

## **Agenda #14**

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



### **14.0 Call to Order**

#### **14.1.Land Acknowledgement**

#### **14.2.Adoption of the Agenda**

14.2.1. Motion to Approve the Agenda

#### **14.3.Ratifications and De-ratification**

14.3.1. COA

#### **14.4.Comments from the Chair**

14.4.1. Introductions

#### **14.5.Approval of Past Board Minutes**

14.5.1. (Action) Approval of minutes from board meeting #13 – Feb. 8, 2017

#### **14.6.Executive Committee Minutes**

#### **14.7.Executive Reports**

14.7.1. Academic & University Affairs Commissioner

14.7.2. Communications & Corporate Affairs Commissioner (as supplement)

14.7.3. Finance & Operations Commissioner

14.7.4. External Affairs Commissioner

14.7.5. Local Affairs Commissioner

#### **14.8.Director Reports**

#### **14.9.Business**

14.9.1. (Action) (In-Camera) Reprimand

14.9.2. (Action) Appendix F Amendment

14.9.3. (Action) Unionization of the Board

14.9.4. (Action) Job description (As supplement)

14.9.5. (Action) Hiring Committee

14.9.6. (Info) Proposed Changes to the Fees Protocol

14.9.7. (Info) Vice President Student Experience Student Space Addition

14.9.8. (Info) (In-Camera) EEC Report

14.9.9. (Info) CSA Constitution

14.9.10. (Action) BOG

#### **14.10.New Business**

#### **14.11.Announcements**

#### **14.12.Adjournment**

## Minutes #13

Board of Directors Meeting

Wednesday, February 8, 2017 @ 6pm – UC 442



In Attendance: Peter Miller, Aidan Paskinov, Nicholas Kowaleski, Razan Alshamali (Late – Regrets), Claudia Idzik (Late – Regrets), Mohamed Ahmed, Michaela Spencer, Paula Boubel, Kate Schievink, Spencer McGregor, Lacy Droste, Natalie Chow, Courtney Tait, Michael Cameron, Jamal Demeke Wendwesen, Jack Fisher, Chirag Patney, Elizabeth Cyr, Lindsey Fletcher, Meghan Wing, Zoey Ross, Emily Vance (Late - Regrets), Ryan Shoot, Jay Rojas

In Regrets: Karly Rumpel, Allison Arnold, Alexandra Bogoslawski

Absent: Andrew Contant, Matthew Hernandez, Beth Whan, Ryan Bowes, Olivia Boonstra,

Guests: Tanner Morton

Chair: Joshua Ofari-Darko

Scribe: Tanya Vohra

### **Overview of Motions**

**13.2.1. Motion:** To approve the agenda

**Moved:** Lindsey Fletcher

**Motion carried.**

**13.5.1. Motion:** To move in camera

**Moved:** Courtney Tait

**Seconded:** Chirag Patney

**Motion carried.**

**13.5.1. Motion:** To approve the in-camera board meeting minutes #11 – January 18, 2017

**Moved:** Ryan Shoot

**Seconded:** Chirag Patney

**Motion carried.**

**13.5.1. Motion:** To move out of camera

**Moved:** Mohamed Ahmed

**Seconded:** Ryan Shoot

**Motion carried.**

**13.5.2. Motion:** To approve board meeting minutes #12 – January 25, 2017

**Moved:** Lindsey Fletcher

**Seconded:** Nicholas Kowaleski

**Motion carried.**

**13.9.1. Motion:** To extend speaking rights to our guests

**Moved:** Jay Rojas

**Seconded:** Meghan Wing

**Motion carried.**

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**13.9.3. Motion: BIRT**, the CSA representatives presenting to Finance Committee of the Board of Governors call for a freeze in tuition fees for all students at UofG;

Moved: Peter Millter Secded: Dully seconded.

**Motion:** To postpone this motion to the next CSA board meeting.

**Moved:** Aidan Paskinov                      **Seconded:** Lindsey Fletcher

**Motion carried.**

**13.9.3. Motion: BIFRT**, the CSA representatives voice the CSA's support for the bargaining demands from CUPE 1334 and CUPE 3913 to the Finance Committee of the Board of Governors.

**Motion carried.**

**13.9.4. Motion:** To approve the following job descriptions as presented as supplement: Board/Committee Scribe, Poster Runner, SHAC – Education & Events Coordinator, SHAC – Human Rights Advocacy Coordinator, SHAC – Legal Resource Coordinator, SHAC – Volunteer Coordinator, SHAC – Volunteer Coordinator and Student Risk Management (SRM) Coordinator

**Moved:** Meghan Wing                      **Seconded:** Chirag Patney

**Motion carried.**

### 13.9.5. Motion:

**BIRT, Board of Directors ratify the following Hiring Committee appointments:**

Michaela Spencer ,Poster Runner hiring committee,  
Jamal Demeke Wendwesen, SRM Coordinator hiring committee,  
Courtney Tait, Board/Committee Scribe hiring committee,  
Jack Fisher SHAC: Education and Events Coordinator hiring committee,  
Jack Fisher ,SHAC: Human Rights Advocacy Coordinator hiring committee,  
Peter Mill, SHAC: Legal Resource Coordinator hiring committee, and  
Aidan Paskinov, SHAC: Volunteer Coordinator hiring committee.

