her term.

Policy Bylaw and Review Committee (PBRC)

Meeting #6

Date: Wednesday October 31, 2012

Attendees: Drew Garvie, David Alton, Denise Martins, Demetria Jackson, Yosra Mohamed, Charles Hamilton, Joshua Ofori-Darko
Regrets: Stephen Fournier, Matthew Pecore
Scribe: Demetria Jackson

Quorum was not met.

Agenda

1. Introductions
2. Ratification of PBRC members
3. Approval of the Agenda
4. Approval of the Minutes (October 24, 2012)
5. Discussion and Review of Bylaw 5 (Policy Manual) – Demetria Jackson
Changes have been made from the last time this policy was discussed (see October 17, 2012 minutes).
The committee approves these changes.

Additional recommendations made by the committee:

Recommendation #1: add the following sentence to the end of Section 2 (Policy Resolutions):

“Staff found willfully acting against CSA policies will be subject to the Positive Discipline policy in Appendix D (CSA Human Resources Policy)”
Committee agrees.

Demetria abstains.

Recommendation #2: Re-organize and amend Section 4 (Policy Review) to be read as:

“All policy of the CSA established by the Board of Directors shall be the official policy position that the Association will take, and they shall be reviewed after three years, and unless re-ratified by the CSA Board of Directors, these policies will expire.”

Policy of the CSA shall be reviewed annually in accordance with the Policy Review Policy. Any member of the CSA may put forward amendments to the Bylaws and/or Policy Manual. Members interested in reviewing policy must provide written notification to the Board of Directors at the next regularly scheduled meeting of the Directors.

Formal approval by the Board of Directors is not necessary to start the review process of a policy of the CSA.

Committee agrees.

Review of Bylaw 5 (Policy Manual) is now complete and will be submitted to the board as notice of motion at the November 28, 2012 board of directors meeting.

6. Discussion and Review of Bylaw 4 (Member's Meetings) – Drew Garvie

Recommendation #1: Re-word the first paragraph to read: "Any general meeting of the members shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place appointed by the Board of Directors".

Committee agrees.

Recommendation #2: Re-word the second paragraph to read: "At every Annual General meeting, in addition to any other business that may be transacted, the financial statement, the Auditor's Report, the appointment of the Auditor's for the following year, and the reports from the Executive and Board shall be fixed".

Committee agrees.

Discussion on second paragraph: Should the board make one report or should each Director make a report? Consensus that the board should make a formal report every year for the annual general meeting. The board report should include: list of members between the last AGM and the new AGM, major discussions that the board had, and the key motions/decisions that were made from the discussion.

Recommendation #3: Re-word the third paragraph to read: "The order of the agenda for the Annual General Meeting shall be as follows:

- *Call to Order*
- *Comments from the Chair*
- *Approval of the Agenda*
- *Approval of the Minutes*
- *Approval of the Auditor's Report (Motion to appoint the auditors)*
- *Motions Arising*
- *Report of the Board of Directors*
- *Reports of the Executive Committee*
- *New Business*

Committee agrees.

Recommendation #4: *amend the fourth paragraph to read: "...a special general meeting must be held for the purpose of appointing the auditors"*

Committee agrees.

Recommendation #5: *to remove a and b from the bylaws*

Committee agrees.

I don't think it's reasonable to have students know about this policy and follow it prior to an annual general meeting.

Discussion around allowing members to make motions at the Annual General Meeting. Drew provides historical context as to why part a and b were added to the policy.

- 7. Review of Task List for Bylaws 4 and 5**
- 8. Review of agenda and tasks for next meeting**

Amended schedule for the remaining F12 PBRC meetings was distributed (see attached).

- 9. Adjournment**

Bylaw 5 – Policy Manual

1. Definition of Terms

There shall be two (2) classes of resolutions, policy resolutions and simple resolutions that are recognized by the CSA.

2. Policy Resolutions

Policy Resolutions shall represent the considered or general view of the CSA with respect to any issue and may have limited or unlimited temporal reference. A Policy Resolution shall in most respects pertain to the prudent conduct, sagacity, course, or general plan of action to be adopted by the CSA.

Policy Resolutions require one meeting's Notice of Motion and must be passed by a two-thirds (2/3) vote at a subsequent Board of Director's Meeting. A Policy Resolution passed by a two-thirds (2/3) vote shall be considered an official Policy of the CSA.

The rescindment of a policy of the CSA shall require one board meeting's Notice of Rescindment and must be rescinded by a two-thirds (2/3) vote at a Board of Directors meeting.

Executive and Directors of the CSA are expected to be familiar and act in accordance with the current CSA policies as stated in the policy manual. If an Executive or Director feels that a policy should not be followed, they must petition the Board of Directors to suspend said policy until further review may take place.

If an Executive or Director is found willfully acting against CSA policies, this will be noted in the Executive or Director's file pursuant to Article 15 of Bylaw 1 (Accountability and Removal From Office).

3. Simple Resolutions

A Simple Resolution shall be a resolution which is not defined by article 2 of this bylaw.

4. Policy Review

Policy of the CSA shall be reviewed annually in accordance with the Policy Review Policy. Any member of the CSA may put forward amendments to the Bylaws and/or Policy Manual. Members interested in reviewing policy must provide written notification to the Board of Directors at the next regularly scheduled meeting of the Directors.

Formal approval by the Board of Directors is not necessary to start the review process of a policy of the CSA.

All policy of the CSA established by the Board of Directors shall be the official policy position that the Association will take, and they shall be reviewed after three years, and unless re-ratified by the CSA Board of Directors, these policies will expire.

5. Policy Manual

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Demetria Jackson 12-10-29 12:01 PM

Deleted: and shall be able to act as a preamble to a resolution to implement. A Policy Resolution shall contain a resolution to implement, which shall be a resolution prescribing a course of action to be adopted as Standing Policy of the Central Student Association. .

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Deleted: Policy of the Central Student Association shall be reviewed each year at the request of any member of the Board of Directors. The request for review must pass by a simple majority vote. Procedures for the policy review will be established by the Board of Directors approval. One CSA Board Meeting's notice of motion is required to commence procedure for a policy review. .

Demetria Jackson 12-10-29 11:59 AM

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All motions/resolutions which have been approved as *CSA* Policy will be compiled in a *Central Student Association Policy Manual*. The manual will be updated periodically and shall become an Appendix of By-Law Number 5.

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Central Student Association

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Central Student Association

Bylaw 4 – Member’s Meetings

1. Annual and Other Meetings of Members

The annual general meeting or another general meeting of the members shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place appointed by the Board of Directors.

At every Annual General Meeting in addition to any other business that may be transacted, reports from the Executives, the financial statement and the report of the auditors shall be presented and the auditors appointed for the ensuing year and the remuneration of the auditors shall be fixed.

Normally new business shall immediately precede Executive reports and shall follow the presentation of the financial statements and the report, appointment and remuneration of the auditors.

If the financial statement and the report of the auditors are not presented or the auditors are not appointed for the ensuing year at an annual general meeting a special general meeting must be held, which would appoint auditors. The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:

- a. Notice of such business must be served as information at a meeting of the Board of Directors, and
- b. Such a meeting of the Board of Directors must take place at least 10 days before the Member’s Meeting in question.

A motion passed by the Board of Directors or the executive committee shall have the power to call at any time a general meeting of the members of the Corporation.

Ten days shall be the minimum period of notice preceding a meeting of members.

Quorum for annual or any other general meeting of the members shall be set at 1 % of the general membership as defined in By-law 1 articles 3.1 and 3.2.

Drew Garvie 12-10-10 12:17 PM

Comment [1]: Table of Contents says page 37 and it's on page 40. Will it become page 37 after changes are passed at AGM?

CSA Talk 12-10-31 1:24 PM

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Drew Garvie 12-10-10 12:18 PM

Comment [2]: Slightly formal language? It is fairly clear though...

CSA Talk 12-10-31 1:25 PM

Deleted: as the Board of Directors may determine and on such-day as the said directors shall appoint.

Drew Garvie 12-10-10 12:19 PM

Comment [3]: Board report or individual Board of Directors Members reports

CSA Talk 12-10-31 1:26 PM

Deleted: the report of the Board of Directors

CSA Talk 12-10-31 1:27 PM

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Drew Garvie 12-10-10 12:22 PM

Comment [4]: Makes sense, get the most important stuff out of the way first.

Drew Garvie 12-10-10 12:26 PM

Comment [5]: What's so "special" about it...

Drew Garvie 12-10-10 12:28 PM

Comment [6]: So this means that motions may come from the floor only if they are connected to a agenda item? No motions from the floor? There is no way for a GM to amend an agenda?

Drew Garvie 12-10-10 12:30 PM

Comment [7]: Too high? We should research what other SU's have quorum at and what their experience is...

Should the CSA fail to reach quorum at a general meeting twice consecutively, a general meeting may be called within three weeks for the sole purpose of approving the auditor's report and appointing the following year's auditor. Quorum for this meeting shall be 50 members. No additional business may be conducted at this meeting.

2. Error or Omission in Notice

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the email address of any member, director or officer, shall be his or her last address recorded on the books of the Corporation

Drew Garvie 12-10-10 12:33 PM

Comment [8]: Hmm?

Drew Garvie 12-10-10 12:34 PM

Comment [9]: Hmm? Add email?

Other research to do:

-Look at corporations act

-see how often an AGM is required, how often audited reports need to be seen at an AGM.

Policy Bylaw and Review Committee (PBRC)

Meeting #7

Date: Wednesday November 7, 2012

Attendees: Demetria Jackson, Yosra Mohamed, Eric Bathke, Joshua Ofori-Darko, David Alton, Matthew Pecore

Regrets: Drew Garvie, Charles Hamilton

Absent: Stephen Fournier

Scribe: Demetria Jackson

Agenda

3:10pm

1. Introductions

2. Ratification of PBRC members

BIRT, Denise Martins, David Alton, and Charles Hamilton be ratified as members of PBRC.

Moved by Yosra. Seconded by Demetria. Carried.

3. Approval of the Agenda

Motion to approve the agenda.

Moved by Denise. Seconded by Josh. Carried.

4. Approval of the Minutes: Oct 24, 2012 and Oct 31, 2012

Motion to approve the minutes omnibus.

Moved by Denise. Seconded by Matthew. Carried.

5. Discussion and Review of Appendix A (CSA Rules of Order) – Demetria Jackson

Changes have been made to policy as per the review of the last meeting this policy was discussed.

Discussion commences with the newly numbered 3.0 Efficiency of Board Meetings

Recommendation #1: Make the following change to 3.5 and 3.5.1:

***“3.5 New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a board meeting may only be discussed under New Business, following the completion of all properly submitted items falling under the discussion section.*”**

~~3.5.1 New Business items must be time sensitive or emergency in nature.”~~

Committee agrees to adopt recommendation #1.

Recommendation #2: Incorporate language in 3.1 that identifies who is responsible for the creation of board packages.

Committee agrees to adopt recommendation #2.

The Communications & Corporate Affairs Commissioner should be listed as the Executive responsible for the creation of the board package. This doesn't mean that they necessarily put it together but it means that it is their responsibility to ensure it is assembled.

Recommendation #3: Include language in 3.2 to clarify that this section is about reading things that have already been submitted in the report. Ensure there is language that mentions that exceptions can be made for accessibility purposes at the discretion of the chair.

Committee agrees to adopt recommendation #3.

Lengthy discussion about whether or not the current 3.2 creates inaccessibility within the board meetings.

Recommendation #4: amend the language in 3.7 regarding oral reports to reflect that no oral reports are allowed. Also include language that defines "oral reports".

Committee agrees to adopt recommendation #5.

Noted opposition from Matthew Pecore.

Debate on what "oral reports" mean. Does it mean reading what is already submitted in the board package or does it mean providing highlights? The committee agrees that providing highlights/speaking to one's report is fine. However, it is not appropriate to read information submitted in a board package that the board should have already read.

Point made that there may be extenuating circumstances, which might hinder a Commissioner's ability to submit a report to the board package. Therefore, the language should remain the same.

Point made that the board would hopefully be understanding of any extenuating circumstances if communicated with them.

Recommendation #5: to make the following amendment to 4.1:

“Since it is more difficult to monitor and address the actions of non-Directors, visitors should only be allowed to attend an in-camera session if their presence is necessary and with a majority vote of the board of directors. Non Directors and visitors shall sign a *Confidentiality and Conflict of Interest Agreement* before participating and/or presenting in an in-camera session.”

Committee tables the discussion on this recommendation to the next meeting when Appendix A will be discussed.

Discussion around whether or not non-Directors should stay for the conversation/debate portion of an in-camera session or if they should just present and then leave the room; this would ensure they are not taking much information out of the meeting. Point made that if someone is asked to be in an in-camera session they are most likely there to provide information, context, and clarity to a situation so they should be able to stay for the duration of the in-camera session if that is the wish of the board.

Debate on whether the board should vote on whether or not a non-Director should be allowed to attend an in-camera meeting. Point made that the board should not because if someone is brought in, they have agreed to take time out of their schedule to provide information to the board of directors.

Recommendation #6: to add a line in 4.1 under “Procedures Following Accusations of a Breach of Confidentiality” that outlines the process for submitting an allegation.

Committee agrees to adopt recommendation #6.

Recommendation #7: strike the “Non-Directors” section from “Suggested Penalties” in 4.2 (Order of Proceedings).

Committee agrees to adopt recommendation #7

Debate on whether it should be removed. The board does not have the authority to make a non-Director and non-Member comply with the policies of the CSA.

Additional conversation regarding the clarity of the “suggested penalties” section and whether or not any future board (should a breach of confidentiality exist) would feel as if their powers were constrained to this list.

6. Review of agenda and tasks for next meeting

Next meeting: Bylaw 1 (Josh)

7. Adjournment – 4:32pm

APPENDIX A – CSA RULES OF ORDER

Board meetings are organized around Robert's Rules of Order with the following exceptions and clarifications:

1.0 Quorum

Quorum for board of directors meetings is a simple majority of Directors of the Board

2.0 Challenging the Chair

2.1 A member of the Board may challenge the Chair if it is felt that the Chair has made a ruling which contravenes CSA Rules of Order. If a challenge is made, the Chair passes control of the meeting to another Director, generally the Communications & Corporate Affairs Commissioner, and defends the ruling. The challenger then gives reasons for the challenge. After debate a vote is taken to sustain the Chair's ruling.

2.2 If the ruling is not sustained, a vote is then taken on whether or not the error merits dismissal of the Chair for the remainder of the meeting. If so the Communications & Corporate Affairs Commissioner or another Director chosen by the Board will facilitate the remaining agenda items.

2.3 If the Chair is asked to leave the meeting, then an agenda item may be added at the end of the meeting at the request of any Director to discuss the potential permanent removal of the Chair. This discussion will be held in camera.

3.0 Efficiency of Board Meetings

In order to facilitate efficient Board meetings, the following conditions shall be kept:

3.1 All submissions, with the exception of new business shall be in writing and placed in members' boxes three days previous to that week's meeting, for members to read, and talk/think about; otherwise that business shall be omitted from the agenda.

3.2 There shall be no reading of reports, policies, etc., only questions or debates on the matter at hand. Exceptions can be made for Accessibility purposes at the discretion of the Chair.

3.3 Debate shall be limited. Members' comments or questions must be concise and preconceived and relevant to the debate. Visitors shall be allowed to speak following a motion to extend speaking rights to everyone in the room.

3.4 In discussion, there shall be no repetition of comments; if a person should repeat a statement previously made they may be ruled out of order by the chair.

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Demetria Jackson 12-10-16 8:34 PM

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Demetria Jackson 12-11-6 10:37 AM

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Demetria Jackson 12-10-16 8:40 PM

Comment [1]: Is this clear? I read this as: agenda items cannot be added without a submission to the board package.

Demetria Jackson 12-10-16 8:42 PM

Comment [2]: What if the Chair disregards Accessibility issues? Should there be stronger language?

3.5 All new items brought forth at the time of a Board meeting may only be discussed under New Business, following the completion of all properly submitted items falling under the discussion section.

3.5.1 New Business items must be time sensitive or emergency in nature.

3.6 All motions, not written and included in the Board package are to be projected on a screen by overhead or LCD projector so that members may view them during discussion and voting. All motions are to be read aloud prior to voting.

3.7 Oral reports, including Executive Reports will be avoided where possible unless accompanied by a written report.

3.8 Any presentations to the Board of Directors are to be submitted in the board package, and presentations will be given a maximum of 10 minutes to present. Presentations that are not submitted in the board package will only be allotted a maximum of 5 minutes to present. This time may be extended by a motion of the Board of Directors requiring a 2/3rds majority.

