



Meeting Agenda Council

Wednesday, February 6, 2013 @ 12:00 p.m.
Conference Centre (Side A), Richmond Campus
Kwantlen Polytechnic University / 8771 Lansdowne Rd / Richmond, BC
V6X 3V8

1) Introductions (3 minutes)

- a. **For Information:** Current Council Membership (Girodat) pp. 3-4
- b. For Information: Current Committee Membership (Girodat) pp. 5-7

2) Adoption of the Agenda (1 minute)

- a. **For Approval:** That the Agenda be approved (Campbell)

3) Approval of the Minutes (1 minute)

- a. **For Approval:** January 16, 2013 pp. 8-26

4) Presentations to Council (45 minutes)

- a. Appointment Committee Report (To be distributed)
- b. Radio Free Kwantlen pp. 27

5) Unfinished Business

6) Appointments, Resignations, and Removals (5 minutes)

7) Reports of the Executive Committee and Chairperson (5 minutes each)

- a. Chairperson of the Executive Committee (Girodat) pp. 28-34
- b. Director of External Affairs (Ansary) pp. 35-37
- c. Director of Finance (Chiao) pp. 38-39
- d. Director of Student Life (Cellier) (none)
- e. Director of Student Services (Girodat) pp. 40-51

8) Reports of Standing Committees and Special Committees (5 minutes each)

- a. Standing Committee on Governance
 - i. Motion Regarding: Committee Minutes pp. 52-54
 - ii. Motion Regarding: Code of Conduct pp. 55-56
 - iii. Motion Regarding: Vote Tallies pp. 57-59
- b. Finance Committee Report pp. 60
- c. HR-Elected BLI Adjustment Breakdown pp. 61

9) Reports of Campus Representatives (3 minutes each)

- a. Langley Campus Representative (Campbell) pp. 62
- b. Richmond Campus Representative (Xu) (none)
- c. Surrey Campus Representative (Mahil) (none)

10) Reports of Constituency Representatives (3 minutes each)

- a. Aboriginal Students Representative (Bige) pp. 63
- b. Students of Colour Representative (Hosein) (none)
- c. Students with Disabilities Representative (Khan) (none)
- d. International Students Representative (Thind) (none)
- e. Mature Students Representative (Fournier) (none)
- f. Queer Students Representative (Luk) (none)
- g. Women's Representative (Ansary) pp. 64

11) Reports of Faculty Representatives (3 minutes each)

- a. Academic and Career Advancement Representative (Kumar) (none)
- b. Academic and Career Advancement Representative (Kwong) (none)
- c. Arts Representative (Cellier) (none)
- d. Arts Representative (Klassen) (none)
- e. Arts Representative (Zaidi) (none)
- f. Business Representative (Chiao) pp. 65
- g. Business Representative (Ghuman) (none)
- h. Business Representative (Raja) (none)
- i. Design Representative (Li) (none)

12) Reports of Senate Representatives (3 minutes each)

- a. Senate Representative (Ghahremani) (none)
- b. Senate Representative (Girodat) pp. 66-67
- c. Senate Representative (Penland) (none)

13) Report of the General Manager (5 minutes) (McElroy) (none)

14) Question Period (30 minutes)

15) New Business on Notice

16) Other Business

17) Next Meeting

- a. 12:00 p.m. on Wednesday, March 6, 2012 (Langley, West 1030)
- b. 12:00 p.m. on Wednesday, April 3, 2012 (Cloverdale, Main 1853)

Report on: Membership of Council

As Of: February 2, 2013

Prepared By: Christopher Girodat, Chairperson of the Executive Committee

(1) Voting Members of Council

Pursuant to article 9(4) of the bylaws, Council consists of one (1) Campus Representative for each campus of the University; fourteen (14) Faculty Representatives; seven (7) Constituency Representatives; and up to four (4) Senate Representatives (the University's student senators).

Campus Representatives

Cloverdale Representative **Vacant**
Langley Representative Jennifer **Campbell**
Richmond Representative..... Davis **Xu**
Surrey Representative Amrit **Mahil**

Constituency Representatives

Aboriginal Students Representative Melinda **Big**
Students of Colour Representative.....Richard **Hosein**
Students with Disabilities Representative Asheen-azad **Khan**
International Students Representative..... Jasan **Thind**
Mature Students Representative Diana **Fournier**
Queer Students Representative Lydia **Luk**
Women's RepresentativeArzo **Ansary**

Faculty Representatives

Academic and Career Advancement Representative Guarav **Bhulla**
Academic and Career Advancement Representative Chanel **Kwong**
Arts Representative..... Jamie **Cellier**
Arts Representative..... Samantha **Klassen**
Arts Representative..... **Vacant**
Arts Representative..... Fatima **Zaidi**
Business Representative Tony **Chiao**
Business Representative Punit **Ghuman**
Business Representative Yasir **Raja**
Community and Health Studies Representative **Vacant**
Design Representative..... Ming **Li**
Science and Horticulture Representative **Vacant**
Science and Horticulture Representative **Vacant**
Trades and Technology Representative **Vacant**

Senate Representatives

Senate Representative..... Iman **Ghahremani**
Senate Representative..... Christopher **Girodat**
Senate Representative..... Jared **Penland**

(2) Non-voting Members of Council

As provided for in articles 11(1) and 12(1) of the bylaws, there are some positions that come with concurrent membership on Council without a vote: the Speaker of Council, and the Society Ombudsperson.

Speaker of Council..... **Vacant***
Ombudsperson **Vacant**

*As the Office of the Speaker of Council is currently vacant, Council appointed, on December 5, 2012, **Jennifer Campbell** (the Langley Campus Representative) to perform the functions of the Speaker, as the Deputy Speaker of Council.

Report on: Membership of Committees

As of Date: February 2, 2013

Prepared By: Christopher Girodat, Chairperson of the Executive Committee

(1) Members of the Executive Committee

Pursuant to article 13(1) of the bylaws, the Executive Committee consists of four members of Council, appointed by the board on the recommendation of the Appointments Committee. The current members of the Executive Committee were appointed on Wednesday, May 16, 2012.

Director of External AffairsArzo **Ansary**
Director of Student Life Jamie **Cellier**
Director of Finance..... Tony **Chiao**
Director of Student Services (Chairperson)..... Christopher **Girodat**

(2) Members of the Standing Committee on Governance

Pursuant to article 14 of the bylaws, the Governance Committee is a Standing Committee of Council which consists of the Speaker of Council, serving as its chairperson; seven (7) members of Council who are not also members of the Executive Committee; and one (1) student who is not also a member of Council. Members are appointed by Council on the recommendation of the Appointments Committee.

Standing Committee on Governance

Speaker of Council (Chairperson) Jennifer **Campbell**
Member of Council..... Melinda **Bige**
Member of Council..... Diana **Fournier**
Member of Council..... Samantha **Klassen**
Member of Council..... Lydia **Luk**
Member of Council..... Fatima **Zaidi**
Member of Council..... **Vacant**
Member of Council..... **Vacant**
Student Vincent **Lam**

Standing Committee on Appointments

Member of Council (Chairperson) Jared **Penland**
Member of Council..... Gaurav **Kumar**
Member of Council..... Chanel **Kwong**
Member of Council..... Ming **Li**
Student Steven **Button**
Student Jassneal **Dass**
Student Nandita **Gaind**
Student Konstantin **Rabinovich**
Student Arshdeep **Toor**

Standing Committee on External Affairs

Member of Council (Chairperson) Iman **Ghahremani**
Member of Council..... Richard **Hosein**
Member of Council Yasir **Raja**
Director of External Affairs..... Arzo **Ansary**
Student Alex **Dingeria**
Student Maria **Marcakis**
Student Maxwell **Nasarimba**
Student Erin **Solmundson**
Student **Vacant**

Standing Committee on Finance

Member of Council..... Diana **Fournier**
Member of Council..... Yasir **Raja**
Member of Council..... **Vacant**
Member of Council..... **Vacant**
Director of Finance Tony **Chiao**
Student Priyanka **Bombhi**
Student Steve **Moore**
Student Devon **Richards**
Student **Vacant**

Standing Committee on Student Life

Member of Council (Chairperson) Fatima **Zaidi**
Member of Council..... Jasan **Thind**
Member of Council..... Davis **Xu**
Director of Student Life Jamie **Cellier**
Student Cody **Blanchard**
Student Michelle **Brewer**
Student Linda **Fang**
Student Antony **Le**
Student Harkanwaljit **Singh**

Standing Committee on Student Services

Member of Council (Chairperson) Jennifer **Campbell**
Member of Council..... Asheen-Azad **Khan**
Member of Council..... Samantha **Klassen**
Director of Student Services..... Christopher **Girodat**
Student Moeed **Ahmad**
Student Steven **Button**
Student Steve **Moore**
Student Konstantin **Rabinovich**
Student Arshdeep **Toor**

(3) Members of Special Committees

Pursuant to article 14(2) of the bylaws, Council may establish “special committees” to deal with special issues that arise, or issues that do not fall under the authority or jurisdiction of one of the Standing Committees. These committees dissolve once they have completed their task, and have reported results to Council.

Special Committee on Ombudsperson Development

Council established this Special Committee on February 29, 2012, to study and report back to the board on “(a) the job description for the Ombudsperson; (b) the *Regulations* structure of the Ombudsperson’s role and office; (c) whether Council should consider a joint Ombudsperson structure with the University; and (d) any other recommendations related to the Ombudsperson.” Its terms of reference are contained in motion #4, passed by Council on Wednesday, February 29, 2012.

Director of Student Services (Chairperson) Christopher **Girodat**
Member of Council (Executive) Arzo **Ansary**
Member of Council (non-Executive) Jared **Penland**
Student Arshdeep **Toor**
Employee..... John **O’Brian**

KWANTLEN STUDENT ASSOCIATION

Regular Meeting of Council
 Wednesday, January 16, 2013
 Surrey Campus
 Cedar 2115

JANUARY 16, 2013 SURREY

Present

The Runner Reporter	Hannah	Ackeral*
Director of External Affairs	Arzo	Ansary
Aboriginal Students Constituency Representative	Mel	Bige*
Langley Campus Representative/Chair	Jennifer	Campbell
Faculty of Arts Representative/Director of Student Life	Jamie	Cellier
Director of Finance	Tony	Chiao
The Runner Editor	Matthew	DiMera*
Mature Students Representative	Diana	Fournier
Senate Representative	Iman	Ghahremani
Director of Student Services/Executive Chairperson	Chris	Girodat
Students of Colour Constituency Representative	Richard	Hosein
Students with Disability Representative	Asheen-Azad	Khan*
Arts Representative	Sam	Klassen
Faculty of ACA Representative	Chanel	Kwong*
Runner Reporter	Sasha	Mann
General Manager	Jeremy	McElroy*
Records Coordinator and Archivist/Secretary	Kari	Michaels*
Criminology Instructor	Lisa	Monchalin*
Senate Representative	Jared	Penland
Faculty of Arts Representative	Fatima	Zaidi

Present by Proxy

Senate Representative	Jared	Penland	By Girodat
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Regrets

Faculty of ACA Representative	Guarav	Bhulla
Business Representative	Punit	Ghuman
Faculty of Design Representative	Ming	Li
Surrey Campus Representative	Amrit	Mahil
Faculty of Business Representative	Yasir	Raja
International Students Constituency Rep	Jasan Preet	Thind
Faculty of Arts Representative		Vacant
Cloverdale Representative		Vacant
Richmond Campus Representative	Davis	Xu

Secretary's note: The discussion in these minutes is not verbatim. While names are attached to statements they are a summary of points made.

1) Call to Order

Jenn called the meeting to order at 12:23

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COUNCIL:2013-01-16:01 Motion
Girodat/Bige
BIRT the meeting be recessed to the call of the chair
CARRIED

*Recessed at 12:25
Called back to order at 1:06*

2) Agenda

COUNCIL:2013-01-16:02 MOTION
Bige/Penland
BIRT Agenda be adopted with the addition of reports from Student Life director, External Affairs Committee, Women's Constituency, Student's of Colour constituency, January 2nd minutes for adoption, and a report of Fatima Zaidi, and in camera business
CARRIED UNANIMOUSLY

3) Minutes

COUNCIL:2013-01-16:03 MOTION
Girodat/Ansary
BIRT the minutes of January 2, 2013 be approved as presented
CARRIED

4) Presentations

None

5) Unfinished Business

a. Finance report from January 2, 2012

Tony asked to move the first motion to be considered under governance committee.
There was no opposition

COUNCIL:2013-01-16:04 MOTION
Chiao/Girodat
BIRT that Article X(6)(1) "Meeting Attendance Honorarium" of Regulations be amended by substituting "an honorarium of \$25 per meeting" with "a meeting honorarium of \$25 per Special Committee meeting and \$50 per Standing Committee meeting"
BIFRT the above amendment to Regulations be effective on May 1st, 2013
BIFRT remainder of the section's articles be renumbered as needed
CARRIED

Tony said this section is regarding student members in special committees. It increases their honorariums for each meeting.

Jamie asked what the difference in work load for the different committees.

Tony said Special committee's can be established by Council at any time so if there are many created the honorarium is a little lower.

Diana said the non-council member's of committees were not included in the honorarium structure.

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b. Proposed regulations changes

COUNCIL:2013-01-16:05 MOTION

Girodat/Chiao

BIRT Section X articles 1 and 2 of the Regulations be substituted for the following articles 1, 2, 3, 4, and 5, and that the remainder of the section's articles be renumbered as needed, and that the blanks in dollar amounts be substituted for dollar amounts to be recommended by the Standing Committee on Finance:

Article 1: Duties of Representatives

1. Campus Representatives shall be expected to

(a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to communicate the perspectives of members on the campus from which they have been elected;

(b) attend all general meetings of the Society;

(c) post weekly hours during which they will be available to meet with members;

(d) inform members of the Society on the campus from which they have been elected about the decisions and activities of the Society;

(e) provide, on a volunteer basis, occasional support to the Director of Student Life for events that take place on the campus from which they have been elected;

(f) submit to Council, at least once per semester, a written report to describe the work done on behalf of the Society on the campus from which they have been elected.