**Moved and duly seconded.**

**Motion carried.**

**13.9.6. Motion:** To amend Bylaw 2 Electoral to strike the following Bylaws and move them to a new Appendix L – Elections: 1.2. Conflict of Interest, 1.3.1. (a-n), 1.4., 3.0 (all), 4.0 (all), 6.0 (all), 7.0 (all), 8.0 (all) excluding 8.2 and 8.4, 9.0, 10.0, 11.0 excluding 11.1, 11.3, 11.4 and 11.5 inclusive, 12.2-12.6, 13.0 excluding 13.1, 14.0

**Motion:** To renumber Bylaw 2 in accordance to previous amendments.

**Motion:** To amend Appendix L Section 19 of policy by replacing all references of “fifteen (15) days” to “five (5) business days”.

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**Motion carried as amended.**

### **13.9.7 Motion:**

**BIRT**, the CSA Board of Directors appoint Jack Fisher to the Elections Appeals Board.

**Moved:** Meghan Wing

**Seconded:** Chirag Patney

**Motion carried with 2 noted abstentions.**

**13.9.8. Motion:** To approve the All candidates package for the Winter 2017 General Election as presented

**Moved:** Meghan Wing

**Seconded:** Mohamed Ahmed

**Motion carried with 1 noted abstention.**

### **13.9.9. Motion:**

**BIRT**, the CSA Board of Directors, under the recommendation of the Standing Referendum Committee, approve the following question and it's Whereas clauses for the Winter 2017 referendum period;

“Do you support a mandatory fee of \$0.90, indexed to the cost of living, per semester for all undergraduate students, with the intention of freely supplying and distributing menstrual hygiene products, including, but not necessarily limited to, tampons and pads, to all its Members who experience menstruation across campus to be put in effect at the beginning of the semester in Fall 2017 (inclusive)?”

**Moved:** Aidan Paskinov

**Seconded:** Meghan Wing

**Motion carried.**

**13.9.10. Motion** to approve the CSA Club Space blueprint as presented and with the following amendment:

Reassign “CSA Storage” to “24/7 Room” and “Lounge 12 Room 1” to “CSA Storage”

**Moved and duly seconded.**

**Motion carried as amended.**

**13.9.11. Motion:** To suspend the rules and consider 13.11. Announcements immediately.

**Moved:** Meghan Wing

**Seconded:** Ryan Shoot

**Motion carried.**

**13.9.12. Motion:** To suspend the rules to add to New Business 13.10.1. Notice of Motion – Appendix F Policy Section 1.2.1.

**Moved:** Aidan Paskinov

**Motion carried.**

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### Agenda #13

#### 13.0 Call to Order

##### 13.1.Land Acknowledgement

##### 13.2.Adoption of the Agenda

13.2.1. Motion to Approve the Agenda

##### 13.3.Ratifications and De-ratification

13.3.1. COA

##### 13.4.Comments from the Chair

13.4.1. Introductions

##### 13.5.Approval of Past Board Minutes (pg. 8)

13.5.1. (Action) (In-Camera) Approval of In-camera board meeting minutes #11 – January 18, 2017

13.5.2. (Action) Approval of minutes from board meeting #12 – Jan. 25 2017

##### 13.6.Executive Committee Minutes

##### 13.7.Executive Reports (pg. 9)

13.7.1. Academic & University Affairs Commissioner

13.7.2. Communications & Corporate Affairs Commissioner

13.7.3. Finance & Operations Commissioner

13.7.4. External Affairs Commissioner

13.7.5. Local Affairs Commissioner

##### 13.8.Director Reports

##### 13.9.Business

13.9.1. (Info) Presentation by Mayor Cam Guthrie (pg. 11)

13.9.2. (Info) Presentation by CUPE (pg. 14)

13.9.3. (Action) BOG (pg. 17)

13.9.4. (Action) Job description (pg. 21)

13.9.5. (Action) Hiring Committee

13.9.6. (Action) Bylaw and Policy PBRC (pg. 22)

13.9.7. (Action) Elections Appeals Board (pg. 23)

13.9.8. (Action) All candidates package approval (pg. 24)

13.9.9. (Action) Referendum Question (pg. 24)

13.9.10. (Action) Clubs Space (pg. 26)

13.9.11. (Notice) UC board policy change (pg. 31)

13.9.12. (Info) UC Space Partnership (pg. 31)

##### 13.10.New Business

13.10.1. Notice of Motion – Policy 1.2.1. (pg. 31)

##### 13.11. Announcements

13.11.1. Meghan's Announcement (pg. 33)

13.11.2. Other Announcements

##### 13.12. Adjournment

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## Minutes #13

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### 13.0 Call to Order

Call to Order at 6:05pm

#### 13.1.Land Acknowledgement

Land Acknowledgement given by Zoey Ross.