3.8.1 The length of a presentation may also be extended or shortened by a motion at a Board of Directors meetings prior to the presentation, as long as notice of that presentation is given time.

3.9 Meetings will be no longer than five (5) hours in duration including all breaks and recesses duly called by the Board. Meetings may be extended beyond five hours only following a 2/3 vote of the Board of Directors where debate shall be limited only to the length of the extension.

3.9.1 Any remaining items on the agenda at the expiry of the first five hours of meeting time, will be placed on the agenda of the next regularly scheduled Board meeting under Unfinished Business.

4.0 In-Camera Sessions

4.1 BACKGROUND

A motion to move in-camera is made when there are matters to discuss that can not be made public. All debate in camera is strictly confidential because its' content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in-camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-Directors, visitors should only be allowed to attend an in-camera session if their presence is necessary.

Procedures Following Accusations of a Breach of Confidentiality

- A brief presentation of the allegation shall be made by the Chair at the first board meeting following knowledge of the allegation. This shall take place under new business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.
- The Board shall then appoint a committee to hear the allegations. The committee shall consist of four board members. Although not necessary, it would be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this board meeting, and must make a presentation at the next board meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it

Demetria Jackson 12-10-16 8:44 PM

Comment [3]: Is this the language we want to use? Is this too wishy-washy? What does "where possible" look like?

Demetria Jackson 12-10-16 8:47 PM

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Demetria Jackson 12-10-16 8:48 PM

Comment [4]: Do we need a bullet to mention that anyone with a claim/allegation should forward it to the chair?

must have more meetings, the matter can be deferred to (but no later than) the next board meeting after that. The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved. Committee members will also take this opportunity to review the evidence against the individual in question, and recommend to their accuser(s) any additional information that the Board may ask for. Hopefully, the committee will be able to ensure that all of the relevant information is brought to the board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the board level.

- When the case is brought to the board by the committee, all proceedings shall move in-camera.

4.2 ORDER OF PROCEEDINGS

- The Chair of the committee shall make a brief introduction. First, they shall state that charge that has been made. Second, they shall outline the procedures that the committee followed to assure the board that the committee has acted properly.
- The person(s) charging a breach of confidence shall present all of their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.
- The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.
- The Board of Directors shall then deliberate on the matter and reach a decision as to whether or not the accused has violated the confidence of the in-camera session. The Board must make a decision at the first regularly scheduled meeting after the committee has finished meeting.
- If found to have breached the confidentiality of an in-camera session, the person(s) in question may appeal, if and only if, significant new information is brought to light. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases where the information has no merit or relevance.
- The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of camera, at which time the decision shall be written and voted on in a formal motion.

Suggested Penalties

Directors (in order of severity)(including executive)

- a written apology to those directly affected
- a written apology to the CSA and those affected to also be sent to the Ontario
- removal from the Board of Directors (which for an executive member would include impeachment procedures)

Non-Directors

- a written apology to those directly affected
- a written apology to the CSA and those affected to also be sent to the Ontario
- a motion that this person no longer be allowed to be present at any future in-camera sessions
- in extreme cases, the Board may decide to investigate the possibility of revoking one's membership.

Demetria Jackson 12-10-16 8:53 PM

Deleted: Board Members

Demetria Jackson 12-10-16 8:54 PM

Comment [5]: Does the board have the authority to make a non-director comply to the rules of the CSA?

Demetria Jackson 12-10-16 8:54 PM

Deleted: Board Members

Policy Bylaw and Review Committee (PBRC)

Meeting #8

Date: Wednesday November 14, 2012

Attendees: Demetria Jackson, Yosra Mohamed, Stephen Fournier, Joshua Ofori-Darko, Drew Garvie, Matthew Pecore, Denise Martins

Regrets: Charles Hamilton, David Alton

Absent: Eric Bathke

Scribe: Demetria Jackson

Agenda

1. Introductions

2. Approval of the Agenda

Moved by: Demetria Seconded: Yosra

3. Approval of the Minutes: November 7, 2012

Moved by: Denise Seconded: Yosra

4. Discussion and Review of Bylaw 1 – Josh, David, Denise, Charles, Eric, Yosra

Decision made to discuss the sections of non-Exec members present first.

Section 13: Meeting of the Board of Directors (Denise)

Recommendation 1: All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.

Committee agrees to adopt recommendation.

I like the board being able to tell people to leave board meetings if they are not members. If this is a concern, we can choose not to extend speaking rights or go into camera. The presence of certain people may influence discussion in a certain way.

Recommendation 2: Make the following changes to the second paragraph (see below). Also, to strike any reference to the BoD meeting schedule in the policy manual, specifically Appendix B, section 2.0.

The Board of Directors shall meet at least four (4) times during an academic semester. The Communications & Corporate Affairs Commissioner shall schedule these meetings. In addition, meetings of the Board of Directors may be called on 24-hour notice in three ways:

- Decision of three members of the Executive Committee;
- Student petition with 50 signatures presented to the Communications &

Corporate Affairs Commissioner;

- Petition of one-third of ratified members the Board of Directors brought to the Communications & Corporate Affairs Commissioner.

Committee agrees to adopt recommendation 2.

Recommendation 3: To amend the Communication & Corporate Affairs Job Description to reflect language that stipulates that they must coordinate meetings in accordance with this policy.

Committee agrees to adopt recommendation 3.

Recommendation 4: To amend the third paragraph to read:

A quorum shall consist of a majority of ratified Directors. Members must be present at a meeting to count for quorum and vote.

Committee agrees to adopt recommendation 4.

Recommendation 5: To move the last paragraph in s.13 (see below) to s.14 Accountability & Removal from office.

“The Board of Directors shall have power to de-ratify any member of the Board of Directors should they be absent without reasonable cause for two or more consecutive meetings or, three or more meetings in general, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the Communications & Corporate Affairs Commissioner or a designated staff member at least 24 hours in advance of the meeting.”

Committee agrees to adopt recommendation 5.

How would this work for emergency meetings? Consensus that this shouldn't apply for emergency meetings. Suggestion made to give 12 hour notice. Committee agrees to remove the requirement of notifying the Communications & Corporate Affairs Commissioner about absences for emergency board meetings.

Section 18: Conflict of Interest

Recommendation 6: To make the following changes to the first paragraph:

A conflict of interest arises when relationships ~~exist in matters related to the issue~~ that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A ~~member of the Board of Directors, Executive, and/or Staff~~ shall be deemed as being in conflict of interest when any contracts or proposed contracts exist that are to the benefit or detriment of their selves or their

~~family, partners, roommates, housemates, or other organizations to which they are currently affiliated, that do not pertain to their job description or mandate who has a personal interest, directly or indirectly, in any contract, transaction, proposed contract, or proposed transaction, under consideration of the Board of Directors or of a committee created by it shall be deemed as being in a conflict of interest, where:~~

- ~~a. Contract is defined as any written or verbal agreement between two or more parties for the doing or not doing of something specified which is related to the matter at hand.~~
- ~~b. Transaction is defined as an exchange of money, services, goods, position, or favours are exchanged for money, services, goods, position or favours.~~
- ~~c. Interest is defined as any instance where any contract or transaction, proposed contract or proposed transaction could be to the benefit or detriment of themselves, family, partners, roommates/housemates, other organizations to which they are currently affiliated, that do not pertain to their job description or mandate.~~

Committee agrees to adopt recommendation.

Lengthy discussion regarding the format of sentences and the necessity to include definitions of “contract” and “transaction”. Main points of discussion include whether or not the board will need these definitions in the future and whether the policy makes sense as written.

Recommendation 7: to reword the third paragraph that outlines where a Director does not have a conflict of interest. Specific attention should be towards the section that mentions “political statements of support”.

Committee agrees to adopt recommendation 7.

Drew will work on this recommendation.

Discussion on whether or not this section is needed. Historical information/context was provided with regards to past Directors being silenced for their political opinions on a topic because they were told they were in a conflict of interest. Committee agrees that this should remain in, but should be reworded.

5. Review of agenda and tasks for next meeting

Appendix F will be reviewed next semester. Appendix A and C will be the topics of the next meeting.

6. Adjournment – 4:30pm

SECTION 12 EDITS BY DAVID AND JOSH

12. Executive Empowerment

The Executive Committee shall upon a properly worded motion ~~within a given semester be deemed to~~ or for the period between semesters in-between regularly scheduled Board Meetings, shall possess limited powers of the Board of Directors, herein referred to as Executive Empowerment. ~~The motion shall contain any limitations which the Executive shall be bound to.~~

Executive Empowerment is defined as the general conduct of business pursuant to all CSA By-laws and policies, which shall include expenditures exceeding five thousand dollars to cover payroll and any remittances to federal or provincial governments. All other expenditures must be contained within a specified budgetary line item, and shall not exceed \$4999.99.

Under Executive Empowerment the Executive Committee shall ~~never to approve bylaw and policy changes, or~~ have the power to suspend any policy of the CSA. If it is felt that there is a pressing need to suspend any policy the Executive Committee shall reconvene the Board of Directors.

~~A motion to Empower the Executive shall contain any limitations which the Executive shall be bound to.~~

SECTION 13 EDITS BY DENISE AND JOSH

13. Meetings of the Board of Directors

All meetings of the Board of Directors shall be open to any member of the University Community. Others may attend subject to the approval of the Board of Directors.

The Board of Directors shall ~~meet at least four (4) times~~ during an academic semester. Meetings of the Board of Directors may be called on 24 hour notice by three members of the Executive Committee, by petition to the Communications & Corporate Affairs Commissioner or by one-third of Board of Directors.

A quorum shall consist of ~~one half plus one~~ a majority of the Board of Directors excluding any then vacant seats, and at all times a majority vote thereof shall be sufficient, unless otherwise specified in this bylaw or any bylaw thereof. Proxies shall not be allowed for quorum or for voting.

The Board of Directors shall have power to de-ratify any member of the Board of Directors should they be absent without reasonable cause for two or more consecutive meetings or, three or more meetings in general, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the Communications & Corporate Affairs Commissioner or a designated staff member at least 24 hours in advance of the meeting. The Board of Directors shall operate under the Central Student Association's Rules of Order as per Appendix A.

13. Meetings of the Board of Directors

All meetings of the Board of Directors shall be open to any member of the University Community. Others may attend subject to the approval of the Board of Directors.

Demetria Jackson 12-11-14 10:40 AM

Comment [1]: Grey highlights proposed by Josh.

Dav 12-11-14 10:40 AM

Comment [2]: The phrasing of this paragraph is confusing. I think this is because it tries and combines many sentences into one. I suggest something of this nature (Executive empowerment is when the executive committee is given limited powers of the board of directors. This occurs in the following situations:
1. the period between semesters in-between regularly scheduled Board Meetings
2. With a properly worded motion approved by the board.

Dav 12-11-14 10:40 AM

Comment [3]: (never be able to approve bylaw...)

Joshua Ofori-Darko 12-10-1 1:27 AM

Comment [4]: Lots of overlap and conflict in appendix A section 1

Joshua Ofori-Darko 12-10-1 1:27 AM

Comment [5]: Appendix b section 2

Joshua Ofori-Darko 12-10-1 1:27 AM

Comment [6]: Separate sounds like talking about meeting quorum and voting quorum

Joshua Ofori-Darko 12-10-1 1:27 AM

Comment [7]: How does this jive with election policy and accountability

Denise Martins 12-11-14 10:45 AM

Comment [8]: This should be changed to "public." It is not the practice of the Board to ban anyone from board meetings or to find out at the beginning of a meeting who is a "member of the University Community" and who isn't.

The Board of Directors shall meet at least four (4) times during an academic semester. Meetings of the Board of Directors may be called on 24 hour notice by three members of the Executive Committee, by petition to the Communications & Corporate Affairs Commissioner or by one-third of Board of Directors.

A quorum shall consist of one half plus one of the Board of Directors excluding any then vacant seats, and at all times a majority vote thereof shall be sufficient, unless otherwise specified in this bylaw or any bylaw thereof. Proxies shall not be allowed for quorum or for voting.

The Board of Directors shall have power to de-ratify any member of the Board of Directors should they be absent without reasonable cause for two or more consecutive meetings or, three or more meetings in general, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the Communications & Corporate Affairs Commissioner or a designated staff member at least 24 hours in advance of the meeting. The Board of Directors shall operate under the Central Student Association's Rules of Order as per Appendix A.

Denise Martins 12-11-14 10:45 AM

Comment [9]: Can we break these three ways into bullet points for clarification?

Denise Martins 12-11-14 10:45 AM

Comment [10]: A student petition? How many signatures?

Denise Martins 12-11-14 10:45 AM

Comment [11]: This should be changed to majority to reflect Roberts Rules (and democratic practice).

Denise Martins 12-11-14 10:45 AM

Comment [12]: ratified directors

Denise Martins 12-11-14 10:45 AM

Comment [13]: "thereof" is unnecessary

Denise Martins 12-11-14 10:45 AM

Comment [14]: ^

Denise Martins 12-11-14 10:45 AM

Comment [15]: Proxy voting is not dealt with in detail in policy. I think this should be changed to say something like "Members must be present at a meeting to vote" or something like that.

Denise Martins 12-11-14 10:45 AM

Comment [16]: Doesn't this conflict with Removal from Office?

Denise Martins 12-11-14 10:45 AM

Comment [17]: "CSA"

Denise Martins 12-11-14 10:45 AM

Comment [18]: Appendix A IS CSA Rules of Order. This should be rephrased to reflect that.

SECTION 14 EDITS BY CHARLES AND JOSH

14. Accountability & Removal From Office

Members of the Executive Committee may be removed from office by a referendum of the members of the Association.

Quorum for this referendum is 10%. A simple majority of this is required to remove the executive officer. A referendum may be initiated by either a petition from 10% of the Association members or a 2/3 vote of the Board of Directors.

Any member of the Board of Directors appointed or elected may be removed from office by a referendum of the constituency represented by that member. Quorum for this referendum is 10%. A simple majority of this is required to remove the director. A referendum may be initiated by either a petition from 10% of the member college or student organization's members, or a 2/3 vote of the Board of Directors.

Any Executive or Director may be reprimanded for violation of by-laws or policy, poor job performance or unprofessional behaviour. A reprimand requires a 2/3 vote of the Board. All discussions surrounding reprimands shall take place In Camera but the vote and reasons for the reprimand shall be recorded in the Board minutes.

The purpose of a reprimand is to be corrective and constructive. With this in mind the Board may define the substance of the reprimand and any consequences at its discretion but always in accordance with CSA bylaws and policies. (It is recommended that CSA Human Resources policy on Positive Discipline be used as a guide.)

Proposals to reprimand must be presented to the Board in writing and should clearly state the problem, any immediate corrective action and future expectations.

Proposals to reprimand can be submitted in confidence to the Executive Evaluation Committee Chair in the case of an Executive reprimand or to the Communications & Corporate Affairs Commissioner in the case of a Director reprimand.

SECTION 15 EDITS BY JOSH

15. Referendum

All student groups proposing a referendum question will be provided with quorum statistics for the last four Fall and Winter Election periods.

A referendum may be initiated by: A two thirds affirmative vote on an appropriately worded resolution by the Board of Directors or the receipt, validation and presentation to the Board of Directors by the Chief Electoral Officer of a petition signed by at least 10% of the members of the Central Student Association. The Chairperson shall be allowed seven days after receipt of such a petition to verify the signatures therein and shall present it thereafter at the next meeting of the Board of Directors.

Referendum balloting will be held in accordance with all applicable regulations in By-Law 2 and any standing regulations or resolutions pertaining to such as established by the Board of Directors.

Joshua Ofori-Darko 12-11-14 10:50 AM

Comment [19]: Working group to discuss this, and elections policy references

Charles 12-11-14 10:50 AM

Comment [20]: If I understand this, we need at least 10% of the undergraduate student population signatures to get a referendum question to remove an executive from office, but only a simple majority of 10% of the undergraduate vote? Is this too low?

Charles 12-11-14 10:50 AM

Comment [21]: I am assuming that the Board member is doing at least the mandatory amount of work he/she needs to do as a board member (therefore, can't be de-ratified), but in this case is be a continual nuisance or in conflict of interest in the office position?

Charles 12-11-14 10:50 AM

Comment [22]: What does this entail? I like the fact that there is a two-tier system for dealing with executives, instead of one that just results in impeachment. Should a working group be formed to take a look at this?