2. Constituency Representatives shall be expected to

(a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to communicate the perspectives of members of the constituency from which they have been elected;

(b) attend all general meetings of the Society;

(c) post weekly hours during which they will be available to meet with members;

(d) coordinate the activities of the Constituency Association that corresponds to the constituency from which they have been elected, and communicate to Council the concerns and recommendations of the Constituency Association;

(e) inform members of the Society who self-identify with the constituency from which they have been elected about the decisions and activities of the Society;

(f) submit to Council, at least once per semester, a written report to describe the work done on behalf of the Society for the constituency from which they have been elected.

3. Faculty Representatives shall be expected to

(a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to communicate the perspectives of members of the faculty from which they have been elected;

(b) attend all general meetings of the Society;

(c) post weekly hours during which they will be available to meet with members;

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(d) coordinate the activities of the Faculty Student Association that corresponds to the faculty from which they have been elected, and communicate to Council the concerns and recommendations of the Faculty Student Association;

(e) inform members of the Society in the faculty from which they have been elected about the decisions and activities of the Society;

(f) submit to Council, at least once per semester, a written report to describe the work done on behalf of the Society for the faculty from which they have been elected.

4. Senate Representatives shall be expected to

(a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to ensure that Council is updated on academic and other governance issues as they occur at the University;

(b) attend all general meetings of the Society;

(c) post weekly hours during which they will be available to meet with members;

(d) attend all meetings of the University Senate, and of all University Standing Committees and University Special Committees of which they are a member, and to ensure that Council is updated on issues that arise there;

(e) submit to Council, at least once per semester, a written update to describe recent academic and governance issues at the University that warrant the attention of Council.

Article 2: Honoraria of Representatives

1. Representatives shall receive a base honorarium of \$___ per month.

2. Representatives shall receive an additional honorarium of \$___ for attendance at each meeting of Council, and of each Standing Committee and Special Committee of which they are a member, to be disbursed within six (6) business days of the end of each calendar month.

3. A Representative who is also the Chairperson of a Standing Committee, or a Special Committee, shall receive an additional premium of \$___, in addition to the additional attendance honorarium set out within clause 1 of this article, in recognition of additional volunteer work completed for the Society.

4. A Representative shall be deemed to have attended a meeting for the purposes of this Article if they are present for at least 60% of the meeting or at least three (3) hours in the case of Council, or at least two (2) hours in the case of a Standing Committee or Special Committee of which they are a member, whichever is the lesser number.

5. A Representative shall not be entitled to receive an attendance honorarium for more than eight (8) meetings of Council, or of the same Standing Committee or Special Committee, during the same semester. A Representative who is also a member of the Executive Committee is excluded from attendance honoraria under this Article.

6. A member of the Society, who is not a member of Council, shall receive an honorarium of \$___ for attendance at each meeting of Council for which they hold the proxy of a member of Council, subject to the attendance requirements of this article. A Representative shall not be entitled to receive an attendance honorarium for a meeting of Council at which they are not present themselves, whether or not a proxy is assigned. A member of Council shall only be entitled to receive

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one (1) attendance honorarium per Council meeting attended, whether or not that member of Council is assigned a proxy.

Article 3: Duties of the Executive Committee

1. Members of the Executive Committee shall be responsible for the performance of those duties set out in Article 13 of the Bylaws, and Section VI of the Regulations and, in addition to those duties, they shall be expected to:

- (a) complete at least sixty (60) hours per bi-weekly pay period;
- (b) submit a bi-weekly timesheet to the Director of Finance, to detail the hours completed in the performance of their duties for the Society (except for the Director of Finance, who shall submit it instead to the Director of Student Services);
- (c) submit a written report for presentation to each regularly-scheduled meeting of Council and of the Standing Committee on which they are a member; and
- (d) attend all regularly-scheduled meetings of the Executive Committee.

Article 4: Stipends for the Executive Committee

1. Members of the Executive Committee shall receive a bi-weekly stipend of \$___ in recognition of the time that they contribute to the work of the Society, to be paid on a bi-weekly basis in a manner to be determined by the General Manager. The Chairperson of the Executive Committee shall receive an additional \$___ per bi-weekly pay period, in recognition of the additional time that they contribute to the work of the Society over and above the functions and duties of that member of the Executive Committee's primary portfolio.

2. During the calendar months of April, August, and December, it is understood that expected hours contributed to the work of the Society, and office hours, for members of the Executive Committee shall be reduced by one-half, and that the stipend disbursed to each member of the Executive Committee during that calendar month shall not be thereby affected.

Article 5: Discipline for Representatives and the Executive Committee

1. A Representative on Council may be issued a warning for conduct, or for nonperformance, by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Standing Committee on Governance. The Resolution for a warning must clearly indicate, in its body or by way of preamble, the reasons or causes for the issuance of any such warning.

Any such warning(s) shall not affect the honorarium of a Representative, unless jointly recommended by the Standing Committees on Governance and Appointments, and any reductions made to an honorarium under this clause may only be affected for the current calendar month.

2. A member of the Executive Committee may be issued a warning for conduct, or for non-performance, by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Standing Committee on Governance, or the Standing Committee on which that member of the Executive Committee sits. The Resolution for a warning must clearly indicate, in its body or by way of preamble, the reasons or causes for the issuance of any such warning. Any such warning(s) shall not affect the honorarium of a member of the Executive Committee, unless jointly recommended by the Standing Committees on Governance and Appointments, and any reductions made to an honorarium under this

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clause may only be affected for two (2) bi-weekly pay periods, including whichever pay period in which the warning was issued.

3. A member of the Executive Committee may be removed by a Two-thirds (2/3) Resolution, on the joint recommendation of both the Standing Committee on Governance, and the Standing Committee on Appointments, provided however that the member of the Executive Committee in question has previously been issued a conduct warning, or a warning for non-performance, in the matter for which the removal of that member of the Executive Committee is sought. Upon removal, a former member of the Executive Committee remains a Representative on Council.

4. If a representative or a member of the Executive Committee has been directed to register for an event or conference paid for by the Society, and accepts but does not attend, the amount of the costs incurred by the Society (such as conference fees, airplane tickets, and deposits), if not refunded by the other parties, shall be paid by the representative or the member of the Executive Committee themselves. The Society reserves the right to collect the balance in any ways which are lawful. A two-thirds (2/3) Resolution of Council shall be required to excuse a representative or a member of the Executive Committee from paying this sum under extenuating circumstances.

Chris explained what the changes were intended to do. He also noted that Tony's proposed amendments are misnumbered.

COUNCIL:2013-01-16:06AMEND

Chiao/Ansary

BIRT the Regulations section X articles 2 and 4 be replaced with the following and the remaining articles be renumbered accordingly

Article 2: Honoraria of Representatives

1. In recognition of the time Representatives contribute to the work of the Society, they shall receive an attendance honorarium for attendance, to be disbursed within twelve (12) business days of the end of each calendar month, as follow:

- a) An honorarium of \$75 per Regularly-scheduled and Special Council meeting shall be paid to all Representatives, for attending a maximum of six (6) meetings combined per semester.
- b) An honorarium of \$50 per meeting of each Standing Committee of which Representatives are a member, for attending a maximum of eight (8) meetings per semester, per Committee.
- c) An honorarium of \$25 per meeting of each Special Committee established by Council of which Representatives are a member, for attending a maximum of eight (8) meetings per semester, for all Special Committees combined.
- d) A Representative who is also a member of the Executive Committee is excluded from attendance honoraria under this Article.

2. A Representative shall be deemed to have attended a Council meeting for the purposes of this Article if they are present from the Call to Order until the Adjournment of the meeting, or at least four (4) hours, whichever is less.

3. A Representative shall be deemed to have attended a Standing Committee or Special Committee meeting, of which they are a member of, for the purposes of this Article if they are present from the Call to

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Order until the Adjournment of the meeting, or at least two (2) hours, whichever is less.

4. A member of the Society, who is not a member of Council, shall receive an honorarium of \$50 for attendance at each meeting of Council for which they hold the proxy of a member of Council, subject to the attendance requirements of this article. A Representative shall not be entitled to receive an attendance honorarium for a meeting of Council at which they are not present themselves, whether or not a proxy is assigned. A member of Council shall only be entitled to receive one (1) attendance honorarium per Council meeting attended, whether or not that member of Council is assigned a proxy.

Article 4: Stipends of the Executive Committee

1. Members of the Executive Committee shall receive a bi-weekly stipend of \$650 in recognition of the time that they contribute to the work of the Society, to be remunerated on a bi-weekly basis in a manner to be determined by the General Manager. The Chairperson of the Executive Committee shall receive an additional \$100 per bi-weekly pay period, in recognition of the additional time that they contribute to the work of the Society over and above the functions and duties of that member of the Executive Committee's primary portfolio.

2. During the calendar months of April, August, and December, it is understood that expected hours contributed to the work of the Society, and office hours, for members of the Executive Committee shall be reduced by one-half, and that the stipend disbursed to each member of the Executive Committee during that calendar month shall not be thereby affected.

Article 5: Councillor of the Month

1. The Executive Committee may, at the end of each month, bestow the title of Councillor of the Month to a maximum of two (2) members of Council to honour that Council member for his or her overall contribution to the Society.

2. The Councillor of the Month title may be bestowed on any member of Council; voting or non-voting, but shall not be members of the Executive Committee, the Speaker, or the Ombudsperson.

3. In addition to the title, the Executive may, at its discretion, award a gift or honorarium not more than \$50 to the Council members it chooses to name Councillor of the Month.

Finance committee had heard it was getting confusing to figure out the honorarium when chairs of committees were changing so often so they proposed the councillor of the month as a way to accommodate the extra effort some people put in.

There was discussion on the workload of committee chairs.

Chris wanted to clarify that the expected duties of the Executive Committee chairperson are not the same as other committee chairs.

They drew the current fee structure on a flip chart to explain what the changes are.

Richard asked what special committees are.

Chris explained the standing committees and special committees are created from time to time to deal with special tasks of Council.

Jared suggested having a staff member or executive present to assist standing committees.

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Iman entered at 1:43

Melinda said she would like to see the reps being encouraged to attend meetings and not penalized.

COUNCIL:2013-01-16:07MOTION
Ansary/Girodat
BIRT the meeting recess for 5 minutes
CARRIED

Lisa Monchlin entered at 1:50
Recessed at 1:57

COUNCIL:2013-01-16:08 MOTION
Girodat/Ansary
BIRT the meeting recess for 5 more minutes
CARRIED

During the break Lisa Monchalin gave a brief presentation on the Idle No More movement.

Lisa left at 2:15
Called back order at 2:36

COUNCIL:2013-01-16:09 AMEND the AMENDMENT
Ansary/Girodat
BIRT the motion be amended and councillor of the month article be replaced with the following:
A representative may, at the end of each month, apply to the director of finance for an additional honorarium of \$50 for having completed all of the expectations of their role under article 1 of this section. Members of the Executive Committee shall be excluded from this article

Chris said he feels this amendment helps with some of the issues councillors had with the nominating of a particular council member.

Iman said he would be in favor of this if it was an automatic award rather than having to apply.

Melinda illustrated a point that most of her work and other representatives work is done away from this table and it goes unrecognized.

Jared called the question

No one opposed

COUNCIL:2013-01-16:09AMEND AMENDMENT
Ansary/Girodat
BIRT the motion be amended and councillor of the month article be replaced with the following: *A representative may, at the end of each month, apply to the director of finance for an additional honorarium of \$50 for having completed all of the expectations of their role under article 1 of this section. Members of the Executive Committee shall be excluded from this article*
CARRIED
Mel opposed
7 in favor, 2 opposed, 2 abstained

COUNCIL:2013-01-16:06AMEND

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Chiao/Ansary

BIRT the Regulations section X articles 2 and 4 be replaced with the following and the remaining articles renumbered accordingly:

Article 2: Honoraria of Representatives

1. In recognition of the time Representatives contribute to the work of the Society, they shall receive an attendance honorarium for attendance, to be disbursed within twelve (12) business days of the end of each calendar month, as follow:

- a) An honorarium of \$75 per Regularly-scheduled and Special Council meeting shall be paid to all Representatives, for attending a maximum of six (6) meetings combined per semester.
- b) An honorarium of \$50 per meeting of each Standing Committee of which Representatives are a member, for attending a maximum of eight (8) meetings per semester, per Committee.
- c) An honorarium of \$25 per meeting of each Special Committee established by Council of which Representatives are a member, for attending a maximum of eight (8) meetings per semester, for all Special Committees combined.
- d) A Representative who is also a member of the Executive Committee is excluded from attendance honoraria under this Article.

2. A Representative shall be deemed to have attended a Council meeting for the purposes of this Article if they are present from the Call to Order until the Adjournment of the meeting, or at least four (4) hours, whichever is less.

3. A Representative shall be deemed to have attended a Standing Committee or Special Committee meeting, of which they are a member of, for the purposes of this Article if they are present from the Call to Order until the Adjournment of the meeting, or at least two (2) hours, whichever is less.

4. A member of the Society, who is not a member of Council, shall receive an honorarium of \$50 for attendance at each meeting of Council for which they hold the proxy of a member of Council, subject to the attendance requirements of this article. A Representative shall not be entitled to receive an attendance honorarium for a meeting of Council at which they are not present themselves, whether or not a proxy is assigned. A member of Council shall only be entitled to receive one (1) attendance honorarium per Council meeting attended, whether or not that member of Council is assigned a proxy.

Article 4: Stipends of the Executive Committee

1. Members of the Executive Committee shall receive a bi-weekly stipend of \$650 in recognition of the time that they contribute to the work of the Society, to be remunerated on a bi-weekly basis in a manner to be determined by the General Manager. The Chairperson of the Executive Committee shall receive an additional \$100 per bi-weekly pay period, in recognition of the additional time that they contribute to the work of the Society over and above the functions and duties of that member of the Executive Committee's primary portfolio.