Chirag: Something cool that somebody at Interhall is doing is Artz House – petition to rename it Odena.

Not 100% sure what it means but it is of Ojibwe heritage.

#### 13.2.Adoption of the Agenda

13.2.1. Motion to Approve the Agenda

**Motion:** To approve the agenda

**Moved:** Lindsey

**Motion:** To amend the agenda to move 12.9.10. (Action) BOG to after 12.9.2 (Info) Presentation by CUPE

**Moved:** Peter Miller

**Seconded:** Mohamed Ahmed

**Amendment carried.**

**Motion carried as amended.**

#### 13.3.Ratifications and De-ratification

13.3.1. COA

**Motion:** To deratify Andrew Contant

**Moved:** Zoey Ross

**Seconded:** Aidan Paskinov

Zoey: According to Bylaws outlined in Bylaw 1, I am obligated to put this forward as notice to de-ratify. This individual has not sent in any regrets this semester and has only attended the first meeting to be ratified. The individual is Andrew Contant, College of Arts representative.

Spencer: I think we should send a courtesy warning first to this individual because I know I would appreciate this courtesy if it were me.

Zoey: Quick clarification. In the last board package, I did state very particularly that if you have missed more than two board meetings, I have to put you forward for de-ratification per our bylaws.

Joshua: The bylaw being referenced is Bylaw 1, Section 3.5., 3.5.1.

Mohamed: When was the last time this individual attended?

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Zoey: The by-election ratification.

**Motion:** To postpone until notice has been given to the College of Arts representative

**Moved:** Spencer McGregor      **Seconded:** Natalie Chow

**Motion carried.**

### 13.4. Comments from the Chair

13.4.1. Introductions

### 13.5. Approval of Past Board Minutes

13.5.1. (Action) (In-Camera) Approval of In-camera board meeting minutes #11 – January 18, 2017

**Motion:** To postpone until after the new 12.9.3. (Action) BOG motion.

**Moved:** Comms Zoey Ross      **Seconded:** CoA At-Large Peter Miller

**Motion carried.**

**Motion:** To move in-camera

**Moved:** CVSA Courtney Tait      **Seconded:** IHC Chirag Patney

**Motion:** To approve In-camera board meeting minutes #11 – January 18, 2017

**Moved:** Ryan Shoot      **Seconded:** Jay Rojas

**Motion:** To call the question

**Moved:** Meghan Wing      **Seconded:** Lindsey Fletcher

**Motion carried.**

**Motion carried.**

**Motion:** To move out of camera

**Moved:** Mohamed Ahmed      **Seconded:** Ryan Shoot

**Motion carried.**

13.5.2. (Action) Approval of minutes from board meeting #12 – Jan. 25 2017

**Motion:** To approve board meeting minutes #12 – January 25, 2017

**Moved:** Lindsey Fletcher      **Seconded:** Nicholas Kowaleski

**Motion carried.**

### 13.6. Executive Committee Minutes

No discussion.

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### 13.7. Executive Reports

#### 13.7.1. Academic & University Affairs Commissioner

- Report submitted as supplement
- Senate meeting this past Monday; really important meeting, discussed the Strategic Mandate with the university and formulating the budget for next year
- Ryan and I have submitted our presentation for the Board of Governors finance committee meeting next week
- Met with the Federal Minister of Science to talk about women in STEM programs; Minister asked us for our contact information to continue the conversation as the matter is near to her heart
- Held our first Therapy Paws stressbuster event
- Been working very closely with the Elections Office; As I am not rerunning for election, I have been put in charge for the time-being
- Number of SHAC job descriptions coming forward that we have worked really hard on
- Ryan, Emily and I continue to work on the HR and PTM job descriptions which should hopefully be coming forward to the Board soon

Peter: Could the nomination process be pushed forward in February? Seems like advertisement of the election just started after the AGM.

Jay: The reason it started after the AGM was because we passed the restructure [at the AGM] and we had to have time to formulate the job descriptions and portfolio for the election.

Meghan: The entire elections timeline was put forward to you folks as directors and had all those dates in it. It has been out for a while. I have the utmost confidence that students are aware. I am sending out a listserv email to all students subscribed to notify them of it. I am very confident and would speak against postponement.

#### 13.7.2. Communications & Corporate Affairs Commissioner

- Thank you to everyone who helped promote the AGM. We had quorum until almost 8:30. I think the whole event was a success. The prizes at the AGM did get given out randomly. We picked sign in numbers and randomly matched them with prizes. They have all been contacted. I am still trying to figure out how we are going to deal with those [directors] that did not show up, were not able to promote and did not send regrets.
- If your name is not on the following list [read aloud] to sign up for training, please let me know; Would like training to be next Wednesday night. If you have any strong feelings against having it next Wednesday at 6pm, please let me know.