At least 20% of the registered membership of the Central Student Association must vote in any referendum to be valid.

Support by a majority in a positively worded referendum will mean the passing of the resolution under question. A tie vote will be considered a lost vote. The results of the referendum shall thereby be binding upon the Central Student Association.

SECTION 16 EDITS BY JOSH

16. Amendment

An amendment to the University of Guelph Central Student Association's By-laws and Policies may be proposed at any Board of Directors meeting by two (2) voting members of the Board, or by receipt and presentation of a petition signed by ten percent (10%) of the membership of the Central Student Association.

Proposed amendments require one meeting's notice and require discussion and a vote at the a subsequent board meeting to either:

- postpone to a particular date; or
- refer to a committee; or
- approve or disapprove

Amendments to the CSA bylaws require a two-thirds (2/3) majority vote to pass.

While preparing written notice is strongly encouraged, anyone who presents a verbal notice of motion must submit a written copy of the verbal notice given to the Communications & Corporate Affairs Commissioner within forty-eight (48) hours of the notice. The Communications Commissioner will distribute the written copy to all members of the Board of Directors within twenty-four (24) hours of receipt. If a written copy is not submitted within forty-eight hours, the motion must be presented again at the next available meeting of the Board of Directors.

To increase accountability and transparency, all votes taken on an amendment to the CSA Bylaws and/or Policies must be recorded by a roll call vote.

By-law amendments passed by the Board of Directors must be confirmed by the membership at a duly called AGM. Amendments will be considered to be in effect until confirmation at an Annual General Meeting. Bylaw amendments must pass the AGM with a simple majority.

Joshua Ofori-Darko 12-10-1 1:27 AM

Comment [23]: Move out to elections bylaw. This are kinda like stances on elections and referda

Joshua Ofori-Darko 12-10-1 1:27 AM

Comment [24]: Replace with submission in the board package

Joshua Ofori-Darko 12-10-1 1:27 AM

Comment [25]: Link to amendments line

SECTION 17 EDITS BY ERIC AND JOSH

17. Confidentiality

At the beginning of every meeting of the Board of Directors or committee created by it, held in camera, the Chair of the meeting shall bring this bylaw, and Appendix B Internal Policy, Setion 4.0 Confidentiality and Conflict of Interest Agreement and Section 5.0 Protection of Privacy and Access to Information to the attention to all present.

All present will be bound to keep the proceedings confidential, unless otherwise directed by the Chair of the Board of Directors or any committee created by it with a support of the majority. Exiting and re-entering an in camera session will be permitted with the understanding that all present are obligated to keep the proceedings confidential.

Non-members will be permitted to attend an in camera session of the Board of Directors or any committee created by it only after a motion requesting attendance to an in camera session is approved by a majority vote of members present and voting.

If any person in attendance at a meeting of the Board of Directors or any committee created by it, held in camera, shall give notice of their intention not to be bound by the provisions of this bylaw, and refuse to leave the room when requested to do so, the Chair shall, subject to a resolution of the board supported by a majority vote, adjourn the meeting, after having informed members that it will be reconvened at a time and place of which the offending person will not be notified.

SECTION 18 EDITS BY YOSRA

18. Conflict of Interest

A conflict of interest arises when relationships exist in matters related to the issue that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A member of the Board of Directors, Executive, and/or Staff who has a personal interest, directly or indirectly, in any contract, transaction, proposed contract, or proposed transaction, under consideration of the Board of Directors or of a committee created by it shall be deemed as being in a conflict of interest, where:

- Contract is defined as any written or verbal agreement between two or more parties for the doing or not doing of something specified which is related to the matter at hand.
- Transaction is defined as an exchange of money, services, goods, position, or favours are exchanged for money, services, goods, position or favours.
- Interest is defined as any instance where any contract or transaction, proposed contract or proposed transaction could be to the benefit or detriment of themselves, family, partners, roommates/housemates, other organizations to which they are currently affiliated, that do not pertain to their job description or mandate.

A state of a conflict of interest shall not exist for a director should a matter under consideration be a directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.

Where the Board of Directors or a committee created by it is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors or committee may declare, by a resolution

Eric 12-11-14 10:57 AM

Comment [26]: "privacy"

Eric 12-11-14 10:57 AM

Comment [27]: "access"

Joshua Ofori-Darko 12-11-14 10:57 AM

Comment [28]: We should include a section of this in Board training

Eric 12-11-14 10:57 AM

Comment [29]: Delete – redundant

Eric 12-11-14 10:57 AM

Comment [30]: "present members"

Eric 12-11-14 10:57 AM

Comment [31]: Delete - redundant

Eric 12-11-14 10:57 AM

Comment [32]: delete

Eric 12-11-14 10:57 AM

Comment [33]: how far in advance?

Eric 12-11-14 10:57 AM

Comment [34]: Period.

Eric 12-11-14 10:57 AM

Comment [35]: If they...

Yosra Mohamed 12-11-14 10:59 AM

Comment [36]: What is THE issue? Remove and replace with "discussed"

Yosra Mohamed 12-11-14 10:59 AM

Comment [37]: language

Yosra Mohamed 12-11-14 10:59 AM

Comment [38]: Exchange of position?

Yosra Mohamed 12-11-14 10:59 AM

Comment [39]: Delete

carried by two-thirds of the members present and voting at the meeting, that a conflict of interest exists and that the member found in conflict shall follow the procedure below.

In the event of a conflict of interest, the interested party shall:

- a. Prior to any vote on the issue, declare the conflict of interest to the Chair, Communications & Corporate Affairs Commissioner or the Board as a whole.
- b. Refrain from voting in relation to the matter.
- c. Withdraw from the meeting when the matter is discussed if requested to do so by a simple majority of the members present and voting at the meeting.
- d. If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from the contract

No member of the Central Student Association shall personally benefit through gifts as a result of their position on the Central Student Association.

No member of the Board of Directors who is an employee or whose partner is an employee of the Central Student Association may vote on matters related to the terms of employment, remuneration or benefits, rights or privileges available to the aforementioned individuals, to which the vote pertains.

Yosra Mohamed 12-11-14 10:59 AM

Comment [40]: Consistency. Board vs Board of Directors

Yosra Mohamed 12-11-14 10:59 AM

Comment [41]: Disconnect between a) and the paragraph above



TO: Board of Directors
FROM: Demetria Jackson, Chair of the Policy Bylaw & Review Committee (PBRC)
DATE: November 28, 2012
RE: F12 – End of Semester Report

The Policy, Bylaw & Review Committee is responsible for the development and review of bylaws and policies as mandated by the Board of Directors and/or the CSA Bylaws and Policy Manual. This semester we have had a lot of debate and discussion on many of the policies scheduled for review this year. PBRC has a number of dedicated members and it has been a pleasure working with each of the below members:

MEMBERSHIP:

Demetria Jackson – Policy & Transition Manager (Chair)
Drew Garvie – Communications & Corporate Affairs Commissioner (Vice-Chair)
Yosra Mohamed – Director, CMESA
David Alton – Director, CSAHS
Joshua Ofori-Darko – Human Resources & Operations Commissioner
Matthew Pecore – Local Affairs Commissioner
Stephen Fournier – Director, CSAHS-SA
Denise Martins – Student
Charles Hamilton – Clubs Coordinator
Eric Bathke – Student

DATES OF MEETINGS:

September 25, 2012	October 24, 2012	November 21, 2012
October 1, 2012	October 31, 2012	November 28, 2012
October 10, 2012	November 7, 2012	
October 17, 2012	November 14, 2012	

Meetings have been regularly scheduled for Wednesdays at 3pm in the CSA Boardroom (UC 273)

Average # of people in attendance: 6

POLICY REVIEW

NOTE: PLEASE LOOK AT THE MINUTES SUBMITTED IN THIS BOARD PACKAGE AND IN PREVIOUS BOARD PACKAGES FOR MORE INFORMATION REGARDING DISCUSSION ON THESE POLICIES

Bylaw 1

Overview: General rules for how the CSA functions. This section includes policy on membership, fees, the board of directors, the executive committee, accountability and removal from office, confidentiality, conflict of interest and more.

Dates Reviewed: October 1, 2012 and November 14, 2012

Progress:

There are 18 sections in this bylaw. The committee has reviewed 11 of the 18 sections. Review will continue into the Winter semester.

Bylaw 4 – Member’s Meetings

Overview: Policy that outlines how member’s meetings are conducted.

Dates Reviewed: October 10, 2012 and October 31, 2012

Progress: Although this is a relatively small policy, there has been lots of discussion around the purpose of different general meetings and the process for adding items to the agenda for an annual general meeting.

Bylaw 5 – Policy Manual

Overview: This is the policy that establishes the CSA Policy Manual as an appendix to the Bylaws and any rules associated with its maintenance.

Dates Reviewed: October 10, 2012 and October 31, 2012

Progress: This policy has been fairly non-contentious. As a result, the committee has been able to move quite quickly through the review process. The changes made have been submitted to this board package as notice of motion.

Appendix A – CSA Rules of Order

Overview: This policy provides tailored and additional rules to follow that go above and beyond those outlined in Robert’s Rules of Order.

Dates Reviewed: October 17, 2012, November 7, 2012 and November 21, 2012

Progress: This policy has sparked some healthy debate regarding the efficiency of board meetings. We have reviewed the entire policy but have tabled some of the discussion surrounding certain sections. After PBRC has completed its review, it will be sending it to the Accessibility Working Group to review the “meeting accessibility” portion of the committee.

Appendix B – Internal CSA Policy

Overview: In this policy, one can find the terms of reference of various standing committees of the CSA among other miscellaneous policies that deal with the internal workings of the organization. This is one of the policies that need to be reviewed because it has some structural problems.

This policy has not yet been reviewed.

Appendix C – CSA Services Policy (Bus Pass Policy)

Overview: Appendix C contains policy on the Bullring, theCannon.ca and the Bus Pass. PBRC is only reviewing the Bus Pass Policy within this appendix.

Dates Reviewed: October 17, 2012

Progress: The committee has reviewed this policy in its entirety once and have made recommendations for amendments. At the next meeting where this policy is discussed, we will be further discussing these recommendations and quite possibly adding some more.

Appendix D – CSA Human Resources Policy

Overview: This policy has 28 sections pertaining to human resources management at the CSA.

Dates Reviewed: October 24, 2012 and November 28, 2012

Progress: This policy will take some time to review. It is a very large project to take on so movement on this policy will not be as quick as the others. However, the discussion that the committee has had to date has been quite productive.

Appendix F – Issues and Organizational Policy

Overview: This policy is the most political of all the CSA policies. It consists of the stances and opinions of this organization.

This policy has not yet been reviewed.

Appendix K – Second Floor Student Space Acceptable Use Policy

Overview: In this policy, one can find information regarding the terms of use for space on the second floor of the University Centre. The board has already passed amendments to this policy

once this semester; these amendments were not made by PBRC. As a result, this policy is at the bottom of our policy review list.

It has not been reviewed by PBRC this semester.

If you have any questions about any of these policies please contact me at csaptm@uoguelph.ca. I would be more than happy to speak with you about the review process for any one of these policies.

Thank you,
Demetria Jackson
On Behalf of the Policy and Bylaw Review Committee

SHAC Oversight Committee Meeting #1 MINUTES

October 31 2012 9am – 10:30am

Location: UC 249

Attendees: Deaglan McManus (chair), Bailey Hollister, Wednesday Bell, Natalie Ennwah-Akrofi

Absent: Maya Helferty, Nick Koss

Scribe:

I. MEETING ADMIN

Appointment of a Scribe

Introductions

Approval of the Agenda

~~Approval of Meeting Minutes~~

II. BUSINESS

1. Overview of Resource Manual Contents
2. Set Timeline and Priorities for 2012-2013 Year
 - Graduate Student Information/Statistics
 - *Bailey will have report on Graduate students by January 4th*
 - Integration of CFC (SSF) Advisory Committee and this Committee
 - *Deaglan will send membership list to Jessica Westlake*
 - *Deaglan will draft new ToR for Committee to reflect SSF responsibilities*

III. NEW BUSINESS

1. How to address training for SHAC staff
 - Staff feel as if they lack specific trainings such as academic. In addition, the coordinator essentially performs some human resources functions but has received no training.

IV. MEETING WRAP UP

Confirm next meeting: *Deaglan will send out Doodle poll*

Call for new agenda items:

- Submit agenda items to Deaglan at least 48 hours in advance of the next meeting.



TO: Board of Directors

FROM: Joshua Ofori-Darko, Human Resources and Operations Commissioner

DATE: Thursday, 15 November 2012

RE: Hiring Committee Report – Outreach & Promotion Coordinator

The Hiring Committee for the Outreach and Promotion Coordinator position met on Friday October 16 to prepare interview questions and candidate short-listing. Interviews were conducted on Friday October 26. In the end, one candidate was selected. Below is a summary of our proceedings:

Job Application Period: Thursday September 20

Job Application Deadline: Friday October 5

Means of advertisement: csaonline.ca, thecannon.ca, e-mail to student organizations and clubs representing marginalized students, posters in UC, Recruit Guelph,

Committee Membership:

Executive Member(s): Joshua Ofori-Darko, Matthew Pecore

Board Member(s): ...

Staff Member(s): ...

Number of applications: 0

Number of candidates interviewed: 4

Successful Candidate: Roisin Lyder

Date Offer was accepted by candidate: Friday November 2, 2012

BIRT, the CSA ratify the hiring of Roisin Lyder as the Outreach and Promotion Coordinator for the 2012/2013 term.

Moved and seconded by: Outreach and Promotion Coordinator Hiring Committee



TO: Board of Directors

FROM: Joshua Ofori-Darko, Human Resources and Operations Commissioner

DATE: Thursday, 15 November 2012

RE: Hiring Committee Report – Promotional Services & Graphic Designer

The Hiring Committee for the Promotional Services & Graphic Designer position met on Thursday November 1 and Monday November 5 to prepare interview questions and candidate short-listing. Interviews were conducted on Monday November 21 and Tuesday November 13. In the end, one candidate was selected. Below is a summary of our proceedings:

Job Application Period: Monday October 15, 2012

Job Application Deadline: Friday October 26, 2012

Means of advertisement: csaonline.ca, thecannon.ca, e-mail to student organizations and clubs representing marginalized students, posters in UC, Recruit Guelph, charityvillage.com

Committee Membership:

Executive Member(s): Joshua Ofori-Darko

Board Member(s):

Staff Member(s): John Bonnar, Christina Hotz, Meaghan Boddie

Number of applications: 11

Number of candidates interviewed: 4

Successful Candidate: Maureen Mendoza

Date Offer was accepted by candidate: Thursday November 15

BIRT, the CSA ratify the hiring of Maureen Mendoza as the Promotional Services & Graphic Designer for the Winter 2013 term.

Moved and seconded by: Promotional Services & Graphic Designer Hiring Committee



TO: CSA Board of Directors
FROM: Drew Garvie – Communications and Corporate Affairs Commissioner
DATE: Thursday, November 22, 2012
RE: Standing Referendum Committee

The CSA Elections process needs two Directors to sit on the Standing Referendum Committee (SRC) throughout the month of January.

This committee will schedule meetings and meet on an as needed basis as referendum questions are submitted to the CSA Chief Electoral Officer who will chair the committee.

The main purpose of the committee is to determine the wording of any referendum questions that will be put to students during the General Elections and make recommendations for adoption to the Board of Directors once petition thresholds have been reached.

The Chief Electoral Officer is requesting that Directors be free to meet on Wednesday January 9, 16 and 23rd at 12pm.

Proposed Motion:

BIRT, _____ and _____ be ratified as members of the Standing Referendum Committee for the Winter 2013 semester.

Excerpt from Bylaw 5

“The Committee will:

- a. Receive all submitted referendum questions from the Elections Office.
- b. Be comprised of the C.E.O. and at least two Board members who have been ratified by the Board of Directors.
- c. Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- d. The Committee will also determine which fee schedule, paid to the CSA for hosting the referendum question is applicable to the group as per 5.2.4.1.

i. Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs,

Services, Board Members or Executive Members acting in pursuance of their respective duties. Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) will be billed \$300 for the use of the CSA Electoral service.”



TO: Board of Directors
FROM: Executive Evaluation Committee
DATE: November 7, 2012
RE: Executive Evaluation Reports

Dear Board of Directors:

In this board package, you will find Executive Evaluation Reports for the first round of evaluations from the Academic & University Affairs, Human Resources & Operations, and Local Affairs Commissioners. These revised goals were submitted after EEC's extended deadline. Pending approval from the Board of Directors of these submitted goals, this first round is now completed.