2. During the calendar months of April, August, and December, it is understood that expected hours contributed to the work of the Society, and office hours, for members of the Executive Committee shall be reduced by one-half, and that the stipend disbursed to each member of the Executive Committee during that calendar month shall not be thereby affected.

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Article 5: "Optional Base Pay"

A representative may, at the end of each month, apply to the director of finance for an additional honorarium of \$50 for having completed all of the expectations of their role under article 1 of this section. Members of the Executive Committee shall be excluded from this article

CARRIED

Mel opposed, Iman abstained

8 in favor, 1 opposed, 2 abstentions

Sam called the question

No opposition

COUNCIL:2013-01-16:05 MAIN MOTION

Girodat/Chiao

BIRT Section X articles 1 and 2 of the Regulations be substituted for the following articles 1, 2, 3, 4, and 5, and that the remainder of the section's articles be renumbered as needed, and that the blanks in dollar amounts be substituted for dollar amounts to be recommended by the Standing Committee on Finance:

Article 1: Duties of Representatives

1. Campus Representatives shall be expected to

- (a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to communicate the perspectives of members on the campus from which they have been elected;
- (b) attend all general meetings of the Society;
- (c) post weekly hours during which they will be available to meet with members;
- (d) inform members of the Society on the campus from which they have been elected about the decisions and activities of the Society;
- (e) provide, on a volunteer basis, occasional support to the Director of Student Life for events that take place on the campus from which they have been elected;
- (f) submit to Council, at least once per semester, a written report to describe the work done on behalf of the Society on the campus from which they have been elected.

2. Constituency Representatives shall be expected to

- (a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to communicate the perspectives of members of the constituency from which they have been elected;
- (b) attend all general meetings of the Society;
- (c) post weekly hours during which they will be available to meet with members;
- (d) coordinate the activities of the Constituency Association that corresponds to the constituency from which they have been elected, and communicate to Council the concerns and recommendations of the Constituency Association;
- (e) inform members of the Society who self-identify with the constituency from which they have been elected about the decisions and activities of the Society;

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(f) submit to Council, at least once per semester, a written report to describe the work done on behalf of the Society for the constituency from which they have been elected.

3. Faculty Representatives shall be expected to

(a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to communicate the perspectives of members of the faculty from which they have been elected;

(b) attend all general meetings of the Society;

(c) post weekly hours during which they will be available to meet with members;

(d) coordinate the activities of the Faculty Student Association that corresponds to the faculty from which they have been elected, and communicate to Council the concerns and recommendations of the Faculty Student Association;

(e) inform members of the Society in the faculty from which they have been elected about the decisions and activities of the Society;

(f) submit to Council, at least once per semester, a written report to describe the work done on behalf of the Society for the faculty from which they have been elected.

4. Senate Representatives shall be expected to

(a) attend all meetings of Council, and of all Standing Committees and Special Committees of which they are a member, and to ensure that Council is updated on academic and other governance issues as they occur at the University;

(b) attend all general meetings of the Society;

(c) post weekly hours during which they will be available to meet with members;

(d) attend all meetings of the University Senate, and of all University Standing Committees and University Special Committees of which they are a member, and to ensure that Council is updated on issues that arise there;

(e) submit to Council, at least once per semester, a written update to describe recent academic and governance issues at the University that warrant the attention of Council.

Article 2: Honoraria of Representatives

1. In recognition of the time Representatives contribute to the work of the Society, they shall receive an attendance honorarium for attendance, to be disbursed within twelve (12) business days of the end of each calendar month, as follow:

a) An honorarium of \$75 per Regularly-scheduled and Special Council meeting shall be paid to all Representatives, for attending a maximum of six (6) meetings combined per semester.

b) An honorarium of \$50 per meeting of each Standing Committee of which Representatives are a member, for attending a maximum of eight (8) meetings per semester, per Committee.

c) An honorarium of \$25 per meeting of each Special Committee established by Council of which Representatives are a member, for attending a maximum of eight (8) meetings per semester, for all Special Committees combined.

d) A Representative who is also a member of the Executive Committee is excluded from attendance honoraria under this Article.

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2. A Representative shall be deemed to have attended a Council meeting for the purposes of this Article if they are present from the Call to Order until the Adjournment of the meeting, or at least four (4) hours, whichever is less.

3. A Representative shall be deemed to have attended a Standing Committee or Special Committee meeting, of which they are a member of, for the purposes of this Article if they are present from the Call to Order until the Adjournment of the meeting, or at least two (2) hours, whichever is less.

4. A member of the Society, who is not a member of Council, shall receive an honorarium of \$50 for attendance at each meeting of Council for which they hold the proxy of a member of Council, subject to the attendance requirements of this article. A Representative shall not be entitled to receive an attendance honorarium for a meeting of Council at which they are not present themselves, whether or not a proxy is assigned. A member of Council shall only be entitled to receive one (1) attendance honorarium per Council meeting attended, whether or not that member of Council is assigned a proxy.

Article 3: Duties of the Executive Committee

1. Members of the Executive Committee shall be responsible for the performance of those duties set out in Article 13 of the Bylaws, and Section VI of the Regulations and, in addition to those duties, they shall be expected to:

- (a) complete at least sixty (60) hours per bi-weekly pay period;
- (b) submit a bi-weekly timesheet to the Director of Finance, to detail the hours completed in the performance of their duties for the Society (except for the Director of Finance, who shall submit it instead to the Director of Student Services);
- (c) submit a written report for presentation to each regularly-scheduled meeting of Council and of the Standing Committee on which they are a member; and
- (d) attend all regularly-scheduled meetings of the Executive Committee.

Article 4: Stipends for the Executive Committee

1. Members of the Executive Committee shall receive a bi-weekly stipend of \$650 in recognition of the time that they contribute to the work of the Society, to be remunerated on a bi-weekly basis in a manner to be determined by the General Manager. The Chairperson of the Executive Committee shall receive an additional \$100 per bi-weekly pay period, in recognition of the additional time that they contribute to the work of the Society over and above the functions and duties of that member of the Executive Committee's primary portfolio.

2. During the calendar months of April, August, and December, it is understood that expected hours contributed to the work of the Society, and office hours, for members of the Executive Committee shall be reduced by one-half, and that the stipend disbursed to each member of the Executive Committee during that calendar month shall not be thereby affected.

Article 5: Optional Base Pay

A representative may, at the end of each month, apply to the director of finance for an additional honorarium of \$50 for having completed all of the expectations of their role under article 1 of this section. Members of the Executive Committee shall be excluded from this article

KWANTLEN STUDENT ASSOCIATION

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Article 6: Discipline for Representatives and the Executive Committee

1. A Representative on Council may be issued a warning for conduct, or for nonperformance, by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Standing Committee on Governance. The Resolution for a warning must clearly indicate, in its body or by way of preamble, the reasons or causes for the issuance of any such warning. Any such warning(s) shall not affect the honorarium of a Representative, unless jointly recommended by the Standing Committees on Governance and Appointments, and any reductions made to an honorarium under this clause may only be affected for the current calendar month.

2. A member of the Executive Committee may be issued a warning for conduct, or for non-performance, by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Standing Committee on Governance, or the Standing Committee on which that member of the Executive Committee sits. The Resolution for a warning must clearly indicate, in its body or by way of preamble, the reasons or causes for the issuance of any such warning. Any such warning(s) shall not affect the honorarium of a member of the Executive Committee, unless jointly recommended by the Standing Committees on Governance and Appointments, and any reductions made to an honorarium under this clause may only be affected for two (2) bi-weekly pay periods, including whichever pay period in which the warning was issued.

3. A member of the Executive Committee may be removed by a Two-thirds (2/3) Resolution, on the joint recommendation of both the Standing Committee on Governance, and the Standing Committee on Appointments, provided however that the member of the Executive Committee in question has previously been issued a conduct warning, or a warning for non-performance, in the matter for which the removal of that member of the Executive Committee is sought. Upon removal, a former member of the Executive Committee remains a Representative on Council.

4. If a representative or a member of the Executive Committee has been directed to register for an event or conference paid for by the Society, and accepts but does not attend, the amount of the costs incurred by the Society (such as conference fees, airplane tickets, and deposits), if not refunded by the other parties, shall be paid by the representative or the member of the Executive Committee themselves. The Society reserves the right to collect the balance in any ways which are lawful. A two-thirds (2/3) Resolution of Council shall be required to excuse a representative or a member of the Executive Committee from paying this sum under extenuating circumstances.

CARRIED by 2/3rds

Chanel Iman abstained, Mel opposed
7 in favor, 1 opposed, 3 abstained

COUNCIL:2013-01-16:10 MOTION

Girodat/Penland

BIRT the HR-Elected operations worksheet be approved as presented

CARRIED

Chanel abstained
9 in favor, 2 abstained

KWANTLEN STUDENT ASSOCIATION

c. CFS-BC Report

COUNCIL:2013-01-16:11MOTION

Girodat/Cellier

BIRT the Executive Committee be directed to request copies of any agreements between sponsors and/or donors, and the University, and to bring to the attention of Council any matters therein that may be of concern of the Society

CARRIED

Chanel abstained

10 in favor

There are concerns at other student unions that universities have entered into agreements that give organizations undue control over academic programs. It would be good for the KSA to look into it.

COUNCIL:2013-01-16:12 MOTION

Girodat/Bige

BIRT the Women's and Queer Students' Constituency Representatives be directed to develop a comprehensive proposal for a campaign on the need for active consent in all sexual activity, to be sponsored by the Kwantlen Student Association, and to present the proposal to Council for its consideration and approval by no later than March 6, 2013

CARRIED

10 in favor

Chris explained the importance of active consent campaigns.

There was discussion on the difference between coercion and consent.

COUNCIL:2013-01-16:13MOTION

Girodat/Penland

BIRT the Queer Students' Constituency Representative and the Director of Student Services be directed to conduct an audit of the services of the Kwantlen Student Association as they pertain to respect for gender diverse self-identification, and to provide the results of that audit to the Standing Committee on Student Services, along with any steps being undertaken to address any deficiencies, by no later than February 28, 2013

CARRIED

10 in favor

COUNCIL:2013-01-16:14 MOTION

Girodat/Bige

BIRT the Director of Student Services be directed to explore options for the provision of free safer sex products, such as dental dams, receptive condoms, and gloves, and to provide recommendations to the Standing Committee on Student Services by February 27, 2013

CARRIED

9 in favor

Diana asked if we could just provide the contraceptives instead of researching them first.

Chris said they can be quite pricey and we could work out a deal with other organizations.

COUNCIL:2013-01-16:15 MOTION

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KWANTLEN STUDENT ASSOCIATION

Girodat/Penland

BIRT the Standing Committee on External Affairs be directed to develop verbal and written submissions to the legislative assembly for presentation at the Fall 2012 consultations for the development of the Spring 2013 provincial budget, and to report back to Council with an interim progress update by no later than March 6, 2013

BIFRT the Director of External Affairs be encouraged to partner with other students' unions in the development of a written submission, where appropriate and effective

CARRIED

10 in favor

6) Appointments, Resignations and Removals

COUNCIL:@013-01-16:16 MOTION

Girodat/Bige

BIRT Dan McCulley be removed from the Standing Committee on External Affairs

CARRIED

9 in favor, Chanel abstained

COUNCIL:2013-01-16:17 MOTION

Girodat/Cellier

BIRT that Beau-Morgan Sinclair, Alex Dingeria, Erin Solmundson, and Maria Carcakis be appointed to the Standing Committee on External Affairs

CARRIED

9 in favor, Chanel abstained

COUNCIL:2013-01-16:18 MOTION

Girodat/Zaidi

BIRT Jakub Derjowed, Inga Kavtaradze, Dani Miller, and Terence Narain be removed from the Standing Committee on Student Life

CARRIED

9 in favor

COUNCIL:2013-01-16:19 MOTION

Girodat/Cellier

BIRT Xiao-Xing ("Linda") Fang, Harkanwaljit Singh, and Cody Blanchard be appointed to the Standing Committee on Student Life

COUNCIL:2013-01-16:20 AMEND

Penland/Girodat

BIRT Michelle Brewer be added to the motion

CARRIED

9 in favor

COUNCIL:2013-01-16:19MAIN MOTION

BIRT Xiao-Xing ("Linda") Fang, Harkanwaljit Singh, Cody Blanchard, and Michelle Brewer be appointed to the Standing Committee on Student Life

CARRIED

JANUARY 16, 2013 SURREY

KWANTLEN STUDENT ASSOCIATION

9 in favor

COUNCIL:2013-01-16:21 MOTION

Girodat/Bige

BIRT Priyanka Bombhi be added to the standing committee on finance

CARRIED

9 in favor

7) Executive committee:

a. Chairperson

Council reviewed the report.

COUNCIL:2013-01-16:22MOTION

Girodat/Cellier

BIRT the deadline for the Special Committee on Ombudsperson Development to report back to Council be extended, notwithstanding motion COUNCIL:2012-02-29:04, to April 3, 2013

CARRIED

13 in favor

COUNCIL:2013-01-16:23 MOTION

Girodat/Zaidi

BIRT a referendum question on the continuation of the U-Pass B.C. program be ordered to take place from 9:00 a.m. – 5:00 p.m. on both February 27 and 28, 2013, at locations on each campus to be prescribed by the Chief Returning Officer, and that the text of the referendum question be as follows:

Do you agree that the U-Pass B.C. program be continued for all Kwantlen Polytechnic University students for \$35.00 per month of study for the first year, for \$36.75 per month of study for the second year, and for \$38.00 per month of study for the third year?

BIFRT Council adopt a "yes" position on this referendum question

CARRIED

12 in favor

There was discussion on the wording of the fee.