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- It took a lot of time to create the AGM package, wouldn't have been able to do it without Tanya and many staff members who helped put it together
  - We have been working really hard on different things relating to the election; taking bylaws and putting them into policy
  - Started reviewing CSA Sexual Violence Policy that was submitted by Jay
  - Also the Mayor is here, how cool is that? Thank you for coming.

#### 13.7.3. Finance & Operations Commissioner

- Executive Update #13\* [Correction to header]
- Myself and Emily are attempting to get a letter out to the Ontario government asking for support with mental health moving forward; To be delayed until after the board of governors presentation and will then be bringing a draft of the letter to the board; We know it will not be an immediate change and we are not asking for one but are asking to better prepare students before they get here
- Student space; UC board we finally got one more applicant; thank you Kate
- Next meeting I will be opening up the applications for next year; most likely all 10 as most people are leaving
- Some changes coming to our next meeting about the university centre board
- Student employment – hiring going on. Thank you for all your assistance with the hiring committees
- My life has been filled with club space, will update you on that later tonight

#### 13.7.4. External Affairs Commissioner

- *Late, sends her regrets*

#### 13.7.5. Local Affairs Commissioner

- Now that students are looking for rental spaces in the city, I want to let the directors know to let students know that they do have a free inspection available at [tenantcity.ca](http://tenantcity.ca)
- Feb20-24<sup>th</sup> is Reading Week

## 13.8. Director Reports

- Nicholas: Attended the AGM and the Working Group for the renovations.

## 13.9. Business

### 13.9.1. (Info) Presentation by Mayor Cam Guthrie

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**Motion:** To extend speaking rights to our guests.

**Moved:** Jay Rojas

**Seconded:** Meghan Wing

**Motion carried.**

Mayor Cam Guthrie: I was going to talk about the mental health initiative and if there is any weight behind me signing that letter [mentioned by Finance & Operations Commissioner in his Exec Update] I would be happy to do so. Another interesting point about the apartments in town, that has been something that Council has been trying to tackle over the last 3-4 years. We like that there are people calling in to our staff to ask for those kind of inspections to be done. A few years ago, it was presented that we would either start licensing a whole bunch of apartments or try a different approach: to make people a lot more aware of the ability to have inspections done. It's not good to hear places have failed inspected but it is good to get landlords to address them. Zoey has consistently been reaching out to me at my office over the last couple of years. I didn't really know what the CSA did before that, even as a counselor over the last couple of years. One of the aspects of this relationship is trying to be in touch with you all a little bit more. Every week we send out all of our council information; it automatically goes out to our media. What I did after a meeting with Zoey was put him on that list, so now that info automatically comes to you guys as well so you can see what's on the agenda. You are welcome to come to city hall to bring any issues you may have forward or bring your support. I am halfway through my term, second year just ending. Guelph is the fastest growing city in Ontario and in Canada. Average of 4.6 or 4.9%; we are 7.7% growth between 2011 and 2016. We have a lot to be thankful for in this city. There are always things to improve on and constructively complain about but we do very well in Guelph. I am apart of LUMCO [Large Urban Mayors Caucus of Ontario]. When I meet with the other mayors around the province, I hear about some of the struggles and challenges they are having. To hear that firsthand and compare it to what's happening in Guelph, we do have things to work on but we are also doing very, very well. I don't want to speak much longer as I have been told politicians can speak for far too long. I was told there may be questions for me that I would be happy to answer.

Zoey: Counsellor James Gordan recently put forward a motion to consider Guelph a sanctuary city. Do you think this is important?

Cam: When a notice of motion gets filed with the city clerk, it then gets put onto an upcoming agenda so I have not actually seen the wording of this motion yet. I know there have been different views. I would love to see what the actual wording of the motion is, just as you folks would. I believe that comes out on February 17<sup>th</sup> or 18<sup>th</sup> as it is usually released to the public 9-10 days before the public meeting. Notice of motion basically means, "I have an idea". Get's posted on agenda for the meeting on 27<sup>th</sup>. Sometime in March, gets debated but only by council, no public engagement. Debate whether there is validity to move it to a meeting in April with the

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public. It is about a 2 month process when you have an 'idea' or notice of motion. Do you guys know the Norfolk street pedestrian bridge? The green one with community signs on it. That is getting replaced in about a year or so anyway so I brought forward a motion for staff to consider commemorating our local veterans in the motion. That got passed a couple of months ago and that is coming forward now.

Peter: As someone from Guelph and a student, I see the city as being an important place with public spaces and fair wages so as major what are you doing

Cam: I differ in that opinion, and I ran on that. I don't believe the job of government is to provide jobs. I believe the job of the government is to provide services in the most efficient and productive manner. We are soon starting to review all our services and ask a very important question: how should the city be doing this service? We have 3 services being reviewed: waste department, boulevard maintenance and transit. Will be done close to fall of 2018.