Round 2

The second round of evaluations commences Friday November 23, 2012 (as approved by the Board of Directors on October 3, 2012). Commissioners have been reminded of the deadline to submit their reports (which include progress on their goals) for November 23, 2012. They have also been warned that failure to submit their second report before 11:59pm on November 23rd will result in a recommendation for disciplinary action at the January 16, 2012 board meeting.

With regards to the first round of evaluations, the Executive Evaluation Committee puts forward the following motion:

WHEREAS, CSA Policy, Appendix B. 3.7.3.10 requires that “the reviewed goals shall be provided to the CSA Board of Directors for approval with any relevant recommendations from the EEC. These approved goals shall then be used as a template for evaluation, commentary and recommendation development for each subsequent round of evaluation”,

BIRT, the CSA Board of Directors approve the goals of the Academic & University Affairs, Human Resources & Operations and Local Affairs Commissioners

Moved and Seconded by the Executive Evaluation Committee

University Centre Room 249
Guelph, Ontario N1G 2W1
E-Mail: csaacad@uoguelph.ca
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Deaglan McManus

Academic & University Affairs

October 12, 2012

Goals

(S) To be a knowledgeable and effective advocate for students with academic issues.

(M) By keeping confidential records of cases I received and worked on, I will be able to tell via follow-up with the individual students if their issue had been resolved and what role I played in the eventual resolution.

(A) Through the collection and self-facilitated familiarization of resources such as the Academic Calendar, Students' Rights and Responsibilities, academic policies and procedures, and connecting with University staff that are avenues for support.

(R) This goal relates to the Academic and Curricular Issues area of my portfolio.

(T) End of August- Ensure the Academic Office has all relevant resources in order to provide drop-in academic support for undergraduate students.

End of December- Consolidate previous academic cases from all available years to form one FAQ document.

End of January- Create list of most useful documents that should be on hand when providing academic advocacy.

End of April- Ensure all confidential information from cases has been properly deleted.

(S) To be a knowledgeable and effective advocate for students with financial issues.

(M) By keeping confidential records of cases I received and worked on, I will be able to tell via follow-up with the individual students if their issue had been resolved and what role I played in the eventual resolution.

(A) Through the collection and self-facilitated familiarization of resources such as Student Financial Services, Ontario Student Assistance Program, and any other source relevant to student finances.

(R) This goal relates to the Student Finance and Post-Secondary Funding Issues area of my portfolio.

(T) End of August- Ensure the Academic Office has all relevant resources in order to provide drop-in financial support for undergraduate students.

End of December- Consolidate previous financial cases from all available years to form one FAQ document.

End of January- Create list of most useful documents that should be on hand when providing advocacy and referrals to students with financial concerns.

End of April- Ensure all confidential information from cases has been properly deleted.

(S) To ensure student concerns are addressed in University committees.

(M) By recording and archiving the discussion topics and outcomes of the various committees I am a part of.

(A) By familiarizing myself with the Terms of Reference of each committee as well as ensuring that I actively participate in every committee I am a part of. I also will make an effort to constantly ensure that I connect with students to ensure that I am properly representing their interests.

(R) This goal relates to the University Issues and Representation aspect of my portfolio.

(T) End of August- Create list of committees that the Academic and University Affairs Commissioner sits on. Include on this list other CSA appointed members and other students. Highlight committees that may be better suited to be covered by another commissioner or a general student.

End of April- Finish transition reports for each committee and recommendations for future involvement.

Ongoing- Ensure that I attend each meeting and come fully prepared to discuss the issues at hand from a student advocate perspective.

(S) To create and implement an awareness campaign in regards to corporate involvement in curriculum and research. To lobby the University to address these issues.

(M) Students will become more aware of how corporations influence their learning as well as what alternatives to corporate involvement exist. They will be also more aware of what resources exist to support them in the struggle to minimize corporate influence in academia.

(A) There exists a wealth of information regarding past struggles against the corporatization of our campus, one of which I was heavily involved in creating. Using those documents as a starting point, I can update others and myself on the progression of those issues and identify new issues that have become apparent.

(R) This goal relates to the University Issues and Representation aspect of my portfolio.

(T) End of August- Consolidate archives on this topic, including past CSA campaigns and University responses.

End of November- Coordinate an outward facing campaign that also involves gathering information about specific curriculums that involve corporations.

End of December- Have a plan in place to facilitate on-going communication to students about these issues.

Ongoing- Participate in panel discussions and events on this topic as requested. Meet with the AVP (Academic) as a tool to lobby continuously for a University action plan to prevent the degradation of students' rights.

(S) To ensure adequate attendant care services exist for current and future students.

(M) A baseline measurement was established in 2009 through student testimonials that were included in the Attendant Care Proposal. By collecting testimonials of this year's students and future students we will be able to track the progression of student satisfaction of the service. An increase in the number of students attending the University of Guelph who require these services can also be used as an indicator of adequacy of attendant care.

(A) I am being supported through this struggle by many of the students receiving attendant care services, as well as two former students who received different attendant services, two university

employees, and others. This external support has been crucial for me thus far and will ensure that this is a goal that we can actually achieve together.

(R) This goal relates to the Accessibility to Students with Disabilities Issues portion of my portfolio.

(T) End of May- Meet with the Executive Director of Guelph Independent Living to discuss past issues with care and how they intend on moving forward this year with the funds secured through the United Way in order to provide on-call attendant services for the Fall 2012 and Winter 2013 semesters.

End of June- Meet with any interested and available students receiving the services. Ensure the University is working to provide space for the on-call program and supply all necessary resources.

End of December- Submit funding requests to Alumni Affairs & Development and Gordon Nixon Leadership Award to create an on-campus program that would provide adequate care to students in need of attendant care and provide flexible job opportunities to all other students.

End of February- Ensure a transition plan is in place for the program.

Activity To Date

Advocacy

- ◆ Five cases completed, one on-going

Senate

- ◆ Calendar Review Committee changes approved by BUGS
 - Included requiring feedback to students by 40th class day
 - New certificate in Civic Engagement and Global Citizenship
- ◆ Continued involvement at BUGS
- ◆ Taking part in the 5:30-7 working group
 - Determined Stakeholders
 - Took part in focus groups
 - Created, distributed, and analyzed a survey for student organizations
- ◆ Attended Senate meeting on June 4, 2012
- ◆ Attended Senate orientation

Accessibility

- ◆ Campus Accessibility Committee Projects being funded this year are:
 - Accessibility upgrades to the LAS 6th floor study rooms--\$35,000
 - Installing a single stall unisex accessible washroom in the Library--\$40,000
 - Replacement of ramp to J.D. MacLachlan Building--\$30,000
 - Cash allowance for power door operators across campus--\$20,000
- ◆ Pushed for the creation of the washroom on the first floor of the library in time for midterms
- ◆ Chaired Accessibility Working Group
- ◆ Continued advocacy for students receiving the care and regarding general campus accessibility issues
- ◆ Researched funding opportunities for an Attendant Care program
- ◆ Researched other models of Attendant Care on Canadian campuses
- ◆ Received estimate for installing power door opener to airport lounge
- ◆ Provided emergency office space to Guelph Independent Living
 - Created agreement between SHAC, CSA, and GIL
 - Notified University about the situation and their responsibilities

Orientation Week

- ◆ Spray painted the wagon
- ◆ Spoke at Presidents Welcome to New Students
- ◆ Took part in resource fairs
- ◆ Facilitated the “Academics Your Way” event with Dave from the Library
- ◆ Spoke to Campus Compass students regarding the CSA and our services

Student Help and Advocacy Centre

- ◆ Provided ongoing support and evaluations
- ◆ Set-up numerous trainings in the summer

Office Organization

- ◆ Organized and cleaned the giant filing cabinet of mostly irrelevant files dating back to the 1980s

Program Prioritization Process

- ◆ Continuing to respond to student inquiries regarding the process and their potential implications
- ◆ Continued correspondence with Maureen and Brenda regarding student involvement

Human Rights and Equity Office Review

- ◆ Met with the consultant and provided feedback
- ◆ Referred students to consultant to share their experiences
- ◆ Forwarded the Final Report of the Taskforce on Campus Racism to the consultants and highlighted the sections for them regarding human rights offices

Sustainability

- ◆ Helped organize the successful Tapped screening on October 15, 2012
- ◆ Created and hired for the Associate Commissioner of Environmental Sustainability
- ◆ Created and distributed Aqua Campaign materials
- ◆ Recruited volunteers for the Aqua Campaign
- ◆ Involved with ECWG
- ◆ Met with Don O'Leary to review next steps

AVPA Review

- ◆ Reviewed feedback from campus community
- ◆ Listened to Serge's presentation of work to date and future goals
- ◆ Recommended his reappointment for a second term

Survival Guide

- ◆ Updated Student Space, Student Empowerment Timeline, and relevant Academic and University Affairs sections

Executive Retreat

- ◆ Created an exact list of all meals to be eaten, including a precise and organized shopping list as well as a chart indicating the primary and secondary commissioners responsible for the creation and clean-up of each meal

Conference Attendance

- ♦ University of Guelph Accessibility Conference
- ♦ Canadian Federation of Students-Ontario Annual General Meeting
- ♦ Student Activist Assembly

Student Memorial Tree

- ♦ Took place on September 21, 2012
- ♦ Alastair Summerlee, Marty Molengraaf (MFRT), Brenda Whiteside, and two GSA representatives all attended and Alastair, Marty, Amir (GSA) and myself made speeches
- ♦ Ensured all logistics of event were taken care of- including:
 - Invitations to family and friends
 - Seeking permission to include students names on the plaque
 - Ordering the plaque and ensuring its creation
 - Program for attendees

Art In The Bullring

- ♦ Set timeline with Fine Arts Network representatives
- ♦ Booked the Bullring for awards ceremony (November 2, 2012)
- ♦ Recruited the two CSA judges
- ♦ Created the call-out for submissions and the submission form
- ♦ Distributed the call-out through CSA mass email and website

Other

- ♦ Attended Late Appeals Committee and recruited for the other student position on the committee via the CSA mass email
- ♦ Meeting with Serge on a monthly basis
- ♦ Chairing the Capacity, Analysis, and Planning Committee
- ♦ Continued Lobby Document work by meeting with President Summerlee, Serge (AVPA), Don O'Leary, and Vicki (University Secretariat)
- ♦ Took part in Food Bank Coordinator Hiring Committee
- ♦ Taking a leadership role in the Gender Neutral Bathroom Working Group



TO: Executive Evaluation Committee c/o External Chair

FROM: Joshua Ofori-Darko, Human Resources & Operations Commissioner

DATE: Friday, November 23, 12

RE: Executive Evaluation Committee Report # 1 Goals

1. POLICY REVIEW

Preamble

Many of the policies that I routinely interact with are outdated or are not functional. In particular sections of our Human Resources policies, Clubs and some committees policies.

Goal

I hope to review the policies by the end of the year, including HR, Clubs and Bullring.

Action Plan & Timelines

Human Resources – This is now part of the PBRC review schedule, for the 2012-2013 year.

Bullring – We only have two sections to review after our work last year. We hope to continue once committee resumes meeting.

Clubs – Work with the Clubs coordinator over the summer to review the policies. We planned on meeting on a weekly basis and go through policy a section a time.

2. JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

Preamble

Since the Bullring incident, the CSA has been working to improve our health & safety policies, procedures and programs. Last year we spent out time on certifications and development of a committee. This year we hope to focus on procedures and

education. Health & Safety has replaced the Elections component of the PTM job description to add stability and a long-term resource to the CSA.

Goal

To develop a health and safety guide, procedure and program for the CSA.

Action Plan & Timelines

Over the summer semester, the Bullring General Manager and myself met to review the University's policy and guide. We started modifying the University's guide and created a to-do list for committee. Regular meetings have been scheduled with the PTM to continue work on the draft and review health & safety procedures.

Once the guide is complete, we'll move towards the development of training modules and presentations for the executive and staff.

3. EFFECTIVELY AND EFFICIENTLY COORDINATE THE WINTER 2012 HIRING CYCLE

Preamble

Every winter semester the CSA hires for all the part-time positions in February and March. Hiring involves coordinating job description review, developing a promotion strategy and finally coordinating hiring committees.

Goal

Administration – Coordinate a seamless hiring process and for all committees to complete their tasks.

Promotion – I hope to improve the promotion of CSA jobs and our employment equity program. I'm aiming for at least a 50% participation of the employment equity forms.

Action Plan & Timelines

Administration – Develop a timeline and have shared it with executives. In January the timeline will be presented to Board and Staff so everyone knows their responsibilities and expectations. In February Hiring committee training will be scheduled so everyone understands the process and equitable hiring processes.

Promotion – Develop an outreach and promotions coordinator to facilitate promotion and encourage individuals to complete the employment equity form. Develop a

promotions strategy with dates and required material for our graphic designer. Schedule meetings with both staff and Drew to ensure promotion is top notch.

4. PRODUCE A COMPREHENSIVE TRANSITION REPORT AND OPERATING MANUAL

Preamble

Executives are expected to transition their successor. In addition to participating in transition week, some complete transition reports. My position requires a lot of background information and has a large learning curve.

Goal

Create a comprehensive transition reporting to reduce the learning curve for my successor.

Action Plan & Timelines

Nick Stepanov, the 2010-2011 Human Resources & Operations Commissioner paved the way by preparing numerous files and documents to facilitate my transition. Using the template and guidelines established by the PTM and myself I hope to work on my manual on a monthly basis.

5. BULLRING

Preamble

Not enough the students understand the Bullring is operated by the CSA and not hospitality.

Goal

To increase the promotion of the restaurant as a CSA service.

Action Plan & Timelines

I have been working with the Bullring committee and the Promotional Services & Graphic Designer. We are hoping to develop additional materials to highlight the CSA in the bullring. Second, all bullring promotional material will have the CSA logo and asterisks attached.

6. STAFF TRAINING & TRANSITION

Preamble

Each staff member is responsible for creating a transition manual, and to use their designated training hours to train incoming staff. Unfortunately the quality of manuals has been sub par and the training hours have been misused.

Goal

The completion of comprehensive transition manuals and teaching staff to effectively use the training and transition hours.

Action Plan & Timelines

The accomplishment of this goal requires me to work closely with the Policy & Transition Manager. First we will develop a guideline and action plan on transition manuals. Second we will develop a guideline for training hours.

7. CSA SPACE

Preamble

The CSA has not committed to a large term plan for organizational space. Numerous projects have been investigated but little action

Goal

I hope to lay the groundwork for the CSA to commit to a long-term space plan.

Action Plan & Timelines

This will involve working very closely with the space committee, board and staff. I hope to chair space committee meetings over the year and develop a proposal for the Board of Directors. The majority of the space committee's time will involve researching and reviewing previous initiatives.

8. STUDY SPACE

Preamble

Last year a student study space task force was struck in order to develop a report with recommendations.

Goal

Complete the mandated report by the end of the Winter 2013 year

Action Plan & Timelines

As co-chair, I will work very closely with Laurie Schnarr (Director, Student Life) to review timelines, scopes and purpose of report. Once these are established, each of us will take on portions of report writing and have monthly check-in meetings.

Local Affairs Commissioner Progress Report #1
Compiled by Matthew Pecore, Local Affairs Commissioner 2012-2013

Transit:

One of the largest areas of the Local Affairs Commissioner is dealing with Guelph Transit, including the administration of the Universal Bus Pass and acting as a liaison between undergraduate students and Guelph Transit. Some of the major work done this far in my term includes the organization of Summer and Fall Bus Pass distribution, which requires among other pieces hiring people, doing setup, and physically being present during the distribution so as to answer questions and trouble shoot the operation. For summer, I also organized the distribution of the 30 opt in bus passes. Another large project of mine in terms of Transit is the Campus Transit Usage Survey. This is slated to be distributed to students soon, and the work thus far has been revising the survey to make it more effective (for example this year we hope to be able to use the survey to learn with greater clarity where students live in Guelph) and extending our approval from the Research Ethics Board. Finally, smaller pieces related to Guelph Transit include sitting on the City's Transit committee as a student representative, chairing the campus Transit committee (both of these committees meet approximately once a month), striving to help students be aware of the bus system through means such as the FAQ page on the website and the Bus Board down in the UC, and answering a large number of emails regarding students issues or questions around Guelph Transit and the UPass.

Community Engagement:

The next major area of my portfolio is community engagement. This has two large pieces to it. One is to remain aware of what is occurring in the City of Guelph that will have an impact on students, and the other is educating students about opportunities in Guelph.