COUNCIL:2013-01-16:24MOTION

Girodat/Klassen

BIRT the agenda be amended to deal with the idle no more policy motion and then the rest of the agenda

CARRIED by 2/3rds

10 in favor, 1 opposed

Jeremy, Asheen, and Hannah left at 3:30

b. Idle No More policy:

COUNCIL:2013-01-16:25MOTION

Bige/Hosein

BIRT the Idle No More policy be approved for up to 1 year

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KWANTLEN STUDENT ASSOCIATION

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Mel explained the policy's scope and intent.

Chris explained that the CFs-BC meeting will be addressing this issue so it's nice for the KSA to develop a stance they can take to the meeting.

Diana feels like the policy was brought forward too quickly, the deadline was meant for students and council members to research the issues themselves. Diana said she has worked with aboriginal groups and education boards to get the agreements to work. She thinks it is dangerous for the KSA to join in on something labelled a revolution, doesn't want to see the KSA associated with something that has the potential to turn very badly.

Melinda explained that the policy is very deliberate in its scope. She spoke about the fact that a lot of the issues raised are not covered in this policy and will be developed into a later policy.

Fatima asked about a survey that she was aware of being given out to students.

Richard said any potential violence from this goes along with any social justice movement, there are people who may choose violent means of protest and those who don't. The KSA is not condoning or not-condoning those actions, should they occur, with this policy. He read out his statement from the constituency of Student of Colour.

Jared asked if there was enough time to consult students and research the issue.

Melinda said they have been speaking with students about the issue. The committee felt they had adequate consultation.

Note: the punctuation will be changed in the policy

Jamie said he feels like it's perceived that this is an aboriginal issue and that is right but we are allies of our constituency representatives, and the people they represent. A fundamental component of being an ally is you don't know what it's like to be an affected member of the community.

There was discussion around the word revolution and violence.

There was consensus that everyone at the table wanted to see a non-violent revolution.

COUNCIL:2013-01-16:26AMEND

Zaidi/Klassen

BIRT the policy be amended to place the words "non-violent" before revolution in the first clause of the preamble.

CARRIED

Mel abstained

11 in favor, 1 abstention

COUNCIL:2013-01-16:25MAIN MOTION

BIRT the policy be adopted as amended

CARRIED by 2/3rds

Tony abstained

11 in favor, 1 abstention

c. PIRG

COUNCIL:2013-01-16:27 MOTION

Bige/Girodat

BIRT a referendum question on the establishment of a public interest research group

be ordered to take place from 9:00 a.m. - 5:00 p.m. on both February 27 and 28, 2013, at locations on each campus to be prescribed by the Chief Returning Officer, and that the text of the referendum question be as follows:

KWANTLEN STUDENT ASSOCIATION

“Do you support creating an independent Kwantlen Public Interest Research Group at a cost of 80¢ per credit per semester, and thereafter adjusted annually for inflation according to the Canadian Consumer Price Index (CPI), provided that every student will be able to opt out.”

There was discussion on PIRG's and the benefits they serve to the Kwantlen Community.

COUNCIL:2013-01-16:28 AMEND

Fournier/Girodat

BIRT the motion be amended to include a BIFRT clause that Council adopt a “Yes” position on this referendum question

CARRIED

10 in favor, 2 opposed

COUNCIL:2013-01-16:27 MOTION

Bige/Girodat

BIRT a referendum question on the establishment of a public interest research group

be ordered to take place from 9:00 a.m. – 5:00 p.m. on both February 27 and 28, 2013, at locations on each campus to be prescribed by the Chief Returning Officer, and that the text of the referendum question be as follows:

“Do you support creating an independent Kwantlen Public Interest Research Group at a cost of 80¢ per credit per semester, and thereafter adjusted annually for inflation according to the Canadian Consumer Price Index (CPI), provided that every student will be able to opt out.”

BIFRT Council adopt a “Yes” position on this referendum question

CARRIED

11 in favor, 1 abstained

d. In-Camera

COUNCIL:2013-01-16:28 MOTION

Girodat/Bige

BIRT the meeting moves in camera for the consideration of human resources issues with director's only.

CARRIED

In-camera at 4:30

Kari and Matthew left at 4:30

Moved out of camera at 5:15

COUNCIL:2013-01-16:29 MOTION

Zaidi/Fournier

BIRT Yasir Raja be issued an official warning for making frivolous and vexation complaints

CARRIED BY TWO-THIRDS

COUNCIL:2013-01-16:30 MOTION

Ansary/Klassen

JANUARY 16, 2013 SURREY

KWANTLEN STUDENT ASSOCIATION

**BIRT the honorarium for Yasir Raja be reduced to zero dollars (\$0) for the month of January for conduct unbecoming a director of the society
CARRIED BY TWO-THIRDS**

COUNCIL:2013-01-16:30 MOTION

Girodat/Ansary

**BIRT the remaining items of business be dispensed with
CARRIED BY TWO-THIRDS**

The remaining items of business on the agenda were dispensed with and not considered.

COUNCIL:2013-01-02:21 MOTION

Girodat/Ghahremani

BIRT the meeting adjourn

CARRIED

Adjourned at 5:30

JANUARY 16, 2013 SURREY



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Chairperson of the Executive Committee

DATE: Wednesday, February 6, 2013

SUBJECT: Levy of the “Radio Free Kwantlen” Fee

For Information In the *Year One Referendum, 2009*, KSA members approved the creation of a fee entitled “Radio Free Kwantlen,” of up to 13¢ per credit. The Kwantlen Student Association has not previously levied this fee.

The purpose of the Radio Free Kwantlen fee is as follows (as set out in the text of the referendum question, as approved by KSA members, and as established in section 9(8)(5)(xi) of the *Regulations*):

Radio Free Kwantlen will provide online broadcast programming centred around university life at Kwantlen. It will offer unique music, news, and culture shows. The obligation of this station, and all those involved, is to reach out to the multi-cultural environment and offer a medium for free speech and expression. There’ll be volunteer opportunities for those students interested in a broadcasting career.

At its meeting of Friday, February 1, 2013, the Executive Committee received a presentation from Matthew DiMera, the News Editor of *The Runner*, to ask that the Kwantlen Student Association levy this fee.

In this proposal, *The Runner* also advised that they would like to see this fee added to the autonomy agreement between the Kwantlen Student Association, and the Polytechnic Ink Publishing Society. This would mean that any such radio station or program would be administered independently of the KSA, by the same body that operates *The Runner*.

The Executive Committee has invited *The Runner* to make a presentation to Council and, for discussion, the Executive Committee has recommended a motion that would order that the Radio Free Kwantlen fee be levied.

For Approval **BIRT the General Manager be directed to advise the Board of Governors, in the Kwantlen Student Association’s fee letter for 2013/2014, that the “Radio Free Kwantlen” fee be assessed at up to 13¢ per credit, per student, effective September 1, 2013**

Report on: Role as Chairperson

For Period: January 14 – February 3, 2013

Prepared by: Christopher Girodat, Chairperson of the Executive Committee

1. Elected Official Issues and Concerns

a. Council Organisation

i. Committee Support

- Each committee has about \$50/month
- Instructions for chairpersons to access funds have been attached
- Please contact me if you have any questions

b. Executive Committee Organisation

i. Implementation Plan Consultations

- Prizes have been sent to each campus for survey winners
- Consultations have been rescheduled (as I have been sick):
 - a. Richmond – February 6, 2013 – 9:00 a.m.
 - b. Cloverdale – February 11, 2013 – 10:00 a.m.
 - c. Langley – February 11, 2013 – 1:30 p.m.
 - d. Surrey – February 13, 2013 – 3:00 p.m.
- Please let me know if you would like to co-facilitate one of these days (there are refreshments provided at each session)

2. Communications Update

a. Kwantlen Polytechnic University

i. Board of Governors

Last Meeting: January 30, 2013

Next Meeting: April 3, 2013

- KSA invited to present to the Board on January 30, 2013
- Presented on recent campaigns and services developments
- General Manager advocated for re-launch of SUB conversation
- Attended by me, Arzo (as KSA representative to Government), and Jamie (as KSA representative to the University for most issues)
- Members of the Board of Governors were positive and responsive
- KSA praised, repeatedly, for its recent accomplishments

ii. Selection Advisory Committee: Vice Provost, Teaching & Learning

Last Meeting: January 29, 2013

Next Meeting: February 14 & 15, 2013

- Responsible for making recommendation to the Provost and Vice President, Academic, on the Vice Provost, Teaching & Learning
- Details of my work on this committee cannot be disclosed

iii. Vice Provost, Students

Last Meeting: January 31, 2013

Next Meeting: February 15, 2013

- The General Manager met with Vice Provost, Students
- Excellent discussion on extension of hours of operation for Coast Capital Savings® Library during exam periods of each semester
- Discussed renovations to KSA Office spaces
- Discussed potential for SUB governance structure and meetings
- Reviewed KSA presentation at the Board of Governors

3. Committee Update and Recommendations

a. Wednesday, January 16, 2013

i. Discussion and Decisions

- Amended *Executive Procedures* related to record confidentiality
- Approved “START Chinese New Year 2013” planning tool, and released up to \$420.00 from “START – Volunteer Events” (5126)
- Approved “START Open House 2013” planning tool, and released up to \$400.00 from “START – Volunteer Events” (5126)
- Discussed “Taste of Asia 2013” planning tool, and request for release of up to \$900.00 from “START – Volunteer Events” (5126); further consideration postponed to a future meeting
- Approved “Anti-Bullying Day” planning tool, and released up to \$850.00 from “START – Volunteer Events” (5126)
- Released up to \$250.00 from “Constituency Projects” for purchase of up to 25 tickets to “It’s a Girl” screening and event (5631)
- Discussed “KPS Grand Slam” planning tool, and request for release of up to \$307.83 from “Clubs Support Funding” (5626); further consideration postponed to a future meeting
- Released up to \$350.00 from “Local Meetings and Representation” for “Growth and Evolution Lobbying Seminar” attendance (5587)
- Approved “KSA Glee Club Semester Activities” planning tool, and released up to \$650.00 from “Clubs Funding Support” (5626)
- Discussed revised “Kwantlen Academic Writing Program” planning tool, and request for release of up to \$750.00 from “Faculty Events”; consideration postponed to a future meeting
- Approved “Interdisciplinary Forum” planning tool, and released up to \$1,000.00 from “Other Events” (5617)

ii. Recommendations to Council

- Recommended release of up to \$2,500.00 from “Outside Events Sponsorship” line item (5478) for 2013 KPU Career Fair

b. Thursday, January 24, 2013

i. Discussions and Decisions

- Approved “KSA Sun Run Team” planning tool, and released up to \$1,500.00 from “KSA Sports Teams” (5111)
- Approved release of up to \$50.00 from “Other Events” (5617) for refreshments at “ACE IT” presentations at Cloverdale campus
- Approved “Slam Poetry Contest” planning tool, and released up to \$550.00 from “Clubs Support Funding” (5626)
- Approved “Canucks Night at Grassroots Café” planning tool, and released up to \$550.00 from “Other Events” (5617)
- Released up to \$2,000.00 from “Capital and Renovations” (5653) for purchase of lockers for Langley campus

ii. Recommendations to Council

- Recommended release of up to \$2,000.00 from “Outside Events Sponsorship” (5478) for L.I.F.E. Club’s “Dessi Fusion” fundraiser

c. Friday, February 1, 2013

i. Discussions and Decisions

- Released up to \$1,960.00 from “Legal and Professional Fees” (5610) for Labour Relations Board invoice no. 6158
- Released up to \$37.09 from “Local Meetings and Representation” (5587) for reimbursement of expenses from CFS-BC 31st AGM
- Released up to \$2,000.00 from “Constituency Projects” (5631) for sponsorship of “Miss Representation Payback Screening”
- Directed the Director of External Affairs to investigate feasibility of Trades and Technology students’ calendar; directed to report back to Executive Committee by Friday, February 15, 2013
- Approved “KPU Japan Club Movie Night 2013” planning tool, and released up to \$100.00 from “Clubs Support Funding” (5626)
- Approved “International Women’s Day” planning tool, and released up to \$100.00 from “Constituency Projects” (5631)
- Approved revisions to “Slam-a-Palooza 2” planning tool, and released up to additional \$225.00 from “Clubs Support Funding”
- Approved “Equinox – Underground Event” planning tool, and released up to \$2,500.00 from “Underground” (5636)
- Approved “Idle No More Flash Mob” planning tool, and released up to \$200.00 from “Constituency Projects” (5631)
- Approved “Drum Making Workshop” planning tool, and released up to \$500.00 from “Constituency Projects” (5631)
- Approved “KPS Grand Slam” planning tool, and released up to \$350.00 from “Clubs Support Funding” (5626)
- Approved planning tools for three KPU CSSDP speakers events, and released up to \$500.00 from “Clubs Support Funding” (5626)
- Approved “Season of Love – Pride Movie Night” planning tool and released up to \$300.00 from “Constituency Projects” (5631)
- Approved release of \$600.00 per committee, for support, for current year from “Human Resources-Elected” line item group
- Pre-approved \$250.00 from “Local Meetings and Representation” (5587) for various expenses incurred for business meetings
- Approved release of up to \$8,000.00 from “Capital and Renovations” (5653) for renovations to KSA Cloverdale Office
- Approved “Reports without Borders,” and “Kwantlen Horror Movie Club,” as Kwantlen Student Association clubs

ii. Recommendations to Council

- Recommended that the AGM take place on March 20, 2013
- Recommended that the “Radio Free Kwantlen” fee (not currently assessed) be levied starting with the 2013/2014 academic year (and invited *The Runner* to make a presentation to Council)

4. Executive Directives Update

a. Council Directives

i. Direction to Seek KPU-Sponsor Contracts

Responsible: Executive Committee (as a whole)

Assigned: January 16, 2013

Due Date: March 6, 2013 (assumed)

- Search contracts between KPU and corporate sponsors

- Report back to Council any issues of concern that are found
- ii. Direction to Audit Student Services**
 Responsible: Director of Student Services
 Assigned: January 16, 2013
 Due Date: February 27, 2013
- KSA student services and partners to be audited to ensure appropriate diversity of options in gender self-identification
 - Report to Standing Committee on Student Services
- iii. Direction to Explore Safer Sex Products**
 Responsible: Director of Student Services
 Assigned: January 16, 2013
 Due Date: February 27, 2013
- Explore safer sex products for free distribution
 - Report to Standing Committee on Student Services
- iv. Direction to Develop Written B.C. Budget Submissions**
 Responsible: Director of External Affairs
 Assigned: January 16, 2013
 Due Date: March 6, 2013
- Develop written submissions on B.C. budget priorities
 - Partner with other students' unions where appropriate
 - Report with status update to Council
- v. Direction to Develop Ombudsperson's Role**
 Responsible: Director of Student Services
 Assigned: January 16, 2013
 Due Date: April 3, 2013
- Develop role of proposed KPU-KSA ombudsperson
 - Report back to Council on proposal for the University
- vi. Direction to Develop Policy on Medicinal Cannabis**
 Responsible: Director of Student Life
 Assigned: October 10, 2012
 Due Date: December 5, 2012 (**overdue**)
- Research and develop policy for on-campus medical cannabis
 - Report policy recommendations to Council for approval
- vii. Direction to Develop Policy on Campus Food Security**
 Responsible: Director of Student Life
 Assigned: October 10, 2012
 Due Date: December 5, 2012 (**overdue**)
- Research and develop policy for campus food security
 - Review *National Student Food Charter* in KSA context
 - Report policy recommendations to Council for approval
- viii. Direction to Develop Policy on International Students' Tuition**
 Responsible: Director of External Affairs
 Assigned: June 6, 2012
 Due Date: June 27, 2012 (**overdue**)
- Research and develop policy on international students' tuition
 - Report back to the next scheduled meeting of Council



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Chairperson of the Executive Committee

DATE: Wednesday, February 6, 2013

SUBJECT: Sponsorship of KPU Career Fair 2013

For Information The University has invited the Kwantlen Student Association to partner with it in a sponsorship of the B.C. Career Fair, hosted by the 2G Group. This is the largest career fair in Western Canada, and expects over 8,000 attendees (with over 2,000 Aboriginal career seekers).