Joshua: Is it a review of who provides the service or whether the service exists?

Cam: Should the city be providing the service or a private sector service? When I ran, I always said, the taxpayers deserve the service to be checked. I'll be the first one to hit the "no" button if we shouldn't do it, but the services should at least be checked for the sake of the taxpayer.

Olivia: Could you go into depth about who is involved in that review process?

Cam: A team from city hall will be reviewing it and then, if required and if they have funds, they could hire someone outside. And just to let you know it is not all about the private sector. 3 years ago the city of Guelph also decided to get out of picking up christmas trees. We don't provide that service anymore. It was a cost of about \$20,000 which isn't that bad across the whole city. Now we have a NPO in the city called Trees for Tots and they made over \$50,000 because now they pick up the christmas trees.

Peter: How can people get involved to voice their position for keeping public services public?

Cam: Public decisions become available 10 days before they become public. Let's say it would be coming back to council in April, 10 days before that meeting the agenda would become public. There is a cutoff of 9am on the Friday for the Monday meeting to either in person or by email ([clerks@guelph.ca](mailto:clerks@guelph.ca)), you can write a letter which then becomes a part of the public letter. You can also lobby your councillor or mayor before the meeting.

Jay: Love the commemoration for the veterans having served myself for 7 years. For Guelph transit, I spoke to Mike Pier about a transit plan, last study was done in 2005. When can we expect to see improved services for students on Gordon corridor?

Mayor: I too have been very frustrated with Guelph transit. Not the individuals but the whole service because it needs to be better. As I just said, the 3 service reviews coming up, the 3<sup>rd</sup>

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one being transit; the reason it is being picked by council unanimously out of our 100s of services is b/because we know there is an issue there. One of the downfalls of reviewing transit in 8-10 months is you don't want to add a bunch of services to something that is about to be reviewed. A request to add some buses did not pass because we know it is going to be reviewed. The issue with the Gordon corridor: councillor Mark McKinnon did a ton of work with staff to get extra buses but it came up to the wall of the service review. My vision of Guelph Transit is two-fold: 1) I would love there to be a spine from Claire and Gordon all the way to Woodlawn and Woolwich (Walmart). I would love there to be a dedicated BRT (bus rapid transit) lane. Kitchener and Waterloo just built a light speed rail. 2) For all students in Guelph to look at a similar pass to what you guys have to pay for [uPass] or free transit for high school students in town. If we get people at a younger age to be embedded with the transit system, they choose to choose that lifestyle later, picking the bus instead of a car.

Zoey: Can you give a quick update on 2 Way Go?

Mayor: Go trains doubled in September. This is why our downtown is really booming with cranes in the sky right now. Can now live in Guelph but still go to work in Toronto. The All Day Go was promised by the province within 10 years, 2 years ago. With all the meetings with the minister, I can say they are moving on it and I would call them out if they weren't. A lot of the issues are track issues and freight coming off tracks so it can go to moving people only. We are also crossing our fingers that high speed rail will be coming in from Toronto with a stop in Kitchener. I got council to unanimously approve trying to nudge the government to get a stop in Guelph. Trains have 2 speeds: one goes really fast, which means there might not be a stop in Guelph because that speed needs time to be reached. We are asking them to consider since October of last year and put it on Premier's desk, which hadn't happened. It is now on their desk - a little late - but not public yet. Guelph to Toronto will only take 24 mins – would be a game changer. This province is way behind on transit options like that.

Zoey: I had the opportunity to interview you once a year for the past 2 years. At the end of every interview you say you want students to stay in Guelph. In those 2 years, how have you ensured that this is a place students want to stay?

Cam: The foundation is jobs. Our plan is called Prosperity 2020. Brings us up to the year 2020. Trying to ensure we are diversifying our economy. We have to be careful if we ever have dips in the economy. We are attracting those kinds of diversifying innovative jobs. On top of that, it is just our culture and our vibe that keeps students in Guelph. We are one of the safest cities in Canada. Our downtown is great as well as historic. We have great benefits called 'fringe benefits' but those are what make our city. Also, the ecosystem with Innovation Guelph. I think when people get connected with entrepreneur networks that currently exist, they want to stay in Guelph. Follow me on twitter @camguthrie.

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Zoey: [To directors] If you ever want to be more involved, go to Jay. He knows a lot.

### 13.9.2. (Info) Presentation by CUPE

Ashley Wilson, the President of CUPE 3913, (teaching assistants and sessional lecturers on campus) and Laura Maclure, an executive member from CUPE 1334, (trades, maintenance and service staff on campus) will be providing a bargaining update from both the locals.