In terms of remaining aware of what is happening in Guelph, the strategy is largely based on what issue I am investigating, but it generally involves me attending City Council meetings, attending community meetings, and talking to various parties both on and off campus, all of which I have done at various points thus far throughout my term. Specific issues I have looked into are the development of student apartments on the site where currently the Best Western Hotel sits, the City of Guelph's proposed Nuisance Bylaw, and the Residential Licensing Act. To highlight Best Western issue in particular, because I devoted a significant part of my time to it over the summer, also involved many meetings with the developers, a tour of the Waterloo building of the same model, and significant research into the issue of corporate student apartments, and ultimately resulted in my pushing that the CSA take a stance against the development.

As said above, the second piece of community engagement is educating students about the many wonderful opportunities that the City of Guelph has to offer. The biggest way I have been working on this is the production of the Guelph Guide that I have been working on with the CSA's Graphic Designer thus far in my term. This Guide, when completed, will act as a list for students of things to do around the City of Guelph that don't involve alcohol. It will highlight areas including but not limited to downtown local businesses and restaurants, the Guelph Public Library as a study/relaxation space, and sports leagues students can join.

The next major way I have attempted to introduce students to the City of Guelph was through a (sadly unsuccessful) O-Week event. This event took students downtown on a city bus (so as to also promote our relationship with Transit) and gave them a tour of downtown. As

said above, the event itself was unsuccessful, despite all the planning and promotional efforts given to it.

The final major way I have aimed to educate students about Guelph is through the production of a vlog in conjunction with the External Affairs Commissioner. The purpose of the vlog will be to educate students about issues at all levels of government. My aim with the municipal piece is not to criticize the municipal government but to highlight occurrences at a municipal level that have an impact on students, as many times students ignore municipal issues since they view themselves as more transient (e.g. by going home for the summer or thinking they'll only be around for four years). The first episode of the vlog is currently in production.

In addition to everything that I have highlighted in this area thus far, I also act as a student voice on a number of committees in the City of Guelph. These committees generally meet around once a month, in addition to any work required outside of meetings. The committees I am most active on are the Late Night Task Force (who are the people who spearheaded Project Safe Semester, and which I myself procured the committee's CSA seat this year), the Guelph Wellington Town and Gown Association (I also went to the Town and Gown Association of Ontario's annual conference back in May), the Guelph-Wellington Coalition for Social Justice, and the Guelph-Wellington Housing Committee.

Finally, in this section I wish to mention my involvement with Homecoming. Over the summer I acted as a student rep on the Homecoming committee with an eye towards programming outside the game. While we were unable to ultimately do a concert (like I originally wanted), I did additionally work with the Off Campus Living department of Student Life to do an alcohol awareness piece where we went out into the community to hand out party packages to house parties we saw that included garbage bags and other cleanup supplies.

Committees:

ASAP:

As the Local Affairs Commissioner, I sit on or chair committees with a focus on community safety. One of these is the Awareness of Sexual Assault and Prevention committee, which I chair with advisement from Wellness and HREO. Over the summer I put a lot of work into developing a consistent meeting schedule and a consistent set of people attending meetings, as uncertainty in these areas has plagued ASAP in the past. In addition to meeting every three weeks, we would have meetings only involving myself and the co-chairs around strategy, work to be done, and other issues before the committee. Overall I have, in my opinion, been able to accomplish quite a lot with ASAP thus far. Administratively, I have spearheaded the approval of our Terms of Reference, including ironing out issues around quorum and mandatory members, and assisted with wrapping up the year end report from my predecessor's year. In terms of events, I have assisted in running Can I Kiss You, an O-Week event that aimed at bystander intervention and respect around consent, and Take Back the Night, an annual march against sexual violence in Guelph. Finally, with my co-chairs I have engaged in research around sexual awareness campaigns, which has resulted in the selection of our first ever ASAP campaign that we will be rolling out this year.

Affordable Housing Initiative:

The Affordable Housing Initiative has met once so far this year. While it has admittedly fallen off the radar in terms of calling the next meeting, I have been researching various affordable housing initiatives in Guelph.

Alcohol Task Force:

I sit on the Alcohol Task Force as a representative of the CSA. The task force met twice during the summer, but has been dormant since then. I've been told this is due to the Program Prioritization Process requiring a switch in, well, priorities.

Landscape Advisory Committee:

I include this one here because it is mandated in my portfolio, despite not overly being a committee on student safety. The committee has met once thus far.

Student Volunteer Connections Board of Directors:

In my role of Local Affairs Commissioner, I am sitting on the SVC Board as a CSA representative. This includes biweekly meetings (monthly over the summer), and as well has included training sessions and visioning sessions around SVC's mission, similar to the process the CSA is undergoing. In addition, I chair SVC's Human Resources sub-committee, which looks at SVC's hiring procedures, grievance policies, and other similar areas.

Services:

The Local Affairs Commissioner acts as the executive supervisor of both the CSA FoodBank and the CSA Bike Center. Overall, the process I have adopted with my services is a hands off approach. I have met with them all, and tried to express that they are free to come to me with anything and I am always willing to help them out. I also try to check in with them reasonably regularly. Examples of projects I have been involved with for the services include helping the FoodBank look into the possibility of an Alumni donor and helping the Bike Center look into space/funding for an outdoor shelter. In addition, due to two unfortunate resignations I have also chaired FoodBank Coordinator and Bike Center Volunteer Coordinator hiring committees. Finally, in the interest of being transparent, I have not at this time called the FoodBank and Bike Center hiring committees. This is because there has honestly been no reason for them to meet at this time, and I feel it is more important for both myself and board members to place focus elsewhere.

Miscellany:

In addition to my individual portfolio work, I regularly engage in wider work as a representative of the CSA. It would be impossible for me to say everything I do in this category, but I will do my best to give an overall summary. My miscellany includes helping out other commissioners, for example by sitting on the Communications and Corporate Affairs Commissioner's CEO hiring committee or reading over MTCU documents and offering feedback to the External Affairs Commissioner. It also includes acting as a CSA rep to a number of committees on campus. The committees I sit on that have met so far include the OUTLine Advisory Committee, the Athletics Advisory Council, the Special Grants and Speakers Fund committee, and the UC Board. Finally, it includes participating in things as a member of the CSA Executive. This includes but is in no way limited to board meetings and prep work, meetings and feedback on CFS, offering feedback on the Campus Master Plan, attending various training sessions and remaining aware of the Program Prioritization Process and advocating for more student representation. I'd also like to highlight in this area work that would have been done for the CSA during Orientation Week, where I appeared at and assisted in running CSA

events, tabled at various resource fairs, and did a few speeches about the CSA at other university events.

Local Affairs Commissioner Hour Log

To be perfectly honest, I have not kept an hour log thus far in my term, and feel that to go back over the last six months to create one would be more trouble than it is worth, particularly as I would not with any great deal of accuracy be able to detail what exactly I did in a day besides what meetings I had because I do many things varied things. If EEC feels this is inappropriate and believes strongly that I should be submitting an hour log, we can discuss it at my interview. However, I hope the information I provide in the rest of this section will be sufficient.

In the summer I would work between 30-40 hours a week because there are fewer meetings and therefore more time to get action items done. However, now that school has started this has jumped up to around 60 hours a week, generally being from around 9am-7pm, but usually with a few days going later, and generally at least one weekend day having a function (examples include doing work with OCL for Homecoming, assisting at Project Serve, or attending the CSA's board visioning session). The only major exception to this, I'd say, was O-Week (where I worked around 100 hours over the week). In addition, at this point in my term I have used no vacation time, however there were three days at the end of May/beginning of June where I was out of the country at a conference and therefore did limited CSA work.

Revamped Local Affairs Commissioner Goals
Matthew Pecore, Local Affairs Commissioner 2012-2013

*Note: the goals discussed here represent only the major overarching goals of my entire term. There are numerous smaller goals that I believe to not be relevant to this period, such as improving bus pass distribution, improving ASAP Terms of Reference/membership, reinstating the Community Service Award, or helping improve SVC's Human Resources policies. That being said, I am always happy to discuss them in a different forum.

Portfolio Area: Transit Issues

Goal:

The negotiation of a student-friendly, long-term contract with Guelph Transit.

Preamble:

Our previous contract with Guelph Transit was only slated for one year, and as such this year we go back to the table. Generally our contracts only last one or two years, which places a significant strain on certain Local Affairs Commissioners who are constantly negotiating. It also creates a lot of uncertainty in our relationship with Guelph Transit, and removes an element of student involvement in the UPass - when contracts only last one or two years, this means they are kept to an increase that puts them under the standard requiring a referendum for approval. Achievement of the goal outlined below will reduce stress on people in my position in future years, while also laying the groundwork for a system that says each time our contract is up, students voice whether or not they wish to continue as opposed to only Local Affairs Commissioners deciding.

Project:

Ideally, I will draft a long-term contract with Guelph Transit – the time I am going to advocate for being four-five years.

This long-term contract would include a price increase of a certain amount, and that amount would also be indexed to the cost of living each year (example, say it ended up being a \$5/year, it would actually be \$5 plus say 3% cost of living. Also, I'm not saying \$5/year is what it'll be or what I'll fight for). While students would likely want the price to go down or only go cost of living, there is simply no way we're getting through this year without a price increase, so the goal involves keeping it to a fair amount.

I also hope to get a contract with increased service provisions. What the actual provisions are will remain to be seen based on contract negotiations, but examples include:

- guaranteed late night shuttles on major holidays (Halloween and St. Patrick's Day mostly)
- increased number of student opt ins for the summer (currently we are allowed 30)

Timeline:

November: contract negotiations begin

End of Fall Semester: Tentative contract proposed
January: Contract revisions (if necessary), preparation for referendum
February/March: educate students on proposed contract and run referendum.

Activity to Date:

Throughout September and October, myself and others put a lot of work into the Campus Transit Usage Survey in order to be able to gather representative data of how students use Guelph Transit which would then inform our contract negotiations (this survey concluded today).

CSA members of the Campus Transit Committee met to look over the contract and discuss what changes we would like made. This meeting was made open to all undergraduates, and

Have been working on potential pricing with Lee Anne.

Portfolio Area: Municipal Issues

Goal: Ongoing raising of student awareness around municipal politics / city initiatives.

Preamble:

In my experience, a lot of students do not feel the need to be aware of municipal politics because they do not realize how what happens on a municipal level really affects them. Part of this is that students do not feel like they are a part of the Guelph community – they live in a very insular campus bubble. Another part of this is simply not knowing what is happening on a municipal level.

Project 1:

Guelph Guide - I have been working on what I hope to be a comprehensive guide of things for students to do in Guelph beyond the bar scene. I hope for the guide to have something for everyone, and to be a piece that can be revised and expanded upon in future years. Examples of pages include a section on the Guelph Public Library as a space to study, pages on restaurants and shops downtown, and pages on the various Guelph Festivals / when they are.

Timeline 1:

End of Winter Semester: Guide available on CSA website.

Activity to Date 1:

Throughout the summer I worked extensively on research and a guide draft. Over the fall the guide was with Christina to expand a bit and to take the draft and turn it into something that looks awesome. Currently, the guide is back with me for further expansion.

Project 2:

Ongoing smaller municipal awareness projects – this is the easiest way to word this section. In essence, there are smaller projects of a variety of natures that I

am working on in order to help raise awareness of municipal issues. I have been working with the External Affairs Commissioner on an ongoing video blog that will address political issues at all areas of government. In addition I have in the past and continue to partner with Student Life on physical events that aim at raising awareness. Other options that I am working on but that have had fewer tangible results are newspaper articles and a municipal page on the CSA website.

Timeline 2:

It is difficult to provide a timeline on the overarching goal, as raising awareness itself can always be taken further, and different projects will come up throughout the year. However, I will attempt to provide timelines for the four projects mentioned above:

“The Brew” video blog: External Affairs Commissioner and myself have set the goal of one a month.

Student Life partnership events: the next one is currently planned for November 13th. There is no set plan for a certain number of events, it is as issues arise and we get ideas.

Newspaper articles: articles in different sources and around different issues have been discussed or drafted, however none have come to fruition (for various reasons). Current possibility is an article for The Peak around gentrification and corporatized housing.

Municipal page for website: this is a project I have had on my back burner for a while. I hope to have a layout of what would go on it (examples include city council updates, possible local affairs blog, calendar of events in Guelph) by the end of the Fall Semester, and to expand upon it in the Winter Semester.

Activity to Date 2:

Thus far, I have filmed the first video blog with the External Affairs Commissioner and ran a LEAD@Guelph workshop with Student Life around community involvement. Harder to quantify, but I have also done extensive research around municipal issues included but not limited to attending community/City Council meetings, meeting with relevant parties (which party depends on which issue), and independent statistical research.

Portfolio Area: Awareness of Sexual Assault and Prevention Committee

Goal:

In conjunction with the ASAP Committee, the implementation of a year long ASAP campaign aimed at bystander intervention.

Corollary: To lay the ground work for future ASAP campaigns in future years.

Preamble:

In the past, while ASAP has done great work, it has largely been behind the scenes. Since sexual violence awareness is so important, I really want to lay the groundwork for the committee to raise its portfolio on campus through active campaigns. The reason for a campaign on bystander intervention is because it creates a community approach that moves away from blaming survivors and protecting oneself and towards a culture that says that sexual violence is unacceptable and a community where people look out for each other.

Project:

Again in conjunction with the ASAP Committee, we are rolling out a campaign called Draw the Line that looks at bystander intervention and analyzes the behaviours we as a society may accept that are not behaviours conducive to a community where people feel safe. For myself in particular, I hope that my work on this campaign will create a framework for future ASAP campaigns after I leave this position.

Timeline:

The campaign is comprised of various workshops on subjects related to sexual violence. We hope to run five workshops, approximately one a month:

November – sexual assault and social media

Late November/December – sexual violence in society

January – sexual harassment, including in the workplace

February – sexual assault in a romantic relationship (NOTE – I myself am taking the lead on this workshop)

March – Sexual assault facilitated by alcohol or drugs

In addition, in late March we plan to run an event to end off the campaign that would revolve around being an ally and what it means to be an ally.

Activity to Date:

In the summer, I and the other committee chairs did a lot of research into potential campaigns before settling on this one. Since then we have discussed the campaign with our committee, planned how we wish to roll the campaign on our campus, and worked on making the campaign as inclusive as possible.

Portfolio Area: Tenancy Issues

Goal:

The funding (or at least groundwork for funding) at least one Affordable Housing Initiative project.

Preamble:

In addition to the CSA fees we receive from students, each semester the CSA receives a certain amount of money per student towards the Affordable Housing Initiative. Without giving specifics, we currently have a pretty sizeable pot of money for funding affordable housing for our students.

Project:

While the Affordable Housing Initiative Committee will ultimately decide the usage of the fund, I am currently looking into potential ways to use the fund. This is as far as I will go at this time, primarily because, through 100% my own fault, the Affordable Housing Initiative Committee has not met in quite some time, and as such I would prefer they were brought up to speed first.

Timeline:

Due to the nature of housing projects (especially things involving construction), Affordable Housing Initiative projects will likely extend beyond my term. As such the timeline to date mostly revolves around getting the projects off the

ground, and having a plan in place for future years regarding the ongoing work and eventual completion of these projects.

Activity to Date:

All activity to date has been around research housing needs and researching ways to use the fund.



TO: Undergraduate Students and Board of Directors
FROM: Joshua Ofori-Darko, Human Resources & Operations Commissioner
DATE: Friday, November 23, 2012
RE: Fall 2012 Financial Report - Semi Annual Budget Report

INTRODUCTION

The CSA budget is a combination of multiple budgets; there is no single budget. Our goal is to spend out our budgeted allotment of student fees, to meet the needs of undergraduate students via services and programs. Essentially our budget is a zero budget.

Revenue comes from multiple sources including:

- Membership/Student Fee \$15.03 FT, \$4.70 PT
- Bullring Net Sales and Services (Promotional)
- Referendum Questions and Restricted Fees (Entertainment Fee, FoodBank, thecannon.ca, Health & Dental, Bus Pass)
- Student Services Fee (SSF) and Donations

SIX (6) MONTHS IN

This is a snapshot of the CSA's budget at the six (6) month mark of the current fiscal year. With this information the finance committee can review the organizations finances and if need be, make recommendations to budget holders and the Board of Directors.

Each individual budget will contain the allocated monies for the year, the year-to-date (YTD) ending Oct 31st, 2012, year to date of the last fiscal year (Oct 31st, 2011) and budget projections at the bottom of the page.