The Kwantlen Student Association would share the major title sponsorship with the University, and would have access to a booth through which to share our own mission, and career opportunities, with attendees.

Given the recent employment history of the Kwantlen Student Association, it is key that the Society make a public undertaking to rebuild and restore its reputation as an employer of choice in British Columbia. The Executive Committee has recommended to Council that we join KPU in this sponsorship, in the amount of up to \$2,500.00.

For Approval **BIRT up to \$2,500.00 be released from the “Outside Events Sponsorship” (5478) line item for the sponsorship of the B.C. Career Fair, with Kwantlen Polytechnic University**



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Chairperson of the Executive Committee

DATE: Wednesday, February 6, 2013

SUBJECT: Sponsorship of L.I.F.E. Club for “Dessi Fusion” Event

For Information The L.I.F.E. Club (“Life, Immunisation, Food, Education”) is an organisation that has been active on the campuses of Kwantlen Polytechnic University for several years, frequently in partnership with the Kwantlen Student Association. The club, established in 2007 as a society under the *Society Act*, seeks to “create a brighter and happier future for every child” through events that support underprivileged children.

The L.I.F.E. Club was founded by students from Kwantlen Polytechnic University, Simon Fraser University, and the University of British Columbia. Its events have also been attended by local members of the House of Commons, and other community leaders.

For the past several years, the Kwantlen Student Association has been a major sponsor for the event, and the Executive Committee has proposed that this continue. At its meeting of Wednesday, January 16, 2013, the Executive Committee recommended to Council that the L.I.F.E. Club’s “Dessi Fusion” event be sponsored in the amount of up to \$2,000.00, from the “Outside Events Sponsorship” line item (5478).

The “Dessi Fusion” event is a fundraiser dinner that has, in the past, supported causes such as Haïtian earthquake relief, the Save the Children Fund, UNICEF, the B.C. Children’s Hospital, and the World Food Program. The University has included the Kwantlen Student Association’s sponsorship of this event in the *2012-2013 Academic Calendar*.

For Approval **BIRT up to \$2,000.00 be released from the “Outside Events Sponsorship” line item (5478) for the sponsorship of the “Dessi Fusion” event, run by the L.I.F.E. Club**



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Chairperson of the Executive Committee

DATE: Wednesday, February 6, 2013

SUBJECT: Date for the Annual General Meeting

For Information Article 3(1) sets out that an annual general meeting must take place on or before March 31 of each calendar year and, in any case, not less than fourteen (14) days after the release of the election's results. The date of the annual general meeting must be ordered by Council.

The only day on which the entire Surrey Conference Centre could be booked (to accommodate a quorum of two hundred or more students, in the event that special resolutions related to bylaws have been proposed), is Wednesday, March 20, 2013. I have booked the Surrey Conference Centre from 7:00 a.m. – 7:00 p.m., to accommodate for set-up, and to ensure that we have an open schedule dependent upon the number of submissions.

I would ask that the time of the meeting not be ordered by Council, so that the schedule can be revised any time until notice has been posted, which is fourteen (14) days before the meeting. This ensures that we can adapt to however many submissions have been referred to me for the agenda.

The Executive Committee has considered this, and has recommended, at its meeting of Friday, February 1, 2013, that the annual general meeting be scheduled for Wednesday, March 20, 2013.

For Approval **BIRT the 2013 Annual General Meeting for the Kwantlen Student Association be scheduled for Wednesday, March 20, 2013**

Report on: External Affairs
For Period: Feb. 6, 2013
Prepared by: Arzo Ansary – Director of External Affairs

1) Current Operations and Services Update

- **U-PASS BC:**
 - Contract sent to Borins for review. Sub-contract committee of the UPass Advisory Committee was given a draft by Translink for deliberation and approval. Our initial deadline for feedback was February 1, but that was not enough time for anyone to review the details. After Ben had the chance to review the contract and make notes, I sent it off to Borins, who will provide feedback prior to the Feb. 7, 2013 meeting.
 - Meeting of the Student Associations scheduled for Thursday February 7 @ 1:30pm.
 - Planning on coordinating some promotional strategies with Ben for the UPass referendum.

- **WTF?!:**
 - Meeting on the 29th went really well, next steps were discussed.
 - Lobbying days and event scheduled for March 11-13 in Victoria. More details to come as we set things in stone.
 - Name will change officially to the Alliance of BC Students (the ABCs)
 - Website and content updates to follow.
 - Next meeting scheduled for February. 16, 2013.

- **Get on Board:**
 - Rally scheduled to occur on February 26, 2013 at 3:30 at the SFU Surrey Campus
 - Partnership between KSA, CITI, and GetonBoard, as well as the City of Surrey, Diane Watts will be there to speak to the transit (or lack thereof) situation.
 - Currently working on creating some social media buzz for the event.
 - Currently in the process of booking a room so that volunteers could work on promotional material such as posters and signs for the rally.

- **Voter Awareness Project:**
 - Darren Fleet rescheduled to the 20th of February, right before Sensible BC's Dana Larsen. It will be the perfect day to have him on campus because the theme will be politics now.
 - Waiting for an email with a press kit from Darren so that Jo could create promotional material for us.
 - As soon as we are able to start advertising the event, we can start promoting voter awareness with the t-shirts as well.
 - Deep has gone ahead and created a website for us and we are now creating content for it.

- **Peer Counseling:**
 - Kari and I will be working on gathering documents throughout this weekend, and creating a skeleton proposal that we can then run by the appropriate channels before presenting a final proposal to our VP Students.

- **Board of Governors:**
 - Chris did a good job of presenting our successes and services at the BoG meeting that took place earlier this week, and the GM very effectively sold the idea of a SUB to the BoG's. All in all, it was quite wonderful to see the warm reception and the eagerness to work with us. I look forward to capitalizing on that trust in the interests of building better community for students.

- **Comedy Night:**
 - In talks to host a Shit Harper Did comedy night on our campus as part of a comedy series throughout the Post-Secondary Institutions in BC. Met with Brigitte dePape (the Senate Page who protested Stephen Harper in 2011 in the House) who is now an Organizer for the Shit Harper Did Comedy Tour (nationally recognized and award winning comedy act). Potential event, if approved, will happen on the 20th of March 2013. More details at next meeting of Council.

- **CFS-BC:**
 - Executive Committee meeting not yet scheduled, awaiting on word as to whether or not it will occur the weekend of reading break or not.
 - Will bring up our need for a new ISIC printer.
 - Fee issue still being worked on, information being gathered, correspondence being sent between both organizations.

2) Other Business, Issues and Concerns

- **SPTF:**
 - Look forward to the next meeting to discuss strategies for the implementation of the plan.

- **BC Youth Advocacy Coalition Fundraiser:**
 - Absolutely phenomenal dinner. Cindy Blackstock, the speaker, was amazing. I hope to be able to discuss the feasibility of bringing a speaker as engaging as her, to our campuses, to speak to the issue of education for disenfranchised and disadvantaged youth. Her passion is infectious.

- **Career Fair with KPU:**
 - Will discuss finalized details with Joanne about what our involvement might look like, on Friday next week when we meet.

- **Richmond Dance Party:**
 - Our lovely Clubs and Events coordinator is looking into the costs and feasibility of hosting an underground style event at the Richmond Campus. I'm really excited about the development of this event, as it is shaping up to be something we haven't attempted to do before. Once Trish has had the chance to do the appropriate research for costs and feasibility, we can present a full planning tool for approval.
 - The Exec Committee approved initial planning tool and some money last Friday, titled the Equinox Dance Party.

- **Trades Calendar:**
 - The idea started to take hold after Trish developed some posters and Jo did costing for the calendars, it is shaping up to be fairly inexpensive if we go through with it. There are some concerns that were brought up by various people about the perception of having such a calendar, etc. Perhaps before any formal proposal is made, or serious steps are taken to put this plan into action, the executive committee thought it best to investigate, through consultations with the appropriate people, the feasibility of such a calendar. Will have more progress to report at next meeting of Council.

- **Miss Representation:**
 - Unfortunately, the \$750 we released for the screening of the Margaret Atwood event hasn't gone very far. The cost for the event is roughly +\$40,000, with the majority of revenue coming in from ticket sales (all student seats have sold out), as well as donations, and promotional material. The Vice Provost's office has capped their contribution to almost \$10,000, and other faculty divisions have tried to contribute as much as they can. They have put in a kind request for a larger donation. As we are one of the smallest contributors from KPU, and seeing that students are clearly on board for events of this type, the Executive Committee approved an additional \$2000 for this event.

- **Medical Marijuana Room:**
 - Once, hopefully, Council approves the medical marijuana policy, I can start developing a plan for internally lobbying KPU in order to create a safe environment for users of medicinal marijuana, on campus.

- **KPU Library Hours:**
 - I am very happy to hear about the updates from KPU regarding extending library hours. I'd like to thank KPU, and most importantly, our student Senators/Governors. They did a phenomenal job in pushing hard for this.

Report on: Finance
For Period: January 17th, 2013 – February 6th, 2013
Prepared by: Tony Chiao, Director of Finance

KSA Financial and Budgetary Update

Summary of Recently Resolved Financial and Budgetary Considerations

Nothing to report at this time.

Current Financial and Budgetary Considerations

1. Recommended BLI Adjustments to Council
 - o Human Resources – Staff be increased by \$8,000
 - o Human Resources – Elected be increased from \$173,954 to \$207,887.50
2. Recommended Establishment of Honorarium Review Committee (To Governance)
 - o A special committee to review the honoraria rewarded to Representatives
 - o Research and recommend an appropriate amount to Council
 - o Directly reported to Council
 - o Consisted of student members from all Standing Committees and Director of Finance

Future Financial and Budgetary Considerations

1. Consideration of “Student Conference Support”
 - o Proposal from Director of Student Life and Director of Finance
 - o Provide maximum 50% reimbursement of Conference Registration Cost
 - o No other expenses shall be reimbursed
 - o Limited to \$200 per student per Calendar Year

KSA Sustainability Update

Nothing to report at this time.

Advertising, Promotions and Website Update

Nothing to report at this time.

Finance Committee Update and Recommended Motions

- a) January 23rd, 2013 Meeting
In this meeting, the Committee has discussed several adjustments to Human Resources – Staff and Human Resources – Elected. For more information, please view report from the Standing Committee on Finance.
- b) Next Meeting
Next meeting is at 12:00 p.m. on Wednesday February 20th, 2013 in TBA.
- c) Meeting Schedule for Spring Semester
 - o Wednesday, February 20th, 2013 at 12:00 p.m. in TBA
 - o Wednesday, March 20th, 2013 at 12:00 p.m. in G1244
 - o Wednesday, April 17th, 2013 at 12:00 p.m. in G1244
- d) Recommended Motions
Please view the Chairperson report of Standing Committee on Finance.

Other Business, Issues and Concerns

- a) Potential Donations for Scholarships and Bursaries for Faculty of Arts
In a follow-up discussion with Mr. Nickerson, both the Faculty of Arts and the Foundation agreed that \$7,000 would be a reasonable amount for each party in a 3-way split. Through this 3-way split, a total of \$21,000 can be gathered; of that, \$20,000 will put towards an endowment fund for future disbursement, and the remaining \$1,000 will be for direct disbursement in the current year. The Executive Committee has been informed and the idea is under consideration.