Ashley: I don't know how many meetings ago it was, when a motion was brought forward for supporting CUPE 3913. I'm here to give you guys more information about what to expect in a strike and also what we are bargaining for. CUPE3913 is the union that represents TAs and sessional lectures. We have 2500 members including people who have worked in the past year. 1700 each semester on campus. TAs grade papers, running tutorials, doing labs. SL's teach 25% of undergrad course offerings. At this point in negotiations, we are trying our hardest to get an agreement and avoid a strike. Bargaining has been different in the previous rounds with the university: They are asking for concessions which is clawing back at rights we currently have. It is a shift in perspective from the university. Right now we are in "Mediation", meeting with an external 3<sup>rd</sup> party from the Ministry of Labour trying to get both sides to come to an agreement. Feb 23<sup>rd</sup> and 24<sup>th</sup> is the last chance to come to an agreement before the strike deadline on or around Feb 27<sup>th</sup>. This next month is all about us getting the agreement that we need so we don't have to go on strike Feb 27<sup>th</sup>. Things we are bargaining about: For TAs, tuition indexation. Every year tuition goes up. All TA's are required to be students and thus pay tuition fees which isn't the case at all universities in the province. We have asked the university to increase wages every year by the same amount that tuition goes up. Right now our members, domestic students, make \$332 every 2 weeks; international students make no money and end up owing the university by the end of the semester even though they have been a TA for that time period. ["Employer" refers to "University of Guelph"]. Employer has said absolutely naught to this. Undergraduate TA's (have approx. 100 of them) make 50% the wage of graduate TA's even though they do the same work. We are asking for 75%. University has been taking a principle position on this. Their position is that undergrad TAs aren't worth it, they don't do the same work. The hiring process for TA's largely happens based on personal preference. People in departments say they like one individual but not another and so one will get the job for the semester. We already have a hiring process for other jobs and are trying to get it to be used for all jobs. For SLs: we are bargaining for the right of first refusal. This term means once you have taught a course, you get to teach it again. You don't have to go through the same job competition again. We wanted to extend the period for when people hold that right. University hasn't responded to our request to extend that right. Tried to include some exclusions: diversity of opinion. If they believe the university would

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benefit from a “diversity of opinion” they can tell you with one semester notice that you will not teach that course anymore.

Meghan: What does diversity of opinion entail?

Ashley: Exactly. It is not defined and the university has not defined it in any way so that it can be used to mean anything without explaining the reason courses are being taken away. Also for SLs: seniority. Right now, people move up the seniority grid and their wages increase as they teach more classes. But, you only get a pay raise in one department or another. If you have taught 10 courses overall, it gets split up and it takes double the time to move up the seniority grid. If you taught 10 Sociology and Poli Sci combined, you would be at the wage site for seniority. If you divided it by department, would make it a lot harder to move up. For both units [TA's and SL's], we are still trying to get adequate benefits. For TA's, all we are able to cover is vision care coverage which isn't the end of the world because they are also covered under the GSA, but for SL's this is their primary coverage provider. University has also denied leave's for survivors of sexual violence. This would be a very low cost for the university, to provide a leave for someone who say's they survived sexual violence. We have been successful in making some movement. The employer has started to move on some of the monetary things, but we are still very far on all of the policy issues. We will spend the next 2 days of mediation trying to get through those. Where you guys come in, is if we have to go on strike, it is important for you to know that we also do not want to be on strike. The pressure that can be put on the university by you with your upset can also help us to come to an agreement. Another things student's can say is that they are not happy with what the union is doing which will stop us from supporting you.

Mohamed: I am currently a TA. If a strike does occur, how long does it go on?

Ashley: In that situation, it is impossible to say how long it lasts. It is the amount of time it takes for both parties to come to an agreement. We are trying our best to get to a point in the agreement at which we can sign. In terms of pay, your TA pay would stop during a strike. You would be able to put forward for a Strike Pay which comes from CUPE International. You would have to do 24 hours of strike work. If you an undergraduate TA, it will be more than your current wage to do so.

Natalie: I have been following this for a while and am having trouble finding the information.

Ashley: On our website, we have all the bargaining updates. Details about each of the issues, where we started and where we are now. There is nowhere else to look. Starts in a more confidential way and moves to the point we are at now. In Mediation, where we are right now, they are open for any of you to see. Once the threat from the Employer goes down a little bit, the level of confidentiality goes down.

Razan: What does this mean for undergraduate classes?

Ashley: The classes taught by SL's would not continue during a strike.

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Natalie: Are all SL's and TA's part of the union or is it voluntary?

Ashley: Everybody is part of the union.

Joshua: More examples of work your members do?

Ashley: If you had a midterm, would not be graded. Questions to TA's about assignments would not be answered. Labs and tutorials would not be run.

Joshua: Same in strike or a lockout situation?