Budget projections serve as guide to help budget holders, the finance committee, and the Board of Directors have a better understanding of the financial position of each budget. Wage commitments are the most common item highlighted in projections.

It is important to note that only the summer and 95% of the fall 2012 student fees have been received.

The following are budgets have significant items to highlight:

- **ADMINISTRATION ACTUAL** – “ADMIN” budget has a student fees balance of *negative* \$46,000. To better manage the other CSA budgets, the full allotment of student fees has been transferred out from the Administration Budget into each of the remaining budgets. The ADMIN budget will retain the balance of fees received for the remainder of the fiscal year.
- **ADMINISTRATION ADJUSTED** – This budget page is prepared to better reflect the position of the ADMIN budget and expenditures approved by the Human Resources & Operations commissioner. Restricted student fees (health & dental, and transit fees) and other revenues have been appropriately adjusted to approximately half of what is expected over the 2012-2013 year. There are savings in the Salaries Budget Lines due to the Policy & Transition Manager starting late, however these monies have been committed to other salary adjustments and

creating two positions (a part-time Bookkeeper and Outreach & Promotions Coordinator positions).

- **BULLRING** – Significant expenditures include two (2) new cash registers (\$7,700 total), Occupational Health & Safety Acts Fine (\$17,500) and an additional full-time staff member for the summer (\$11,000).
- **COUNCIL** – Awaiting revenue from survival guide. \$1500 Savings is due to the cancellation of SLIC. **The new** CEO position, approximately \$5000, and Board Governance Training (\$3,000) are new expenditures.
- **EXTERNAL** – Due to the External Affairs Commissioner late start, there is a salary savings of approximately \$2,000.
- **FOODBANK** – Significant decrease in demand compared to last year.
- **MEAL** – Expenses from Trick or Eat 2012 are not reflected in this report.
- **PROMOTIONAL SERVICES** – Banner Services and Miscellaneous revenue lines are negative due to timing of kiosks repairs and large supply purchased.

Thanks to our Business Manager, Lee Anne Clarke, for her assistance in the preparation of this report.

Motion to approve financial report:

BIRT, the CSA Board of Directors approve the Fall 2012 Financial Report – Semi Annual Budget Report as presented,
BIFRT, the report be posted on the CSA website.

Undergraduate students with questions about the CSA Budget, or this report should contact me at the information below.

Joshua Ofori-Darko
Human Resources & Operations Commissioner 2011-2013
Central Student Association
Phone: 519-824-4120 ext 54408
Office: University Centre 274
University of Guelph

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Website: <http://www.csaonline.ca>

Like our Facebook page: <http://www.facebook.com/csaonline>

Follow us on twitter: <http://www.twitter.com/csatalk>

ACADEMIC & UNIVERSITY AFFAIRS: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
24100	CSA Student Fees	34,850	34,850	33,920
24120	Student Health Plan Reserve Support - Memorial	2,500	-	-
24140	Bullring Promotional Support - Artwork	500	-	500
	TOTAL REVENUE	37,850	34,850	34,420
Expenditure				
24200	Salaries (Includes 3% RRSP/Educ)	29,122	14,411	14,046
24220	Employee Benefits	3,687	1,378	1,921
24450	Academic Campaigns	225	-	200
24451	Student Artwork @ Bullring	1,000	-	939
24452	Student Memorial Fund (tree purchased alternate years)	2,500	609	530
24453	Teaching Excellence Award	200	-	82
24454	Accessibility Working Group	100	-	-
24455	Academic Student Leaders Training/Collaboration	300	250	-
24500	Advocacy - Discretionary Fund	50	-	-
24600	Advertising & Promotion	180	15	71
24700	University Services	50	-	-
24800	Supplies	80	78	7
24820	Long Distance & Fax Charges	56	8	7
24870	Photocopying	300	81	104
	TOTAL EXPENSES	37,850	16,830	17,907
	Net Revenue (Loss)	-	18,020	16,513

Budget Projection (less fixed costs)

Current Revenue	\$	34,850.00	\$	34,420.00
Memorial Donation	\$	609.00	\$	530.00
Current Expenses	\$	(16,830.00)	\$	(17,907.00)
Wage Commitments	\$	(17,020.00)	\$	(16,008.00)
Balance Remaining	\$	1,609.00	\$	1,035.00

ADMINISTRATION (F & HR): Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
82100	Student Fees	226,700	(45,477)	(43,506)
82101	Entertainment Student Fee (General Coordination)	21,000	(37,664)	(27,252)
82200	Dental Plan - Admin Fee	15,000	1,413,711	1,484,793
82300	Health Plan - Admin Fee	25,000	2,076,033	2,134,791
82380	Funds Approved from Accumulated Surplus	38,000	-	-
82600	Other Income - WStudy Rebate/Bullring Admin, Vending Comm	31,000	12,147	12,032
82620	Pro Ink - Net	600	365	23
82870	B & W Photocopy Income	8,000	4,437	3,925
82875	Colour Photocopy Income	8,000	4,474	4,291
82910	Bus Pass - Net	5,600	859,536	807,381
82911	Late Night - Net	-	41,468	72,708
82920	Interest Earned	17,500	5,409	6,342
	TOTAL REVENUE	396,400	4,334,439	4,455,528
Expenditure				
83200	Salaries/Wages	216,718	76,478	89,911
83210	Student Risk Management	550	(2,830)	1,163
83220	Employee Benefits	23,285	10,946	11,862
83240	Employer Health Tax Premium	4,900	3,181	2,485
83250	University of Guelph Loan	-	-	40,710
83380	Professional Fees (Auditor/Lawyer, HR Consultant)	72,000	51,394	73,920
83390	Travel & Conferences	200	142	64
83440	Temporary Wages	6,000	3,782	2,737
83500	Staff Appreciation (incls coffee/water, mtg food)	3,000	1,376	980
83501	Staff Training & Transition	6,000	2,349	1,843
83520	Club Expenses	8,600	2,750	2,027
83530	GSEC Wind Energy	-	(2,977)	(1,757)
83550	Purchase of Equipment	4,000	1,301	2,554
83600	Advertising & Promotion	700	1,097	360
83660	Software Licensing/Hosting for CSAONLINE.CA	3,200	2,078	1,575
83700	University Services	500	160	5,368
83800	Office Supplies	6,000	2,894	3,777
83820	Telephone (all lines)	14,500	4,314	7,344
83850	Maintenance & Repair	2,000	269	7,014
83870	Photocopier Expense	17,000	5,538	4,837
83900	Bank Charges	447	198	186
83930	Insurance	6,800	6,786	-
	TOTAL EXPENSES	396,400	171,226	258,960
	Net Revenue (Loss)	-	4,163,213	4,196,568

ADMINISTRATION (F & HR): Period Ending October 31, 2012 *ADJUSTED*

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
82100	Student Fees *	226,700	113,350	105,815
82101	Entertainment Student Fee (General Coordination) *	21,000	10,500	10,500
82200	Dental Plan - Admin Fee *	15,000	7,500	7,500
82300	Health Plan - Admin Fee *	25,000	12,500	12,500
82380	Accumulated Surplus	38,000	-	-
82530	Fax Service - Net	-	-	-
82600	Other Income - WStudy Rebate/Bullring Admin, Vending Comm	31,000	12,147	12,032
82620	Pro Ink - Net	600	365	23
82870	B & W Photocopy Income	8,000	4,437	3,925
82875	Colour Photocopy Income	8,000	4,473	4,291
82910	Bus Pass - Net *	5,600	2,800	2,200
82920	Interest Earned	17,500	5,409	6,342
	TOTAL REVENUE	396,400	173,481	165,128
Expenditure				
83200	Salaries/Wages	216,718	76,478	89,911
83210	Student Risk Management *	550	225	1,163
83220	Employee Benefits	23,285	10,946	11,862
83240	Employer Health Tax Premium	4,900	3,181	2,485
83250	University of Guelph Loan	-	-	40,710
83380	Professional Fees (Auditor/Lawyer, HR Consultant)	72,000	51,394	73,920
83390	Travel & Conferences	200	142	64
83440	Temporary Wages	6,000	3,782	2,737
83500	Staff Appreciation (incls coffee/water, mtg food)	3,000	1,376	980
83501	Staff Training & Transition	6,000	2,349	1,843
83520	Club Expenses	8,600	2,750	2,027
83550	Purchase of Equipment	4,000	1,301	2,554
83600	Advertising & Promotion	700	1,097	360
83660	Software Licensing/Hosting for CSAONLINE.CA	3,200	2,078	1,575
83700	University Services	500	160	5,368
83800	Office Supplies	6,000	2,894	3,777
83820	Telephone (all lines)	14,500	4,314	7,344
83850	Maintenance & Repair	2,000	268	7,014
83870	Photocopier Expense	17,000	5,538	4,837
83900	Bank Charges	447	198	186
83930	Insurance	6,800	6,786	-
	TOTAL EXPENSES	396,400	177,257	260,717
	Net Revenue (Loss)	-	(3,776)	(95,589)

* Adjusted to 50% of current budget given actual numbers include significant commitments and transfers

BIKE CENTRE: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
BIKE 62100	Student Fees	12,900	12,900	13,070
62120	Solicitations/Donations	-	131	792
62130	GSA Annual Support	1,500	1,500	1,500
62400	Sales - Accessories	-	(64)	(264)
	TOTAL REVENUE	14,400	14,467	15,098
Expenditure				
63210	Co-ordinators Wages	11,220	5,606	4,733
63220	Benefits: CPP & EI	617	261	225
63450	Workshops	300	-	32
63500	Volunteer Appreciation	550	88	120
63600	Advertising	430	118	43
63800	Supplies	600	1,159	554
63810	Loaner Bike Programme	600	494	-
63820	Long Distance & Fax Charges	-	-	-
63870	Photocopying	83	141	3
	TOTAL EXPENSES	14,400	7,867	5,710
	Net Revenue (Loss)	-	6,600	9,388

Budget Projection (less fixed costs)

Revenue	\$	14,392.00	\$	15,362.00
Inventory for Sale	\$	(64.00)	\$	(264.00)
Current Expenses	\$	(7,867.00)	\$	(5,710.00)
Wage Commitments	\$	(5,970.00)	\$	(6,537.00)
Wage Adjustment	\$	-	\$	660.00
	\$	491.00	\$	3,511.00

BULLRING: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
92101	Entertainment Student Fee	10,000	10,000	10,000
92425	Beverage Sales - NET [42%]	96,500	31,788	37,440
92465	Food Sales - NET [38.5%]	480,000	183,415	171,537
92490	Miscellaneous Income	7,200	3,487	4,230
	TOTAL REVENUE	593,700	228,690	223,207
Expenditure				
93200	Managerial Salaries	54,808	25,853	24,184
93210	Hourly Wages	245,000	90,763	77,947
93220	Managerial Benefits	5,800	3,432	3,205
93225	Hourly Staff Benefits	17,200	8,323	5,486
93240	Employer Health Tax	2,900	-	-
93250	Staff Safety Training	2,000	699	1,028
93280	Staff Appreciation	3,200	984	1,122
93290	Staff Meals	11,160	4,860	4,860
93380	Administration/Bookkeeping Fee	21,000	28,005	10,500
93390	Travel/Mileage	1,000	288	286
93400	Entertainment Costs	10,000	3,099	2,260
93550	Purchase of Equipment/Furniture	15,000	8,511	5,998
93560	Lease of Equipment	1,400	594	594
93580	Maintenance of Equipment	6,000	2,562	2,440
93590	Maintenance of Front House	4,000	953	209
93600	Advertising & Promotion	7,000	4,059	4,043
93660	Memberships & Licenses	200	-	450
93700	University Services	4,000	2,308	-
93720	University Space Costs	19,000	8,471	8,878
93730	Express Card Commission/Rental	44,000	11,073	10,149
93750	University Loan Repayment	30,795	15,397	15,397
93800	Supplies (incls replacement flatware)	22,000	14,324	9,227
93810	Janitorial Supplies	4,600	1,866	1,737
93815	Janitorial Services	7,000	2,616	2,940
93820	Telephone	500	95	12
93870	Photocopying	207	34	37
93930	Insurance	9,300	-	-
93950	Contingency	44,630	-	-
	TOTAL EXPENSES	593,700	239,169	192,989
	Net Revenue (Loss)		(10,479)	30,218

Communications & Corporate Affairs: Period Ending October 31, 2012				
Account No.	Account Name	BUDGET 12-13	YTD Actual	Last Actual
Revenue				
27100	CSA Student Fees	41,500	41,500	40,650
27101	Entertainment Fee: Cross Campus *	2,500	2,500	2,500
	TOTAL REVENUE	44,000	44,000	43,150
Expenditure				
27200	Salaries (Includes 3% Education/RRSP)	29,122	13,878	8,844
27220	Employee Benefits	3,687	1,139	605
27450	Orientation Programming *	2,500	1,556	1,547
27500	Advocacy - Discretionary Fund	50	-	-
27600	Advertising & Promotion for CSA	3,600	436	1,044
27610	Promotional Swag Material	4,200	3,842	2,539
27700	University Services	50	-	-
27800	Supplies	100	18	-
27820	Long Distance & Fax Charges	61	4	1
27870	Photocopying	630	260	28
	TOTAL EXPENSES	44,000	21,132	14,608
	Net Revenue (Loss)		22,868	28,542

* Referenda funding specific to Orientation	<i>Budget Projection (less fixed costs)</i>	Revenue	\$ 44,000.00	\$ 43,150.00
		Current Expenses	\$ (21,132.00)	\$ (14,608.00)
		Wage Commitments	\$ (17,259.00)	\$ (16,720.00)
		Restricted Ent/Fee - bal *	\$ (944.50)	\$ (953.00)
		Balance Remaining	\$ 4,664.50	\$ 10,869.00

COUNCIL: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD	Last YTD
Revenue				
22100	CSA Student Fees	62,500	62,500	58,160
22101	Entertainment Fee (see below)	9,000	9,000	7,300
22560	Survival Guide	66,000	9,940	22,944
	TOTAL REVENUE	137,500	81,440	88,404
Expenditure				
CSA Board Motion Required				
23120	Grants - Summer	1,000	680	700
23200	Grants - Fall	5,000	2,880	1,104
23220	Grants - Winter	8,000	-	-
23221	Grants - Cultural/Cross Campus (Entertainment Fee)	3,000	-	-
23224	Grants - Individuals	-	-	125
23455	Solidarity Work for Non UofG Groups	500	-	-
CSA Executive Motion Required				
23390	Travel & Conferences CSA Staff	2,200	778	1,261
23391	Student Alliance Investigative Travel (formerly CFS)	1,500	1,480	270
23392	SLIC Registration Fees	1,200	-	500
23510	Executive Visioning/Training /Transition	3,200	1,635	505
23515	Executive Discretionary Fund	3,000	350	600
Communications Commissioner				
23222	PreApproved - Cultural/Cross Campus (<i>refer to listing</i>)	-	-	-
23223	PreApproved - General (<i>refer to listing</i>)	-	-	200
23225	Grants - CSA FoodBank Support	5,000	-	1,000
23226	Grants - Move Out Madness	500	-	-
23228	Grants - College Royal Society	6,000	6,000	
23300	Elections	10,500	2,819	1,516
23440	Honoraria (Chair/Scribe)	5,500	1,571	2,600
23500	Board Training/Appreciation	5,500	4,352	1,683
23560	Survival Guide Expense	67,000	70,358	39,167
23700	University Services (Room Rental)	250	-	-
23750	GMM/AGM	5,000	101	984
23800	Supplies	300	339	113
23870	Photocopying	3,350	1,759	1,980
	TOTAL EXPENSES	137,500	95,102	54,308
	Net Revenue (Loss)	-	(13,662)	34,096

EXTERNAL AFFAIRS: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
25100	CSA Student Fees	36,650	36,650	35,650
25120	Solicitations	-		
	TOTAL REVENUE	36,650	36,650	35,650
Expenditure				
25200	Salaries (Includes 3% Education/RRSP)	29,122	12,276	13,526
25220	Employee Benefits	3,687	1,160	1,260
25390	Travel & Conference	300	20	-
25450	Campaigns	1,300	910	6,073
25500	Advocacy - Discretionary Fund	50	-	-
25600	Advertising & Promotion	500	211	180
25660	Membership & Subscriptions	220	120	-
25700	University Services (TSS/Room Rental)	220	-	40
25800	Supplies	100	24	70
25820	Long Distance & Fax Charges	51	5	17
25870	Photocopying	1,100	333	624
	TOTAL EXPENSES	36,650	15,059	21,790
	Net Revenue (Loss)	-	21,591	13,860