- b) Current Endowment Downfall
According to the Kwantlen Foundation, the current endowment downfall for all KSA scholarships and awards combined is \$40,500. Due to mixed up internal information, we are uncertain what the amount of reserve under the Bursary Fund is. Assuming there is none and we pursue the option of 3-way split with Faculty of Arts and the Foundation, we will need 2 fiscal years to cover the entire downfall as the projected revenue for the Fund for the current year is less than \$37,000.
- c) Annual Audit
Auditors will be coming in from February 25th to March 22nd; Boardroom will be unavailable throughout the entire period. Please make alternative arrangement if you need space for meetings.
- d) Director's mandatory duties
It's been 9 months for Directors elected in the General Elections 2012 and 3 months for Directors elected in the By-Election 2012. It comes to my attention that some Directors are under performing as detailed in their timesheet. Please be reminded that as set out in Section X of the *Regulations*, Council members are required to:
 - a) Complete at least twenty (20) volunteer hours per month to the work of the Society, at least eight (8) hours of which shall be posted and completed at one of the Society's offices;
 - b) Submit a monthly timesheet to Director of Finance, to detail volunteer hours completed in the performance of their duties;
 - c) Complete a monthly report for submission to the Speaker of Council, detailing the tasks, projects, and campaigns that they have completed during the current month;
 - d) Attend all general meetings called during the current month;
 - e) Attend all regularly scheduled meetings of Council called during the current month;
 - f) Be a member of at least one (1) Standing Committee of Council, and to attend all regularly scheduled meetings of Standing Committees and Special Committees called during the current month of which they are a member; and
 - g) Perform all other functions set out for them in the Bylaws, the Regulations, and as assigned by Council, from time to time.

Report on: Student Services

For Period: January 13 – February 3, 2013

Prepared by: Christopher Girodat, Director of Student Services

1. Current Student Services and Operations Update

a. Student Services

i. KSA Discount Card Street Teams

- START volunteers scheduled to be trained on February 4, 2013
- Volunteer street teams to be deployed to Richmond and Surrey
- Goal for KSA discount card issuance is 1,250 by month-end

ii. Quarterly Newsletter

- Content is almost ready for student services newsletter
- Design/layout of the newsletter is ready for the new content
- Have not received conclusive response from University on use of the student list-service, but discussions have been optimistic

iii. Website Redesign

- New mock-up of KSA website has revised, easier menu system
- Currently preparing content for governance info, and services
- Most satellite KSA pages are going to be moved to main domain

b. Operations

i. Annual General Meeting

- Booked for Wednesday, March 20, 2013
- Scheduled for 1:00 p.m. – 4:00 p.m., Surrey Conference Centre
- We have the entire centre booked, to accommodate quorum
- Currently considering agenda formats, meeting formats, schedules that would promote attendance and participation

2. Committee Updates and Recommendations

a. Standing Committee on Student Services

Last Meeting: January 30, 2013

Next Meeting: February 27, 2013

i. Discussion and Decisions

- Endorsed change from “KSA Intramurals” to “Active KSA”
- Reviewed wrap-around designs for WaterFillz® machines
- Reviewed the look of the proposed KSA website
- Adopted rules for selection of KSA hardship bursaries’ recipients
- Good discussion on recent student services metrics, performance

ii. Recommendations to Council

- Recommended new Harvest Box program to Council under MultiPass, with direction for me to explore possible subsidies
- Recommended renewal of KSA policy that bans private tutors

b. Special Committee on Ombudsperson Development

Last Meeting: October 5, 2012

Next Meeting: February 8, 2013

i. Future Business

- Need to review models at other post-secondary institutions
- Determine parameters of the ombudsperson’s role
- Start preparation of proposal to KPU for 2014/2015 ask

3. Future Student Services and Operations Update

a. Student Services

i. Advocacy Defence Fund Rules

- Rules around access to the fund are in development
- Would ensure arms-length, and impartial decisions
- Some students' unions have independent boards for this, but usually have law schools; we need a "hybrid" decision model

ii. Peer Support Centre

- Started work on "operationalisation" plan for the centre
- Goal is to present to KPU before the end of the month

4. Other Business, Issues, and Concerns

a. Social Justice Issues

i. Gender Self-Identification in KSA Services

- This audit starts next week, as ordered by Council
- I have reached out to the Queer Students' Representative
- Report to Student Services is on February 27, 2013, but I may prepare an interim update for executives before that

ii. Safer Sex Products

- Reached out to some local resource centres
- Goal is to be able to provide diverse safer sex products to KSA members, free of charge, at Member Services on each campus

b. Student Life

i. Campus Food Security

- Preparation has started on a proposal to the Student Life Committee to speed this up (was due in December)
- Recommendation is that the KSA sign onto the "National Student Food Charter," and work more closely with Meal Exchange



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist
Eddie Lee, Health and Recreation Manager
Ben Newsom, MultiPass Program Coordinator

FROM: Christopher Girodat, Director of Student Services

DATE: Wednesday, February 6, 2013

SUBJECT: KSA Harvest Box Program Proposal

For Information In 2012, the Kwantlen Student Association partnered with the School of Horticulture (of the KPU Faculty of Science and Horticulture) to provide students with cheap, quality fruits and vegetables, and this program was styled the “KSA Harvest Box” program. Unfortunately, with organisational changes in the School of Horticulture, the partnership was discontinued.

The Health and Recreation Manager has proposed that the KSA Harvest Box program be restored, but that rather than in partnership with KPU, the KSA partner with HarvestBox.org (an organisation that focuses exclusively on the provision of quality, inexpensive produce).

The Standing Committee on Student Services reviewed the proposal at its meeting of Wednesday, January 1, 2013, and has recommended that the service be approved as part of the MultiPass suite of secondary services, in support of its mandate to promote healthy, sustainable living. (See attached the proposal reviewed and approved, as submitted to the committee by the Health and Recreation Manager.)

The Standing Committee on Student Services also directed me to explore whether the Kwantlen Student Association could provide a subsidy for the program, to make the produce even cheaper for KPU students. Having reviewed the proposal, I have recommended that the KSA should subsidise \$3 of each “Harvest Value Box,” \$5 of each “Harvest Local Box,” and \$5 of each “Harvest Buy One Give One Box.” These funds would be accessed out of a secondary services line on the MultiPass Fund budget worksheet.

If we budget on the high end of 250 orders per order cycle, at the higher subsidies of \$5 per box, this would amount to about \$30,000 per year.

For Approval **BIRT the “KSA Harvest Box Program Proposal” be approved as a secondary service under the KSA MultiPass Program suite of services, and that up to \$30,000 be released from “Secondary Services”**



KSA Harvest Box Program Proposal

Overview:

The KSA is exploring the opportunity to deliver high quality, (almost all)locally produced harvest boxes to students on campus through Harvestbox.org. These harvest boxes are highly affordable and offer enormous value for students.

“Harvest Boxes are approximately 10 pounds of fresh produce and fruit in a 100% post consumer recycled box delivered twice a month to a variety of convenient locations around the Greater Vancouver and Fraser Valley areas.”

The Boxes:

Harvest Value Box:

- Contains at least seven varieties of fresh vegetables and fruit.
- Designed to make eating vegetables and fruit more affordable.
- As local as possible, but imported stuff when local is not available.
- Helps you save money and you can order as many boxes as you want!
- Price \$8.00 (prices may vary slightly)

Harvest Local Box:

- Contains local vegetables and fruit sourced from British Columbia farmers and suppliers.
- Supports local growers and sustainable agricultural methods.
- Helps to support your community with the proceeds going to help people in need.
- Price \$15.00 (prices may vary slightly)

Harvest Buy One Give One Box:

- BUY ONE GIVE ONE!
- For every box purchased we provide a family in need another box for free!
- Contains at least seven varieties of fresh vegetables and fruit.
- As local as possible, but imported stuff when local is not available.
- Price \$15.00 (prices may vary slightly)

Frequency:

Orders – orders must be submitted by the 1st Thursday of the month and the 2nd last Thursday of the month. KSA will then place orders on the 1st Friday and 2nd last Friday of the month.



Deliveries – Deliveries are made on the 2nd Thursday and the last Thursday of the month to the Surrey and Richmond campuses.
Students will pick up their Harvest Boxes from the KSA Member Services.

Order processing:

Students will be able to order and pay for their harvest boxes online (KSA Intramurals website). A confirmation email will be sent to students.

Prior to distribution day a report will be provided to Member Services with student names and type of harvest boxes ordered.

Pricing:

The KSA has the option of charging an administrative fee of approx. \$0.50-\$0.75/box

Delivery Fee:

Deliveries to Surrey, Cloverdale and Langley are free because the Harvest Box operates out of the Fraser Valley, but Richmond campus will incur a \$25 fee unless 25 boxes are ordered from that campus.

Summary:

It is my recommendation that the Service Committee approve this service for its membership. The service will ultimately provide inexpensive produce to students at zero financial cost to the KSA. The service will also encourage healthy and sustainable living.



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Director of Student Services

DATE: Wednesday, February 6, 2013

SUBJECT: Partnership Between Scholastic Housing Connections and KSA

For Information For several months, the Kwantlen Student Association has been in discussions with Scholastic Housing Connections—an organisation started by students at the University of Victoria—for a service to match student-friendly landlords, with student tenants, with an interface comfortable and familiar to students (i.e., with a very ‘social media’ feel to it).

The Standing Committee on Student Services, at its meeting on November 21, 2012, recommended to Council that a strategic partnership with Scholastic Housing Connections be approved, and provided me with direction to have an agreement prepared for Council’s approval.

The Kwantlen Student Association would receive 40% of ad revenue for the Scholastic Housing Connections website, for users from those physical regions where the Kwantlen Student Association and its campuses operate; there would be no costs to the KSA, other than any labour and materials expended in the promotion of the service partnership.

As this contract includes an exclusivity clause (i.e., the KSA would agree, by contract, not to promote other housing connections websites), the agreement cannot be approved by the Executive Committee, and must instead be referred to Council for its consideration and approval.

For Approval **BIRT a strategic partnership between the Kwantlen Student Association, and Scholastic Housing Connections, be approved**

BIFRT the draft agreement between the Kwantlen Student Association, and Scholastic Housing Connections, be approved as presented

WEBSITE SERVICES AGREEMENT

SCHOLASTIC HOUSING CONNECTIONS INC.

c/o #6 – 4041 Saanich Road,
Victoria, B.C., Canada V8X 1Z2

(“SHC”)

and:

KWANTLEN UNIVERSITY COLLEGE STUDENTS ASSOCIATION

c/o Cedar 1240 – 12666 72 Avenue, Surrey, B.C., Canada V3W 2M8
Vancouver, B.C., Canada

(“KSA”)

Background

- R1** SHC has developed a website, system and business for use in providing a residential tenancy listing service for landlords and an accommodation location service for tenants;
- R2** KSA is the student society at Kwantlen Polytechnic University, an educational institution with its Main Office in Surrey, British Columbia and wishes to facilitate providing housing and accommodation for its students, staff, faculty and visitors; and
- R3** KSA and SHC wish to collectively work together to operate a website which will provide a landlord and tenant matching and listing service for off-campus housing intended for use by KSA students, staff, faculty and visitors.

Agreement

The parties agree as follows:

1.0 Interpretation

1.1 Definitions. In addition to those capitalized terms defined elsewhere in this Agreement, the following capitalized terms shall have the following meanings:

- (a) “**Agreement**” shall mean this Website Services Agreement, all schedules attached hereto and all amendments to this Agreement;

- (b) **“Effective Date”** shall mean the _____ day of January, 2013;
- (c) **“GO Live Date”** shall mean the date upon which SHC has established to KSA’s satisfaction, acting reasonably, that the Website meets the Specifications, is functional and suitable for use in accordance with Section 2.3 herein;
- (d) **“Gross Ad Revenue”** shall mean all revenue received or earned by SHC from payments by advertisers for the placement of advertisements on or relating to the operation of the Website, net of refunds, credits and applicable taxes;
- (e) **“Gross Listing Revenue”** shall mean all revenue received or earned by SHC from payments by landlords in connection with or relating to the operation of the Website, net of refunds, credits and applicable taxes;
- (f) **“Link”** has the meaning set out in Section 2.1(b) below;
- (g) **“New Release”** shall mean a new version of the Website made available by SHC, from time to time at SHC’s discretion;
- (h) **“Parties”** shall mean SHC and KSA, and **“Party”** shall mean either SHC or KSA, as the case may be;
- (i) **“Renewal Date”** shall mean the second anniversary of the GO Live Date;
- (j) **“Specifications”** shall mean the functional operational parameters for the Website as described in Schedule A attached hereto; and
- (k) **“Website”** shall mean the computer software program developed by SHC and to be further developed for use for the benefit of the KSA herein in accordance with the Specifications.

2.0 Obligations

2.1 Development

Upon execution and delivery of this Agreement, SHC shall proceed:

- (a) to complete the full development of the Website to meet the Specifications;
- (b) establish a link with the KSA website and Kwantlen Polytechnic University website directing users to and from the Website (the **“Link”**);
- (c) within _____ days of the Effective Date, demonstrate to KSA that the Website continuously operates and meets the Specifications in accordance with Section 2.3 herein;
- (d) to develop specialized marketing materials for distribution throughout the Kwantlen Polytechnic University Campuses, i.e. brochures, flyers and posters;

2.2 Cooperation

KSA shall:

- (a) provide technical support and cooperation to SHC to enable SHC to establish the link between the KSA website and the Website;
- (b) following the GO Live Date, continuously maintain the link and between the KSA website and the Website;
- (c) exclusively promote the Website to its students, staff, faculty and visitors through any mediums that the KSA may, in its sole and exclusive discretion, determine to be appropriate;
- (d) at its own cost, print and distribute the advertising materials for the Website, defined in section 2.1.d, throughout the Kwantlen Polytechnic University campuses;
- (e) at the request of SHC, attempt to book, through the University, the event space deemed necessary by both parties, given sufficient 30 day notice from SHC;

2.3 GO Live Date

When SHC has completed the development of the Website, SHC shall notify KSA and KSA shall have a period of thirty (30) days within which to examine, test, investigate and assess the Website and its operational capabilities, provided that the KSA may elect to reduce this period of time, upon written notice to SHC from the KSA's Director of Student Services. If KSA believes that the Website does not meet the Specifications, it shall notify SHC and the Parties shall work together to resolve any outstanding issues. Upon the expiry of the thirty (30) day test period or such further period of time that is required to resolve any outstanding issues with the functional specifications (the "**GO Live Date**"), the Website will be enacted and maintained in accordance with Section 2.4 below

2.4 Operation. During the Term and following the GO Live Date, SHC shall:

- (a) ensure that it has qualified personnel available to provide frontline support to operate and maintain the Website;
- (b) have qualified personnel available to respond by telephone or e-mail to questions and problems submitted by KSA's authorized personnel relating to the use of the Website; and
- (c) use reasonable commercial efforts to ensure that the Website operates in accordance with the Specifications and does not incur significant down time, apart from maintenance periods.