Ashley: Yes, however the university has said they are not likely to lock us out

Laura: I am part of CUPE Local 1334. We recognize the carpenters, building mechanics, custodians, technicians. We are everywhere on campus and ensure you have a safe, healthy, and clean working and living environment. I am a custodian in South Residence. I was a student here years ago, graduated with a Women's Studies degree. I have been here in some capacity for the past 35 years. My work space is your living space. We are both at risk to ABC bed bugs and chicken pox. The university sees it that anyone could do our jobs. We are accountable to the university and to its policies. We are required to supply police record checks. We are able to take on issues students can't, for example, mold in residence. We, as workers, were able to report and rectify the issue because the residence is our workplace. We are respected on campus and within the province. Currently working with the university and the province. The university is currently facing a pension crisis. We are here today to talk about bargaining. We have met with the university 4 times and are not close to the agreement. University has failed to supply a full package. No monetary on the table. Hard to come to an agreement until we know what we're looking at. There is an attack on the custodians to replace us with low-wage contract workers. Even though the area on campus has increased by as many as 100,000 sq. feet, our membership has halved. Many have been waiting for >5 years for a permanent position. Management has created a plan that makes contracting our positions easy. We have seen the effects in an increase in injuries because of the increased workload. Because we make up less than 1% of budget, it will not impact the university in any way. There was a \$66.6 million surplus in 2015. It is not an economic imperative to do away with union jobs. As students who will be graduating at some point, you know the work landscape has changed dramatically in the last 20 years. I think it's misleading for the Major to say that Guelph is doing very well. In Guelph itself, 40% of the workers make less than \$30,000. I got to speak with Liz Sanders about the changing work landscape and she agreed that the gap between those who have and those that do not has been widening. Access to opportunities are limited. We have responsibilities, our careers are pretty much winding up. We are leaving behind a legacy for your generations. We have a responsibility to make sure everyone has access to the good-paying jobs we had. One of the

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things inherent is high terminal room. Because contractors would be coming on campus, they are not accountable to the university in the same capacity that we would be. There would be no record check. You wouldn't know who is working in your living spaces. Our temp. workers on nightshift come to about 40. We have a temp who has been waiting on a permanent position for 7 years. The goal has always been [of the University], in this part of bargaining, to start contracting out our work which means in a number of days all of this work can be terminated. Which means all their work in the past 7 years for us, waiting for that permanent position will have been for nothing. I really hope that you will be able to support us. We are meeting for 2 more days, Feb. 16<sup>th</sup> and 17<sup>th</sup>. It is my hope that we get closer to a deal. And that we have a guarantee that they won't contract out our work.

Meghan: With the contract workers, would they be local Guelphites or would they be from wherever?

Laura: From wherever, but what we have seen from other institutions like Laurier and Queen's is that they don't pay living wages. Something like \$12.90-13.00 an hour. There been a push for a minimum of \$15, but a living wage in Guelph I think is closer to \$16.00. So \$12.90 in Guelph is not going to cut it.

Meghan: For both CUPE's: What is a no-board report? It seems to be the term on campus right now.

Laura: In the process, as Ashley talked about, we go into bargaining. If we feel like we are not getting anywhere, either side can file for Conciliation to hire a 3<sup>rd</sup> party mediator. If either side releases that we have come to an impasse, we file for a no-board report. Within 22 days, the university would be in a lockout position or the bargaining unit would be in the strike position. Services could be removed 22 days after it is filed. You have to go through the process to reach there. We have not filed one. We enter conciliation Feb 16/17. It is my hope that we see some movement and that will become unnecessary. We have been in discussion with the university previous to this about how we could make this work and came up with some creative solutions as to how to make this work. Made some presentations to the BOG. Which is why we have the belief that this has nothing to do with it.

CUPE 3913 has asked for a no-board report.

### 13.9.3. (Action) BOG

**Motion: Whereas**, the Finance and Operations Commissioner and the Academic and University Affairs Commissioner will be presenting to the Finance Committee of the Board of Governors February 15th; and



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**Whereas**, the University of Guelph Board of Governors has increased tuition fees each year since the tuition fee increases were regulated by the Province of Ontario in 2006; and  
**Whereas, the Province of Ontario has the highest tuition fees in the Country; and**  
**Whereas**, at the January 18th meeting of the Central Student Association Board of Directors, the Board supported a solidarity motion for CUPE 1334 and CUPE 3913; and  
**Whereas**, the CSA Board of Directors has received a bargaining update from CUPE 3913 and CUPE 1334; therefore  
**BIRT**, the CSA representatives presenting to Finance Committee of the Board of Governors call for a freeze in tuition fees for all students at UofG; and  
**BIFRT**, the CSA representatives voice the CSA's support for the bargaining demands from CUPE 1334 and CUPE 3913 to the Finance Committee of the Board of Governors.  
**Moved: Peter Miller**

Peter: Recently passed a motion to support these locals in their bargaining which is great. In doing so, we put pressure on the university to ensure that job action does not occur. This motion will also be so that our representatives support CUPE governors, but will also ask the Board of Governors for a freeze in tuition fees which I think is very important for our students and membership.