Budget Projection (less fixed costs)

Student Fees	\$	36,650.00	\$	35,650.00
Current	\$	(15,059.00)	\$	(21,790.00)
Wage Commitments	\$	(17,238.00)	\$	(16,700.00)
Balance Remaining	\$	4,353.00	\$	(2,840.00)

FILMS: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
42101	Entertainment Student Fees	18,600	18,600	17,200
42400	Door Receipts	5,600	1,685	926
	TOTAL REVENUE	24,200	20,285	18,126
Expenditure				
43210	Temporary Wages	2,200	640	385
43400	Film Rental	7,500	2,350	1,225
43550	Purchase of Equipment	2,500	-	3,689
43600	Advertising & Promotion	3,000	598	539
43700	Facility Cost	7,000	1,906	1,269
43800	Supplies	200	-	50
43840	Freight & Shipping	1,000	261	118
43870	Photocopying	800	404	18
	TOTAL EXPENSES	24,200	6,159	7,293
	Net Revenue (Loss)	-	14,126	10,833

FOODBANK: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
28100	Student Fees: Undergraduate	63,950	31,896	30,390
28120	Solicitations (CUPE/CookBook)	6,100	2,322	1,613
28130	Student Fees: Graduate	14,000	8,941	8,498
28135	CSA Support	5,000	-	1,000
28145	Cookbook Sales - Net	650	17	-
	TOTAL REVENUE	89,700	43,176	41,501
Expenditure				
28210	Co-ordinators Wages	24,588	11,800	9,410
28220	Benefits	3,336	1,146	587
28390	Transportation Costs	200	71	8
28450	Awareness Campaigns	150	-	-
28455	Orientation Week Event	160	134	135
28500	Volunteer Appreciation	500	27	72
28510	Compassionate Fund	500	50	50
28540	Food Acquisition (incl vouchers)	54,000	20,224	37,671
28541	Special Diet (incl vouchers)	5,000	1,550	2,370
28600	Advertising	600	208	698
28660	Memberships & Licenses	-	-	87
28800	Supplies	350	47	477
28820	Telephone/Fax/Internet	16	-	-
28870	Photocopying	300	101	191
	TOTAL EXPENSES	89,700	35,358	51,756
	Net Revenue	-	7,818	(10,255)

*** Fixed Cost - Adjusted to Year End**

Budget Projection (less fixed costs)

Current Revenue	\$	43,176.00	\$	41,501.00
Anticipated Fees	\$	36,000.00	\$	35,000.00
Anticipated CUPE/SVC	\$	6,000.00	\$	2,000.00
Current Expenses	\$	(35,358.00)	\$	(51,756.00)
Wage Commitments	\$	(14,978.00)	\$	(14,890.00)
Balance Remaining	\$	34,840.00	\$	11,855.00

GENERAL PROGRAMMING: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
72100	Student Fees	40,000	40,000	34,900
72500	Courtyard Sales - Net	2,500	2,122	1,588
72600	Imaginus Sales - Net	26,500	16,425	16,828
	TOTAL REVENUE	69,000	58,547	53,316
Expenditure				
73200	Programmer Salary (Includes 10% RRSP benefit)	60,989	27,722	26,914
73220	Programmer Benefits	6,838	4,237	4,096
73390	Travel & Mileage	1,000	-	-
73800	Supplies	100	34	-
73820	Long Distance & Fax Charges	73	6	7
	TOTAL EXPENSES	69,000	31,999	31,017
	Net Revenue (Loss)	0	26,548	22,299

Budget Projection (less fixed costs)

Current Revenue	\$	58,547.00	\$	53,316.00
Anticipated Revenue	\$	12,000.00	\$	14,000.00
Current Expenses	\$	(31,999.00)	\$	(31,017.00)
Wage Commitments	\$	(35,868.00)	\$	(34,710.00)
Balance Remaining	\$	2,680.00	\$	1,589.00

LIVE ENTERTAINMENT: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
32101	Entertainment Student Fees	46,700	46,700	37,000
32400	Tickets / Sales	52,000	13,103	33,022
	TOTAL REVENUE	98,700	59,803	70,022
Expenditure				
33210	Temporary Wages	3,800	574	2,677
33400	Performer Fees	46,000	19,000	22,500
33410	Performer Rider	3,000	697	1,677
33420	Setup & Sound	15,000	3,914	8,414
33600	Advertising & Promotion	1,600	1,407	599
33700	Facility Costs	2,500	65	-
33720	Free Concert Programming	14,000	4,770	3,844
33730	Community Concert Programming (net loss)	2,000	3,422	2,735
33740	Speaker Series	10,000	-	2,500
33800	Supplies	500	130	237
33870	Photocopying	300	129	398
	TOTAL EXPENSES	98,700	34,108	45,581
	Net Revenue (Loss)	-	25,695	24,441

LOCAL AFFAIRS: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
26100	CSA Student Fees	34,700	34,700	33,800
26120	Solicitations	-		
	TOTAL REVENUE	34,700	34,700	33,800
Expenditure				
26200	Salary (Includes 3% Education/RRSP)	29,122	14,411	14,046
26220	Employee Benefits	3,687	1,962	959
26450	Campaigns (Municiple and Transit)	500	205	1,050
26455	Transit Promotion & Awareness (merged with 26450)	-	-	-
26500	Advocacy - Discretionary Fund	100	-	57
26600	Advertising & Promotion	400	-	53
26660	Memberships/Subscriptions	200	91	88
26700	University Services	90	-	-
26800	Supplies	100	18	78
26820	Long Distance & Fax Charges	51	4	86
26870	Photocopying	450	110	252
	TOTAL EXPENSES	34,700	16,801	16,669
	Net Revenue (Loss)	-	17,899	17,131

Budget Projection (less fixed costs)

Student Fees	\$	34,700.00	\$	33,800.00
Current Expenses	\$	(16,801.00)	\$	(16,669.00)
Wage Commitments	\$	(16,436.00)	\$	(16,970.00)
Balance Remaining	\$	1,463.00	\$	161.00

MEAL: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
MEAL 62100	CSA Student Fees	13,600	13,600	12,500
62101	Entertainment Fee: Cross Campus Event	9,400	9,400	9,400
62120	Solicitations	1,500	0	0
	TOTAL REVENUE	24,500	23,000	21,900
Expenditure				
MEAL 63210	Co-ordinators Wages	13,428	3,357	3,163
63220	Benefits (CPP & EI)	818	172	155
63390	Transportation Costs	3,600	267	240
63450	Events - Misc. Expenses	1,280	302	0
63500	Volunteer Training & Appreciation	2,200	396	196
63600	Advertising	900	744	136
63660	Meal National - Resource Fee & Conference	600	570	490
63700	University Services	400	16	0
63800	Supplies	300	67	0
63820	Telephone/Fax	74	0	6
63870	Photocopying	900	319	247
	TOTAL EXPENSES	24,500	6,210	4,633
	Net Revenue (Loss)	0	16,790	17,267

Budget Projection (less fixed costs)

Current Revenue	\$	23,000.00	\$	21,900.00
Anticipated Revenue	\$	1,500.00	\$	2,250.00
Current Expenses	\$	(6,210.00)	\$	(4,633.00)
Wage Commitments	\$	(10,717.00)	\$	(9,100.00)
Balance Remaining	\$	7,573.00	\$	10,417.00

PROMOTIONAL SERVICES: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
52100	Student Fees	21,000	21,000	22,860
52400	Postering - Net	4,500	2,255	1,586
52500	Banner Service - Net	2,000	(493)	997
52600	Miscellaneous Sales - Net	650	(367)	(274)
	TOTAL REVENUE	28,150	22,395	25,169
Expenditure				
53200	Wages - Coordinator (Incl 3% RRSP benefit)	21,906	10,634	6,801
53210	Wages - Poster Runners	2,160	672	588
53220	Employee Benefits	2,573	1,030	1,232
53225	El, CPP - Poster Runners	161	17	15
53600	Advertising & Promotion	100	-	-
53660	Memberships & Subscriptions	100	-	-
53800	Supplies	300	26	60
53820	Long Distance & Fax	50	-	1
53870	Photocopying	800	275	292
	TOTAL EXPENSES	28,150	12,654	8,989
	Net Revenue (Loss)	-	9,741	16,180

Budget Projection (less fixed costs)

Current Revenue	\$	22,395.00	\$	25,169.00
Current Expenses	\$	(12,654.00)	\$	(8,989.00)
Wage Commitments	\$	(14,447.00)	\$	(16,817.00)
Balance Remaining	\$	(4,706.00)	\$	(637.00)

SAFE WALK: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
Revenue				
Safe 62100	CSA Student Fees	7,000	7,000	6,560
62120	Solicitation -SSF/Student Affairs	8,000	-	-
62120	Solicitations - GSA/other	500	500	500
	TOTAL REVENUE	15,500	7,500	7,060
Expenditure				
Safe 63210	Co-ordinators Wages	10,560	2,640	2,740
63220	Benefits (CPP, EI)	602	118	116
63390	Taxi Expenses	1,000	95	125
63500	Volunteer Appreciation & Training	1,300	23	224
63600	Advertising	1,100	817	324
63800	Supplies	500	122	50
63820	Long Distance & Fax Charges	18	-	2
63870	Photocopying	420	66	91
	TOTAL EXPENSES	15,500	3,881	3,672
	Net Revenue (Loss)		3,619	3,388

Budget Projection (less fixed costs)

Student Fees	\$	7,000.00	\$	6,560.00
SSF/GSA Funding	\$	8,500.00	\$	8,500.00
Current Expenses	\$	(3,881.00)	\$	(3,672.00)
Wage Commitments	\$	(8,404.00)	\$	(7,852.00)
Balance Remaining	\$	3,215.00	\$	3,536.00

STUDENT HELP & ADVOCACY CENTRE: Period Ending October 31, 2012

Account No.	Account Name	BUDGET 12-13	YTD Actual	Last YTD
SHAC 62100	CSA Student Fees	35,100	35,100	32,300
62101	Entertainment Fees: Speakers	4,900	4,900	4,600
62120	Solicitations	3,700	-	680
	TOTAL REVENUE	43,700	40,000	37,580
Expenditure				
SHAC 63210	Co-ordinators Wages	28,668	10,899	11,269
63220	Benefits	1,656	515	513
63380	Professional Fees (Legal Aid Clinic)	5,000	2,500	2,500
63400	Speaker Expense	3,500	400	700
63450	Information/Awareness Events	2,000	292	120
63500	Volunteer Training & Appreciation	760	550	71
63501	Advocacy - Discretionary Fund	50	-	-
63600	Advertising	380	633	58
63700	University Services	600	-	-
63800	Supplies	400	41	21
63820	Long Distance/Fax	16	13	8
63870	Photocopying	670	274	194
	TOTAL EXPENSES	43,700	16,117	15,454
	Net Revenue	-	23,883	22,126

Budget Projection (less fixed costs)

Current Revenue	\$	40,000.00	\$	37,580.00
SSF Funding	\$	3,000.00		
Current Expenses	\$	(16,117.00)	\$	(15,454.00)
Wage Commitments	\$	(18,910.00)	\$	(15,755.00)
Balance Remaining	\$	7,973.00	\$	6,371.00

Traditional Events

Queer Identities Week **

Black History Month **

HR in an International Context **

December 6th Massacre

LSAT Preparation Session

Student Budgeting Session

Housing & Tenancy Workshop



TO: Board of Directors
FROM: Academic & University Affairs Commissioner
5 DATE: Friday, November 23, 2012
RE: FOR INFORMATION- Final Reports for Fall Events

Attached are the final reports I wrote for Art in the Bullring and the Student Memorial Tree.

10 If you have any questions, concerns, or even suggestions for next year please let me know
either at the meeting, or by emailing me at csaacad@uoguelph.ca

Art in the Bullring

Fall 2012 Final Report

Organizers: Deaglan McManus, CSA Academic Commissioner
Cleo Reinink, Fine Arts Network
Karmin Smith, Fine Arts Network

Background

“Art in the Bullring” was started by the Academic Commissioner in 2003-2004. Each year 5 works are to be chosen by the Selection Committee and each artist receives an honorarium. The works are hung in the Bullring usually until the end of the semester.

Timeline

October 6th – Art work call-out

October 26th – Deadline to submit art pieces to FAN Office

November 2nd – Final round of judging (top 15 pieces) and presentation of awards.

Selection Committee

Dominica McPherson, CSA External Commissioner

Matthew Pecore, CSA Local Affairs Commissioner

River Roy, student appointed by FAN

Lauren, student appointed by FAN

Laura, student appointed by FAN

Honorariums

The CSA Academic Commissioner currently has a \$1000 budget for the entire year regarding this event. Each of the five winners was given a \$100 honorarium, and the remaining funds were spent on food for the final event on November 2nd

Location

The Bullring has provided specifications to the dimensions and requirements of the artwork to be displayed in the past. Seeking permission and keeping the General Manager (Katrina) in on the project is important. Previously artwork was required to be able to be hung by a wire and was no larger than 3 feet by 3 feet.

Submission guidelines

1. Work must not exceed these dimensions: 3 ½' high x 4' wide x 1' deep.
2. The work should be primarily two-dimensional (painting, prints, photographs).
3. Students may submit a maximum of one piece.
4. A series of smaller pieces would count as one submission as long as the combined group does not exceed the maximum dimensions when installed.
5. Work should be framed or suitable for hanging.
6. Work should take into consideration The Bullring's proposed permanent lighting fixtures and hanging systems.

Art in the Bullring

Fall 2012 Final Report

Participation breakdown – 39 submissions total

Year of Study	Submitted	Top 15	Winners
1	9	2	1
2	10	3	0
3	10	5	2
4	6	2	1
5	3	3	1

Program	Submitted	Top 15	Winners
Studio Art	20	14	4
Bachelor of Arts & Science	3	1	1
English	2	1	0
Child, Youth & Families	1	1	0
Landscape Architecture	2	1	0
Bachelor of Arts	3	0	0
Biological Sciences	2	0	0
Engineering Systems Comp	2	0	0
Psychology	2	0	0
Other*	7	0	0

**Hotel and Food Administration, Applied Human Nutrition, Ecology, Environmental Science, Animal Biology, French, and Math*

Student Memorial Tree Ceremony

Fall 2012 Final Report

Summary:

The annual Student Memorial Tree Ceremony was held on Friday September 21st, 2012 to remember the lives of four students who had passed away in the previous academic year. A plaque was placed by one of the *Katsura* trees in the "World of Trees" to commemorate these students. A large number of friends and family attended the dedication ceremony, during which several important members of the university community participated and contributed.

Students Recognized:

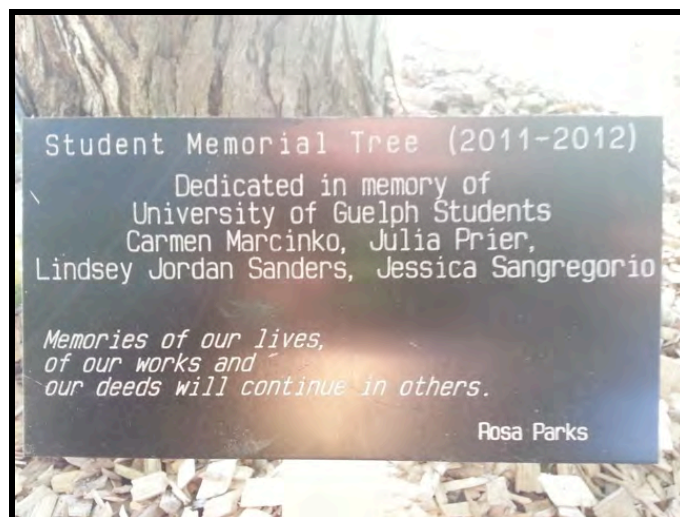
Four students were included in this year's ceremony. These students passed away during the academic year ending April 30th, 2010.

Carmen Marcinko
Julia Prier
Lindsey Jordan "LJ" Sanders
Jessica Sangregorio

Tree & Plaque:

A *Katsura* tree was used for the dedication, as previously agreed to by the arboretum, from the World of Trees. A plaque was printed with the names of the four students and the following quote:

"Memories of our lives, of our works and our deeds, will continue in others."
--Rosa Parks



Student Memorial Tree Ceremony

Fall 2012 Final Report

Date:

The date for the event was determined by using the availability of President Summerlee, AVP Student Affairs Brenda Whiteside, and based on previous years dates.