2.5 Business Conduct. KSA agrees during the term of this Agreement that it will not contract with, engage or otherwise consent to a third party operating a website on behalf of or for the benefit of KSA, which provides a substantially similar service to the Website to be provided by SHC hereunder.

3.0 Fees and Payment

3.1 Fee. SHC shall pay to KSA during the Term a fee calculated as:

- (a) forty per cent (40%) of the Gross Ad Revenue received from advertisers on the Website for physical regions of Metro Vancouver and Fraser Valley.

(the "**Fee**").

3.2 Payment. Within ten (10) days of the conclusion of the third calendar month following the GO Live Date and the conclusion of each three (3) month period thereafter during the Term, SHC shall provide a written report to KSA setting out:

- (a) relevant user activity through the operation of the Website for the previous three month period; and
- (b) Gross Ad Revenues received from the Website within the previous three (3) month period for the regions defined in section 3.1a; and which report shall be accompanied by payment of the Fee due for the prior accounting period. All Fees shall be paid in Canadian currency.

3.3 HST/PST. SHC shall be responsible for collection, as applicable HST or PST and GST applicable to the Gross Revenues earned hereunder and shall remit to KSA with each Fee payment applicable HST or PST and GST.

3.4 Interest. SHC agrees to pay interest on any amount due and owing to KSA for a period greater than thirty (30) days at the rate of five per cent (5%) per annum.

4.0 Term, Termination and Renewal

4.1 Term. This Agreement shall commence on the Effective Date and continue on until the earlier of:

- (a) subject to Section 4.2, two (2) years following the GO Live Date;
- (b) early termination in accordance with Section 4.3 or 4.4 hereunder.

(the “Term”).

4.2 Renewal Option. SHC shall offer to the KSA the right to renew this Agreement on the same terms and conditions as set out herein. Upon written notice by the KSA of its decision to renew this Agreement at least thirty (30) days prior to the Renewal Date, the terms and conditions set out herein shall renew as of the Renewal Date and continue to apply to the renewal term and the Annual Renewal Date shall be amended and extended for a period of two (2) years.

4.3 Early Termination. This Agreement may be terminated by KSA, upon written notice to SHC, in the event that:

- (a) SHC fails to achieve the GO Live Date within 180 days of the Effective Date, provided that SHC’s failure is not caused by or attributable to the delay of or an act or omission of KSA;
- (b) SHC fails to continuously operate and maintain the Website during the Term within ten (10) days of having received written notice of default from KCSA;
- (c) SHC ceases to carry on business;
- (d) SHC makes a voluntary assignment into bankruptcy, fails to oppose a bankruptcy petition brought against it, has a receiver appointed over all or substantially all of its assets or becomes subject to creditor rights protection generally;
- (e) SHC breaches a material term of this Agreement, including but not limited to the payment of fees,

and fails to remedy such breach within ten (10) days of having received written notice of default from the KSA; or

- (f) KSA issues written notice of termination sixty (60) days in advance.

4.4 Early Termination by SHC. This Agreement may be terminated by SHC, upon written notice to KCSA, in the event that:

- (a) KSA breaches a material term of this Agreement and fails to remedy such breach within ten (10) days of having received written notice of default from SHC; or
- (b) SHC issues written notice of termination sixty (60) days in advance.

4.5 Events on Termination. Upon termination of this Agreement in accordance with Section 4.3 or 4.4 above:

- (a) SHC shall pay to KSA all Fees due and owing to the date of termination within thirty (30) days of the date of termination; and
- (b) each Party shall cease using the Intellectual Property Rights of the other;
- (c) SHC's obligation to maintain the Website shall terminate.

4.6 Limitation on Liability. KCSA acknowledges that SHC does not guarantee or warrant any result or minimum revenues under this Agreement. Neither Party shall be responsible or liable for special, consequential or incidental damages in the event of the early termination of this Agreement.

4.7 Indemnity. Scholastic Connections shall indemnify, defend, and hold harmless the KSA, and its officers, directors, partners, agents, members, and employees from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' fees (collectively "Claims") arising out of or caused by the negligence of SHC, its employees, agents, and others acting on its behalf, in connection with the provision of services by SHC hereunder.

5.0 Ownership of Rights and Third Party Rights.

5.1 Retention of Rights. SHC shall retain ownership of all programming, content, copyright, proprietary information (excluding listing data), trademarks and other rights ("**Intellectual Property Rights**") relating to the Website. Except as expressly set out herein, no term of this Agreement shall grant, convey or confer any Intellectual Property Right owned by one Party to the other Party.

5.2 Use of Trade Marks. KCSA hereby grants to SHC a limited, revocable, non-transferable license to use the logo of the Kwantlen Student Association only for purposes in connection with the provision of the Website and services under this Agreement. This license may be altered and/or entirely revoked, at any time, with written notice from the KSA's Director of Student Services.

5.3 Privacy and Personal Information. Each Party agrees to respect personal information laws applicable to the information provided by users of the Website and agrees to cooperate in the joint development of a privacy and personal information policy to apply to the use of the Website and the use of information collected through the use of the Website.

6.0 General

8.1 Entire Agreement. This Agreement contains the entire agreement concerning support and maintenance services between the Parties and shall supersede all prior discussions and agreements between the parties regarding its subject matter.

8.2 Applicable Law. This Agreement shall be subject to and construed in accordance with the laws of the Province of British Columbia, Canada, excluding its conflict of laws rules and excluding the application of the UN Convention on Contracts for the International Sale of Goods. The Parties irrevocably attorn to the jurisdiction of the Supreme Court of the Province of British Columbia, Canada.

8.3 Assignment. This Agreement shall enure to the benefit of each party’s successors and assigns.

8.4 Language. It is the express will of the parties that this Agreement and related documents have been prepared in English. C’est la volonté expresse des parties que la présente Convention ainsi que les documents qui s’y rattachent soient rédigés en anglais.

IN WITNESS OF WHICH the authorized officer and agent of each party has attached their signature this _____ day of _____, 2013.

SCHOLASTIC HOUSING CONNECTIONS LTD.
by its authorized signatory

Per: _____

Name: _____

Title: _____

Date: _____

ASSOCIATION

KWANTLEN UNIVERSITY COLLEGE STUDENT
by its authorized signatory

Per: _____

Name: _____

Title: _____

Date: _____

Per: _____

Name: _____

Title: _____

Date: _____



MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Chairperson of the Executive Committee

DATE: Wednesday, January 23, 2013

SUBJECT: Amendments to the Regulations re: Committee Minutes

Members of Council,

This memorandum contains, for your consideration and approval, proposed modernisations to the Regulations related to the adoption of minutes by the Executive Committee, Standing Committees, and Special Committees. It should be noted that these proposed “revisions” do not change how things are done now in practice, but rather they update several deprecated clauses which Council stopped using several years ago.

Currently, the text of the Regulations requires that Council approve the minutes of the Executive Committee, Standing Committees, and Special Committees. This has not been the practice for a considerable period of time (well before the term of the current Council), and these bodies have each regularly approved their own sets of minutes to be posted.

The current Regulations require that each of these bodies approve their own minutes, post them to the website for public view, then advise Council in a written report that the minutes have been posted, and then wait to see whether members of Council object to the minutes. If Council does not object to the minutes, then “they shall be deemed to be approved.” This process, obviously, has unnecessary steps and redundancies.

It is proposed that these additional steps (i.e., advising Council in a written report that minutes have been posted, and then waiting to see whether Council objects to see whether there is approval) be struck from the current Regulations.

There will be no operational impact in the way that minutes are approved, as (a) committee chairpersons have not traditionally advised Council when minutes are posted, and (b) Council would, even after this revision, have the authority to overrule a committee’s approval of minutes by a two-thirds resolution. These revisions would modernise the current Regulations to match the practices currently used by all committees of Council.

For Approval BIRT section 4(1)(9) of the Regulations be amended by striking all words after the words “on the website of the Society.”
BIFRT section 4(1)(10) of the Regulations be amended by striking the word “Council” and inserting the words “the committee” in its place



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MEMORANDUM

BIFRT section 9(4)(4)(v) of the Regulations be amended by striking the word "Council" and inserting the words "the Executive Committee" in its place

I thank you for your consideration of these proposed revisions. If there are any questions or concerns about this memorandum, please do not hesitate to contact me for more information. I have attached, for your reference, the track-changes text of the affected sections.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Girodat', is written in a cursive style.

Christopher Girodat
Chairperson of the Executive Committee



Appendix A
Proposed Amendments with Track Changes

Section IV – Committees of Council

Article 1: General

9. Minutes for committee meetings shall be drafted or cause to be drafted by the committee chair or her designate, and shall be distributed to committee members within five (5) business days following the date of the meeting. The minutes of all meetings of all committees, once approved by the committee, shall be signed by the chair (or other person presiding over the meeting) and posted on the website of the Society. ~~Once posted, the committee's chair shall inform Council in her regular written report to Council. Should Council raise no concerns regarding the minutes as posted, they shall be deemed to be approved by Council at that point.~~
10. The Chair (or other person presiding over the meeting) shall send a copy of the committee minutes, once approved by ~~Council~~ the committee, to the Records Coordinator and Archivist.

Section IX – Finances and Budget

Article 4: Contracts

4. (v) once ~~Council~~ the Executive Committee has approved the Executive Committee minutes in which a contract has been approved, then the Director of Finance and any one (1) of the Director of Student Services, the General Manager, and the Director of External Affairs shall sign the contract.



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Chairperson of the Executive Committee

DATE: Wednesday, January 23, 2013

SUBJECT: Amendments to the Regulations re: Code of Conduct

Members of Council,

This memorandum contains, for your consideration and approval, an amendment to the *Regulations* related to codes of conduct, as recommended to you by the Standing Committee on Governance. This amendment would require that directors sign a letter related to duties as a director, including provisions related to confidentiality, before taking up a seat on Council.

Background

Currently, directors of the Kwantlen Student Association are not required to expressly acknowledge directors' duties under the *Society Act*, RSBC 1996, c. 433. It is a common practice at other types of boards, and at many student associations, for directors to be required to acknowledge their fiduciary relationship with an organisation, obligations related to confidentiality, and basic behavioural expectations set out in a code of conduct.

While directors are currently required to make an oath of office, this oath does not relate to duties as a director in the legal sense of the word, and instead refers, for the most part, to representative duties in an elected capacity. While this is also tremendously important in the context of a student association, it leaves out mention of these aforementioned essentials.

For Approval **BIRT a new section 2(3)(3) be added to the Regulations as follows, and that the rest of the article be renumbered as required:**

No person shall take up a seat on Council unless and until they have signed a letter relating to (a) the confidentiality of private and sensitive information; (b) procedures, expectations, and obligations related to real and apparent conflicts of interest; and (c) duties as a director.

I thank you for your consideration of these proposed revisions. If there are any questions or concerns about this memorandum, please do not hesitate to contact me for more information. I have attached, for your reference, the track-changes text of the affected sections.



Appendix A
Proposed Amendments with Track Changes

Section II – Council

Article 3: Conflict of Interest

1. As members of the Board of Directors, voting members of Council are first and foremost directors of the Society and owe their first duty to the Society.
2. Each voting member of Council shall sit as a voting member on at least one (1) Committee of Council.
3. No person shall take up a seat on Council unless and until they have signed a letter relating to (a) the confidentiality of private and sensitive information; (b) procedures, expectations, and obligations related to real and apparent conflicts of interest; and (c) duties as a director.
- ~~3.4.~~ Each member of Council shall be responsible for the orientation of their replacement.
- ~~4.5.~~ At least one director from each Campus, Constituency, or Faculty shall give a verbal report at each meeting of Council on the affairs of their Campus, Constituency, or Faculty.



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MEMORANDUM

TO: Council

CC: Jeremy McElroy, General Manager
Kari Michaels, Records Coordinator and Archivist

FROM: Christopher Girodat, Chairperson of the Executive Committee

DATE: Wednesday, January 23, 2013

SUBJECT: Amendments to the Regulations re: Vote Tallies

Members of Council,

As mentioned in my *Delegate's Report* from the 61st semi-annual general meeting of the Canadian Federation of Students, one of the member local students' unions had proposed that vote tallies be recorded, as a matter of course, at meetings of the Federation. Despite the fact that this motion was defeated, we nevertheless saw considerable merit to the idea.

It should be clear that what is proposed, at this time, is not an actual roll-call vote on every motion, although to do so would be a conversation that I would welcome. What is proposed is that, next to the result of the vote in the minutes (i.e., "carried" or "defeated"), the total number of votes in favour of and opposed to the motion is recorded.

This would be the way that a motion is recorded now:

COUNCIL:2013-02-06:03 MOTION
ANSARY/CELLIER
BIRT Council declare that the Director of Student Services is fantastic
CARRIED

With the proposed revisions to the Regulations, the motion would be recorded as follows:

COUNCIL:2013-02-06:03 MOTION
ANSARY/CELLIER
BIRT Council declare that the Director of Student Services is fantastic
CARRIED – 11 in favour, 10 opposed

There are a number of reasons for the proposed change, and these centre around the comprehensiveness of our minutes, and the demonstration to the Society's members of the diversity of views and opinions at the Council table.

Currently, minutes for meetings of Council indicate only whether a motion has been "carried" or "defeated," and in some cases where a member so requests, individual members who voted with the minority. With these proposed revisions to the Regulations, the number of votes in favour of, and opposed to, a motion would be noted next to the motion's result.



MEMORANDUM

This also makes clear, for the record, whether some motions with unique thresholds (such as two-thirds votes and three-quarters votes) have reached the appropriate threshold to be successful. This also requires that every vote be a counted vote, such that there can never be a misunderstanding in the event of a contentious vote, with a close count, as to the result.

This practice of “tallies” would also demonstrate to the Society’s members that their directors come to the Council table with diverse views, and that not all motions are unanimous. This would demonstrate that motions are debated, that dissent and criticism are encouraged, and that all members of Council are free to vote their consciences on all motions before the board.

These revisions support the continued practice of open, transparent, and accountable decisions at Council, with another tool for the enhanced communication of the democratic diversity and debate that happens at Council. This provides to us the opportunity to demonstrate that members of Council are dedicated individuals who respect the democratic process and are able to move ahead, as a united Council, despite vote divisions.

This amended has been recommended by the Standing Committee on Governance.

For Approval BIRT section 2(5)(13) of the Regulations be substituted with the following:

13. The chair of a meeting of Council shall count the number of votes in favour of and opposed to each motion before Council, and shall report to Council the results of the vote, including these counts. The number of votes in favour of and opposed to each motion shall be recorded in the meeting’s minutes.
Notwithstanding this clause, unless otherwise determined by a Resolution of Council, whenever a secret ballot vote is held on a question relating to individuals, the numbers of votes received by each individual shall not be reported to Council or recorded in the minutes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Girodat', written in a cursive style.

Christopher Girodat
Chairperson of the Executive Committee



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MEMORANDUM

Appendix A
Proposed Amendments with Track Changes

13. The chair of a meeting of Council shall count the number of votes in favour of and opposed to each motion before Council, and shall report to Council the results of the vote, including these counts. The number of votes in favour of and opposed to each motion shall be recorded in the meeting's minutes. Notwithstanding this article, ~~Unless~~ unless otherwise determined by a Resolution of Council, whenever a secret ballot vote is held on a question related to individuals, the numbers of votes received by each individual shall not be reported to Council or recorded in the minutes.

Report on: Standing Committee on Finance
For Period: January 17th, 2012 – February 6th, 2013
Prepared by: Tony Chiao, Director of Finance

Report of Standing Committee on Finance

Communications Update

Nothing to report at this time.

Finance Committee Update

In the previous Council meeting on January 16th, 2013, Council has appointed a new student member, Priyanka, on the Committee, and we have met her in our meeting on January 23rd, 2013.

There are currently 3 vacancies on the Finance Committee, of which 2 are Council member seats and 1 is Student member seat. The Standing Committee on Finance has notified Standing Committee on Appointments regarding these vacancies and hopefully we can fill them up soon. Also, the Committee does not intend to appoint any permanent Chairperson until the Council member seats are filled up.

Finance Committee Meeting(s) Review:

Date of last finance committee meeting: January 23rd, 2013 at 2 p.m. in A2340

Date of next finance committee meeting:

- Wednesday, February 20th, 2013 at 12:00 p.m. in G1244
- Wednesday, March 20th, 2013 at 12:00 p.m. in G1244
- Wednesday, April 17th, 2013 at 12:00 p.m. in G1244

Minutes / Agendas Posted online:

- Latest Agenda: January 23rd, 2013
- Latest Minutes: January 2nd, 2013

Recommended Motions:

SCF MOTION #1

BIRT the Budget Line Item “Human Resources – Staff” be increased by \$8,000

SCF MOTION #2

BIRT the Budget Line Item “Human Resources – Elected” be increased from \$173,954 to \$207,887.50

SCF MOTION #3

BIRT Yasir Raja be removed from Standing Committee on Finance

Other Business, Issues and Concerns

Nothing to report at this time.

Kwantlen Student Association
2013 Structure (Proposed)
HR - Council Worksheet

EXECUTIVE COMMITTEE					
Position		Hours/PP	Bi-Wkly	PP	Annual
Director of External Affairs			\$ 325.00	6.5	\$ 2,112.50
Director of Finance			\$ 325.00	6.5	\$ 2,112.50
Director of Student Life			\$ 325.00	6.5	\$ 2,112.50
Director of Student Services			\$ 325.00	6.5	\$ 2,112.50
Director of External Affairs	\$ 10.83	60	\$ 650.00	18.5	\$ 12,025.00
Director of Finance		60	\$ 650.00	18.5	\$ 12,025.00
Director of Student Life		60	\$ 650.00	18.5	\$ 12,025.00
Director of Student Services		60	\$ 650.00	18.5	\$ 12,025.00
Chairperson			\$ 100.00	26.0	\$ 2,600.00
Executive Committee Pay					\$ 50,700.00
Executive Meetings Support					\$ 1,500.00
Executive Retreat					\$ 3,500.00
Out-of-Office Expenses					\$ 2,000.00
TOTAL EXECUTIVE EXPENSES					\$ 57,700.00

COUNCIL AND COMMITTEES

- [1] Assumed that each committee meets, on average, twice per month.
 [2] Assumed that each member of Council is on at least one (1) committee.
 [3] Members of the Executive Committee are NOT eligible for meeting honorarium.

Meeting Type	# of Part.	Amt.	Qtn/Sem.	Sem.	Annual
Base	22	\$ 375.00		3	\$ 24,750.00
Council Attendance	25	\$ 75.00		6 2.25	\$ 25,312.50
Standing Committees (Councilor)	25	\$ 50.00		8 2.25	\$ 22,500.00
Special Committees (Councilor)	25	\$ 25.00		8 2.25	\$ 11,250.00
Standing Committees (Student)	25	\$ 25.00		8 1	\$ 5,000.00
Standing Committees (Student)	25	\$ 50.00		8 2	\$ 20,000.00
Special Committees (Student)	10	\$ 25.00		8 3	\$ 6,000.00
Optional Honorarium	25	\$ 50.00		9	\$ 11,250.00
Total Honoraria					\$ 126,062.50
Council Meetings Support				8 3	\$ 3,000.00
Committee Meetings Support				48 3	\$ 4,500.00
Orientation and Development					\$ 12,500.00
Speaker of Council		\$ 375.00		11	\$ 4,125.00
TOTAL COUNCIL EXPENSES					\$ 150,187.50

TOTAL ELECTED EXPENSES **\$ 207,887.50**



Langley Representative Monthly Report

Report Prepared by: Jennifer Campbell

Month Covering: January

Term: 2012/2013

Committee Meetings:

Student Services Committee – January 30, 2013

Governance Committee – January 9, 2013

Projects Completed Since Last Report:

Winter Send-Off: All 150 bags were given out. Students were really excited about them. They did not go as fast as last year, however, I believe this is due to the lack of presence on campus.

Spring Welcome Week: This event was successful. There were over 100 people who entered the raffle and all of the prizes were picked up. The way in which the raffle was done this time in comparison to Fall Welcome Week I believe was better.

Ongoing Projects:

I am still working on the binder for the next Langley Rep. This binder will have most of the planning tools and posters from past events. It will also include tips that I found helpful over the past 4 years.

New Projects Undertaken:

Most of my time has been taken up with duties of the Deputy Speaker and my role as Chairperson of the Standing Committee on Student Services.

When I do my office hours in February I am hoping to plan an event for March. Any suggestions would be appreciated.

Comments/Concerns/ Requests:

I was upset that I was not informed about New Student Orientation until 1 or 2 days before the event was supposed to happen. For the past 5 years I have spoken at every Langley Orientation. I am unaware why I was not informed and was not asked to be there.

Feb 3rd 2013
Melinda Bige

Aboriginal Representative Report:

CFS BC:

This year I was able to attend the CFS Annual General Conference at Tsawwassen. The most important order of business that manifested out to the conference was a joint project of all the Aboriginal Reps to send representatives to local reserves to register First Nations in the upcoming election as a goal under the Idle No More platform. I was able to obtain a network list and will be working with External Affairs to extend our upcoming voter events to the local reserves.

The conference was an interesting one as I was able to witness what our councillors do to try and bring transparency to the table at CFS meetings. However, I recognized a very similar frustration that our councillors felt at the CFS meetings as they proposed rational and democratic arguments only to be shot down and ignored.

AbOriginal Meet and Plan:

The AbOriginal Resurgence Community got together to discuss a number of events upcoming which are under the below headings. As well it was decided to host Aboriginal day in Cloverdale this year in June. It will be a joint project between the KSA, the University, and the Aboriginal community as we will have a planning committee.

The Community decided to update its due process to a contemporary version of traditional ways. Bylaws, and procedures will be written up and handed in before the end of my term.

Idle No More:

On February 21st at 1pm in the Court Yard there will be a "Flah Mob" in support of Idle No More. The event will have a large canvass and balloons full of paint to throw at the canvass. Our drum circle on campus will lead drumming with the local First Nations community. This event is in partnership with the AbOriginal Resurgence Community.

Social Justice Mixer:

On February 21st in the Grass Roots Cafe at 5pm all Constituencies will be getting together as a meet and greet. The event will be catered, and all people interested in Social Justice are welcome.

Drum Making Workshop:

This year the AbOriginal Resurgence Community is hoping to expand its Drum Circle and will be inviting an elder to come to Kwantlens Aboriginal Gathering Place to teach students to make drums. The event is from March 1-3rd.

There are many events upcoming and those interested in assisting can reach me, as I will need much support.

Meegwetch.

Report on: Women's Constituency
For Period: February. 6, 2013
Prepared by: Arzo Ansary – Representative

1) Current Campaigns, Events and Activities

- Many successful event planning tools have passed at EComm, including ones put on by the wonderful Miss Representation Action Group, including more funds for assisting with the event.
- Sponsorship of the BC Youth and Advocacy Coalition Fundraising dinner scheduled for January 31, 2013. Wonderful event, Cindy Blackstock was a phenomenal speaker, I can't wait to read more of her works.

2) Completed Campaigns, Events and Activities

- Attended GirlKind's screening of 'Because I'm a Girl', it was nice to meet all of those interested and involved people from within the KPU community and outside of it. I look forward to partnering with more faculty departments at KPU so that we could sponsor such events in the future.

3) Future Campaigns, Events and Activities

- Will present a proposal for an event to WOOW in time for Valentine's Day. Recently researched the 'One Billion Rising' initiative for ending violence against women. When I've had the opportunity to fully formulate the campaign with WOOW, once we discuss it, we will be actively looking to engage the student body.

4) Other Business, Issues and Concerns

- Working on a proposal for a Peer Counseling Centre and Sexual Assault Centre with Kari, Chris, and Jamie.
- Proposal will, if all goes well, go to the Executive Committee this Friday.

Report on: Faculty of Business
For Period: January 3rd, 2013 – February 6th, 2013
Prepared by: Tony Chiao, Business Representative

1) Current Campaigns, Events and Activities

Nothing to report at this time.

2) Completed Campaigns, Events and Activities

Nothing to report at this time.

3) Future Campaigns, Events and Activities

a) Income Tax Clinic for Students

I have contacted the Accounting Society of Kwantlen (ASK) for follow-up as there was no reply from their side. I hope they may have time in the near future for a brief discussion as the season is coming!

Due to the beginning of the semester, I am trying to alter my schedule so that I may have a brief conversation with Ms. Fournier, the Mature Student's Representative, regarding this subject matter. We will schedule a time in the near future for a more detailed discussion.

There is, however, an off-campus tax clinic organizer contacted me regarding possibility of setting up one in the Vancouver area. It aimed to serve 1 weekday and throughout the weekend. The organizer has recruited some volunteers from the Community Volunteer Income Tax Program (CVITP) who also happened to be KPU students.

4) Other Business, Issues and Concerns

Nothing to report at this time.

Update on: University Senate
For Period: December 28 – February 2, 2013
Prepared by: Christopher Girodat, Senate Representative

1. Current Academic and Governance Issues Update

a. Academic Issues

i. Admissions Requirements

- Invited by the Deputy Provost, Academic for consultations on the admissions requirements used by KPU for basic admission
- Please e-mail me if you are interested, as I have been asked to canvass for some additional students who want to talk about this

ii. Student Representation on Search Advisory Committees

- Secured the support of the Senate Governance Committee for bolstered student numbers on academic search advisory committees (three for provost and vice-provosts, two for others)

2. University Senate and Committees Update

a. University Senate

Last Meeting: Monday, January 28, 2013

Next Meeting: Monday, February 25, 2013

i. Discussions and Decisions

- Approved transfer agreement between KPU and College of the Rockies for Bachelor of Technology in Information Technology
- Approved change to Bachelor of Applied Science in Sustainable Agriculture to decrease admissions requirements to general only
- Approved change to Environmental Protection Technology Program to make more clear the program's physics requirement, and to adjust the second year of the program's schedule
- Approved changes to the BBA Marketing Management's Diploma, Certificate, and Bridging Requirements components
- Approved changes to the Cisy diploma program, to eliminate two electives and to require courses CPSC 2302 and BUQU 1130
- Approved BBA Communications program concept
- Reviewed the *University Budget, 2013-2014*
- Approved changes to the election rules such that some faculty members can no longer choose to run as support staff in elections to the University Senate and the Board of Governors
- Approved several graduates

b. Senate Governance Committee

Last Meeting: Monday, January 14, 2013

Next Meeting: Monday, February 4, 2013

i. Discussions and Decisions

- Discussed changes to the bylaws of the Faculty of Academic and Career Advancement, and referred them back for explanation
- Discussed livestreaming meetings of the University Senate
- Discussed the process for changes to electoral rules
- Discussed a proposal to create a new faculty division for faculty members who are not under an existing academic faculty of KPU

- Discussed the policy and procedures for the appointment of senior academic administrators for the University; secured additional student representatives on these committees

c. Senate Nominating Committee

Last Meeting: Monday, January 28, 2013

Next Meeting: Monday, February 25, 2013

i. Discussions and Decisions

- Only three (3) student vacancies now on Senate Standing Committee on Academic Appeals (ACA, Science & Horticulture, and Trades & Technology)
- Discussed challenges of trades appointments to committees; I am drafting a proposal to Senate to request variance on policy to allow for trades students to keep seat for full term, despite ceasing to have student status with short weeks-long programs