Community Members Included:

The following participated in the dedication ceremony:

- Deaglan McManus, Central Student Association
- Amir Mostaghim, Graduate Students' Association
- Remarks from President Alastair Summerlee
- Dedication by Marty Molengraaf, Multi-Faith Resource Team
- Open invitation for comments from guests

Also in attendance were:

- Brenda Whiteside, Associate Vice-President (Student Affairs)
- Lee Anne Clarke, CSA Business Office
- Shawna Holmes, Graduate Students' Association
- Elizabeth Woodside, CSA staff who volunteered to guide late attendees to the service
- A musician hired by the GSA who was stationed near the tree prior to and throughout the ceremony.
-

Program:

The program was designed by Christina Hotz, CSA Promotional Services and Graphic Designer, and then printed on specialty paper by Deaglan McManus. The organizers saw this as an important piece for families and others to remember the ceremony and the students. A copy of the program is attached for your reference.

Reception:

Food and refreshments were ordered through Hospitality Services for the reception following the ceremony event. The welcome and reception following the dedication ceremony took place in the Boardroom of the Arboretum Centre. This room was selected for its beauty and its size. This space had the furniture rearranged and decorations were provided compliments of CSA Business Manager Lee Anne Clarke.

Student Memorial Tree Ceremony

Fall 2012 Final Report

Invitations:

Invitations were coordinated out of the Office of the CSA Academic & University Affairs Commissioner. They are kept on file there. An invitation to attend the ceremony, along with a request to include the student name on was sent out. All families confirmed positively to including their student and that at least a few members of their family could attend.

This year, after the first planning meeting between Lee Anne Clarke and Deaglan McManus, a student inquired to the CSA Front Office about how she could purchase a tree plaque to memorialize her recently deceased friend. Deaglan spoke to the student and informed her about the ceremony. Once the friend's family gave permission, Deaglan followed up with that student to invite them to the ceremony. At the request of the family, two other close friends were also sent formal invitations to attend the ceremony.

Expenses:

Room Rental: \$185.00

Please refer to Business Office for all other expenses incurred.

Accessibility Challenges:

Upon arrival to the ceremony, the organizers were approached by a family member who let us know that two of the other family members they were waiting on would require wheelchairs in order to make it to the World of Trees. Campus Police and Physical Resources were unable to provide assistance. The CSA wheelchair was left at the CSA office, and the CSD agreed to lend a chair if we could send someone to pick it up. The CSD and Campus Police mentioned that the Arboretum had a wheelchair available for visitors but the organizers were unable to locate it.

Thankfully, the two family members showed up with their own wheelchairs. It is highly recommended that future organizers bring the CSA wheelchair to the event or confirm with The Arboretum that there is a wheelchair there for use.

A clause around accessibility needs is also recommended for inclusion into the event invite. This would ask families to also let us know if they, or anyone accompanying them, require ASL interpretation, assistance getting down the Arboretum path to the tree, or any other needs.

Student Memorial Tree Ceremony

Fall 2012 Final Report

Post Event Activities:

Sadly, the student who had made contact early in the year regarding a plaque to remember her friend was unable to get off work for the ceremony. Deaglan reconnected with her the next day via email by sending her a copy of the program from the event, and pictures he had taken after the event of the tree and plaque.

One family connected with Deaglan at the event regarding an honorary degree for their daughter, and also wanted this to take place at her cousin's upcoming graduation in Winter 2013. Deaglan connected them with Claire Alexander from the President's Office who handles such requests.

In order to facilitate more awareness about the event and the students who had passed, Deaglan submitted a picture of the tree to *The Ontario's Tree Of The Week*. The tree appeared in *The Ontario* Volume 169, Issue 7, published on October 18, 2012.

Pictures were also taken to document all previous plaques dedicated. Suggestions for appropriate next-steps are welcomed.



Fall 2012 Semester Report of the CSA Chief Electoral Officer

To: CSA Board of Directors
From: David Nguyen, Chief Electoral Officer
Date: Monday, November 19th 2012
Re: CSA Chief Electoral Officer Update Report

Purpose

The main purpose of this report is to provide a review and insights of the Fall 2012 By-Election to better the electoral process for the Winter 2013 General Elections.

Chief Electoral Officer (CEO)

The position of CEO was recently re-created and thus no formal transitional package was available but the Communications and Corporate Affairs Commissioner was a great “go-to” person and provided many answers to a lot of unanswered questions. With this, the CEO’s experience in the Fall 2012 By-Election will now allow the CEO to independently and confidently perform the duties of the position for the Winter 2013 General Elections.

Assistant Electoral Officer – Administration (AEO-A)

Although the position of AEO-A is useful and necessary during times of increased number of candidates and referendum questions, the Fall 2012 By-Election has found that this position is not needed during a By-election. The reasoning for this is: (1) the CEO can perform the tasks of the AEO-A during the Fall By-Election to better equip them for the Winter General Election and (2) by making the AEO-A work only during the Winter General Elections enables the CSA to increase the positions hours from 10 hours a week to 15 hours for the AEO-P position. Thus, it is recommended that the position of AEO-A become a one-semester based position.

Assistant Electoral Officer – Promotions (AEO-P)

In contrast, the position of AEO-P is definitely necessary for both the By-elections and General Elections. The AEO-P innovated ways that reached out to the electorate. This was done through advertising on cups from the Bullring, coordinating classroom talks, using social media, and working with Promotional Services and Graphic Designer to approve posters and banners. Unfortunately, the position of AEO-P is now vacant due to a recent resignation. The Electoral Office will interview for the position later in the semester.

Board of Directors Promotions

The AEO-P spent many office hours coordinating classroom talks for CSA BoD members to promote the Fall 2012 by-elections. Although a few members reached out to classrooms to promote the by-elections, there were many who didn’t respond or offer commitments. It is recommended that members of the CSA BoD offer time to promote the Winter 2013 General Elections to raise voter turnout.

Polling Stations and Clerks

The Electoral Office set up one (1) polling station in the University Centre during the busy lunch hours of 12pm – 3pm. The station managed to get about 60 students to vote. Considering our election results regarding quorum, the polling station is an advantage to the electoral process. The electoral office will be continuing with polling stations in more populated locations for the General Elections.

Quorum Statistics for Fall 2012 By-Election

□ 519 of 5090 CSAHS students voted which results to	10.20 % voter turnout. (<i>Quorum Achieved</i>)
□ 615 of 4482 CBS students voted which results to	13.72 % voter turnout. (<i>Quorum Achieved</i>)
□ 416 of 2007 OAC students voted which results to	20.73 % voter turnout. (<i>Quorum Achieved</i>)

Reaching quorum is the main priority for the Electoral Office. As the results indicate, quorum was

met, but not by much. To remedy this problem the Electoral Office will prioritize in the following ways:

1. Creative marketing strategies of the AEO-P
2. Collaboration with other CSA and campus services/programmes
3. Expansion of polling stations and polling clerks
4. Attending an student union elections conference at the end of the Fall 2012 academic semester with many Ontario universities in St. Catharines, Ontario—Brock University.

Equipment

The Electoral Office recently received a new Mac Mini and monitor. This computer will now enable the office to perform their duties effectively and efficiently. All files available will be archived into this computer for future reference and future election staff. The Electoral Office is also looking to collaborate with other partners to rent or borrow computer equipment for setting polling stations across campus.

Election Fines

The recent and most updated breakdown of fines is straight-forward and easy to implement. There is no need to revise these at this moment.

Campaigning and Voting Week

Campaigning and voting week concluding at the same time is beneficial to the electoral process for the following reasons:

1. Voter participation is assumed to be higher due to the fact that voters can vote while candidates are still campaigning
2. Numbers of campaign violations are lowered due to the fact that there can be no electoral violations such as “campaigning during voting week etc.”
3. The elections outcome are produced faster (most likely the following Monday when elections closes the Friday at 11:59pm)

Recommendations:

1. All Candidates forum must be held before the first voting day; this will ensure voters have the *opportunity* to make an informed decision and listen to all candidates of the election.

Communications

The Electoral Office has developed a communication relationships with :

- Genevieve Gauthier (Gundy), Secretariat Office and Information and Privacy Coordinator for the purpose of creating ballots, sending out the ballots, and giving the Electoral Office an authenticated voting report.
- Debbie Kron, Resource Planning and Analysis Coordinator for the purpose of receiving a confirmation of enrolment numbers for quorum calculations.
- Sharon Anthony, Registrarial and Enrolment services for the purpose of validating nomination signatures from nomination period.

The Electoral Office plan to develop and strengthen relationships with:

- The Editor-in Chief of thecannon.ca and the Ontarion for the purpose of advertising and campaigning of candidates.
- Student Housing Services and Interhall Council for the purpose of developing campaigning regulations in residence.

Schedule of Dates for Winter 2013 General Elections

CSA Executive and Board of Directors Nominations

Monday, January 28th – Wednesday, Feb 13th @ 4:00pm to the CSA Main Office

**CSA BoD meets Wednesday, Feb 13th to ratify nominations*

Campaign and Voting Week

Campaigning will begin Monday, March 4th, 2013 and voting will begin Wednesday, March 6th,

2013; both will conclude on Friday March 8th, 2013 @ 11:59pm.
*CSA BoD meets Wednesday, March 13th to ratify results

Standing Referendum Committee (SRC)

The SRC will meet every Wednesday to approve referendum questions submitted electronically with the following recommended timeline:

	Submission Deadlines	Approval from SRC
Submission Round 1	Mon. Jan 7 th at 12:01AM to Wed. Jan. 9 th @ 12:00pm	Thu. Jan. 10 th @ 12:00pm
Submission Round 2	Wed. Jan 9 th at 12:01PM to Wed. Jan. 16 th @ 12:00pm	Thu. Jan. 16 th @ 12:00pm
Submission Round 3	Wed. Jan 16 th at 12:01PM to Wed. Jan. 23 rd @ 12:00pm	Thu. Jan. 24 th @ 12:00pm

If approved, the gathering of signatures can occur from the time of SRC approval up until Wednesday, Feb 13th @ 4:00pm when the signatures must be submitted to the CSA Main Office (same deadline as nominations for Board and Executive positions).

If you have any concerns, please contact the Chief Electoral Officer by contacting David Nguyen at csaceo@uoguelph.ca

Sincerely,

David Nguyen
CSA Chief Electoral Officer



TO: Board of Directors
FROM: Policy and Bylaw Review Committee (PBRC)
DATE: November 28, 2012
RE: NOM – Amendments to Bylaw 5, Policy Manual

On October 10, 2012 and October 31, 2012, PBRC reviewed and provided recommendations for amendments for Bylaw 5. Please review the committee minutes from the above dates for more information on the changes to this policy.

The committee has put forward the following motion:

**BIRT, the Board of Directors adopt the amendments to Bylaw 5 – Policy Manual.
Moved and Seconded by the Policy and Bylaw Review Committee.**

Bylaw 5 – Policy Manual

1. Definition of Terms

There shall be two (2) classes of resolutions, policy resolutions and simple resolutions that are recognized by the CSA.

2. Policy Resolutions

Policy Resolutions shall represent the considered or general view of the CSA with respect to any issue and may have limited or unlimited temporal reference. A Policy Resolution shall in most respects pertain to the prudent conduct, sagacity, course, or general plan of action to be adopted by the CSA.

Policy Resolutions require one meeting's Notice of Motion and must be passed by a two-thirds (2/3) vote at a subsequent Board of Director's Meeting. A Policy Resolution passed by a two-thirds (2/3) vote shall be considered an official Policy of the CSA.

The rescindment of a policy of the CSA shall require one board meeting's Notice of Rescindment and must be rescinded by a two-thirds (2/3) vote at a Board of Directors meeting.

Executive and Directors of the CSA are expected to be familiar and act in accordance with the current CSA policies as stated in the policy manual. If an Executive or Director feels that a policy should not be followed, they must petition the Board of Directors to suspend said policy until further review may take place.

If an Executive or Director is found willfully acting against CSA policies, this will be noted in the Executive or Director's file pursuant to Article 15 of Bylaw 1 (Accountability and Removal From Office).

Staff found willfully acting against CSA policies will be subject to the Positive Discipline policy in Appendix D (CSA Human Resources Policy).

3. Simple Resolutions

A Simple Resolution shall be a resolution which is not defined by article 2 of this bylaw.

4. Policy Review

All policy of the CSA established by the Board of Directors shall be the official policy position that the Association will take, and they shall be reviewed after three years.

Policy of the CSA shall be reviewed annually in accordance with the Policy Review Policy. Any member of the CSA may put forward amendments to the Bylaws and/or Policy Manual. Members interested in reviewing policy must provide written notification to the Board of Directors at the next regularly scheduled meeting of the Directors.

Formal approval by the Board of Directors is not necessary to start the review process of a policy of the CSA.

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5. Policy Manual

All motions/resolutions which have been approved as *CSA* Policy will be compiled in a *Central Student Association Policy Manual*. The manual will be updated periodically and shall become an Appendix of By-Law Number 5.

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TO: Board of Directors
FROM: SHAC Oversight Committee
5 DATE: Friday, November 23, 2012
RE: NOM- Amend Policy Appendix B 3.9 SHAC Oversight Committee

10 The SHAC Oversight Committee is recommending changes to the committee's policy. These changes were made to reflect the combining of the SHAC Oversight Committee and SHAC's Student Services Fee (SSF) Advisory Committee, which until now operated separately despite very similar mandates.

15 **BIRT** the changes to Appendix B, 3.9 SHAC Oversight Committee be adopted.

Moved by: *Deaglan McManus* Seconded by: *Natalie Ennwah-Akrofi*

3.9 SHAC ~~ADVISORY~~ COMMITTEE

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The ~~objective~~ of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of board members, SHAC staff, SHAC volunteers and students.

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~~This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsary Fees Committee on matters dealing with programs funded all or in part by the SSF.~~

3.9.1 PURPOSE

The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last board meeting of the winter semester. This document will contain the following:

- A summary of findings from its consultative review.
- A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- ~~Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.~~
- ~~An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.~~

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3.9.2 MEMBERSHIP

3.9.2.1 Membership of the Committee shall be made up of a minimum of ~~six (6)~~ members: the Academic & University Affairs Commissioner, the SHAC Coordinator, ~~a current SHAC volunteer~~, and at least three (3) Board members.

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3.9.2.2 ~~The Board shall appoint three (3) of its members to the committee before September 30th of each year, for a term ending April 30th.~~

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3.9.2.3 ~~The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.~~

Deleted: Members of the committee shall be appointed by the Board at the second meeting of the fall semester for a term ending April 30th.

3.9.3 MEETINGS

3.9.3.1 The committee will be chaired by the Academic & University Affairs Commissioner. The CSA Committee Scribe will scribe the committee meetings. If the CSA Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.

3.9.3.2 The committee will meet within two (2) weeks after its membership is appointed by the board of directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.

3.9.3.3 Because of the significant importance of the committee's report to the future of the SHAC, quorum will be set at ~~five~~ of the committee members.

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TO: CSA Board of Directors
FROM: Drew Garvie – Communications and Corporate Affairs Commissioner
DATE: Friday, November 23, 2012
RE: Courselink Board Training

This item of the Board Meeting is a proposal to have a short debrief on the online Board Training.

How did Directors feel about the following:

- 1) The content of the modules
- 2) The quizzes (difficulty, number of attempts, etc.)
- 3) The strategy adopted by the Board to hold Directors accountable to the completion of online training.



TO: CSA Board of Directors
FROM: Drew Garvie – Communications and Corporate Affairs Commissioner
DATE: Thursday, November 22, 2012
RE: Executive Empowerment

BIRT, the CSA Board of Directors grant the Executive Committee “Executive Empowerment” until the first Board Meeting of the Winter 2013 semester, in accordance with Bylaw 1, article 10.

10.0 Executive Empowerment

10.1 The Executive Committee shall upon a properly worded motion within a given semester be deemed to possess limited powers of the Board of Directors, herein referred to as Executive Empowerment. The motion shall contain any limitations which the Executive shall be bound to. Executive Empowerment is defined as the general conduct of business pursuant to all CSA Bylaws and policies, which shall include expenditures exceeding five thousand dollars to cover payroll and any remittances to federal or provincial governments. All other expenditures must be contained within a specified budgetary line item, and shall not exceed \$4999.99.

10.2 Under Executive Empowerment the Executive Committee shall never have the power to suspend any policy of the CSA. If it is felt that there is a pressing need to suspend any policy the Executive Committee shall reconvene the Board of Directors.