**Motion:** To divide the question to 2 separate resolutions  
**Moved:** Meghan Wing                      **Seconded:** Lindsey  
**Motion carried.**

Discussing first resolution:

**Motion: BIRT**, the CSA representatives presenting to Finance Committee of the Board of Governors call for a freeze in tuition fees for all students at UofG

Ryan: I was going to amend to strike the freeze in tuition. We have seen from other schools that this does not work. This puts pressure on the school but in the wrong way. Sure we won't raise it 3%, but we will never be able to catch up on that 3% again. I very much speak against the freeze in tuition but there are plenty of things the CSA is doing to help students.

Spencer: As a student, I would support freezing tuition. I understand that that money cannot be made up, but it could also be said that once the student loses the money, they can also not make it up again. Is it more important for the university admin operating budget that had a \$66.6m surplus last year, or helping students paying back debt?

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Peter: Also a good way to put more pressure on our government to help public funding for our tuition. In ON, we have the highest tuition fees in the country. Those who graduate do so with \$27,000 in debt or more.

Natalie: Students are against tuition hikes but are also against what will happen if the tuition doesn't increase. The term that the university has a 66.6m surplus cannot be used as an argument for everything. It is more complicated than it sounds like. In terms of putting pressure on the provincial government, I don't think this is the year to do it. We are switching over to a new system. If this new measure doesn't work for Guelph or doesn't give us the funding we need, this is detrimental.

Jay: COA rep states they believe this is best for students. I spoke to 27 students today alone and students are not for stopping the tuition increase. OVC rep makes a good reference to the resources and structure that is needed, which are made possible by this tuition hike.

Michaela: To COA at-large rep, you mentioned how students will not be a fan to raising tuition fines. A semester, students pay ~\$3700. 3% increase is \$111. That's 37 coffees? The 3% increase isn't the problem. The staff at the university will generally get an increase of 3% on their wages to cover the cost of living. We just met with the unions that are saying we are pushing for increased wages. I feel like supporting a tuition freeze does not support those unions.

Joshua: Reference to Policy Appendix F Section 3.4.

Meghan: We do have the power to suspend policy correct?

Joshua: A written motion has to be submitted to the board which has not.

Zoey: I think it is more important to look at the benefit for students in the long scale. If the 3% continues, it's not just the 3% that we are looking at today. As that number grows, we go from under \$1000 tuition in the 70's to what it is now. It's easy to look at one number, but there are lasting effects. To be clear, I am speaking against this motion because I think it is imperative that the CSA put pressure on the greater government to reduce tuition costs. I do hope the board puts forward a motion to suspend policy so we can go forward with defeating a motion.

Ashley: [To Michaela] I appreciate the sentiment, to be able to support the unions. There is no way that worker's unions are getting a 3% wage increase each year. It's not happening in the sector or at the university. It only occurs at the senior university admin. We will be lucky to exit this negotiation with a 1% increase in the life of our contract. From my own experience, I went to a university with a tuition freeze since 1999, lowest in the country except for Quebec for Quebec-

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born students. There is always money for expansions and renovations. The university mentioned was Memorial University.

Mohamed: Tuition is rising 3% every year. It feels like the university is cutting back how much students can get, for example how much student TA's at CUPE make, but at the same time tuition is rising. I am probably abstaining from the motion, however I want to make the point that it is also about the long run. \$3700 is a lot for students.

Meghan: Misinformation by the COA rep: I don't understand how asking the senior admin at the university for a tuition freeze puts pressure on the government at all. What the exec have been working on is putting together letters to the government to communicate with them directly, to ask them directly to help pay for our tuition because I do agree that school is too expensive.

Aidan: Motion to suspend the relevant policy.

Joshua: Out of order. Bylaw 4 section 2, 2.3 reads, The suspension of policies must be submitted and included in the board package for review prior to the board meeting.

Ryan: Regarding the \$66.6m surplus. We have a \$200,000 surplus. All business NPO have surpluses. The university is growing for great reasons. The government has asked that the university be able to pay out all their pensions at any time and that is why the money is being held there. To say that that money is sitting there and can be used for other things is

Peter: I have talked to many students about tuition fees, about how there should be a freeze and they have agreed. We have had a foodbank for many years, and the reason being that there is a need for it with student poverty. It does create pressure on the government because if these is a freeze, the university is sending a message that tuition is too high.

**Motion:** To postpone this motion to the next CSA board meeting.

**Moved:** Aidan Paskinov

**Seconded:** Lindsey Fletcher

Aidan: Self-explanatory. For us to be able to go against this, as many of us have voiced we would like to do, we have to suspend the policy that stops us from doing so which has to be done in advance.

Nicholas: For us to vote against this motion, I think it would be against our policy

Zoey Ross abstains.

**Motion carried.**

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**Motion:** BIFRT, the CSA representatives voice the CSA's support for the bargaining demands from CUPE 1334 and CUPE 3913 to the Finance Committee of the Board of Governors.

Meghan: Speak in favour of this motion. CUPE represents some of our undergrad constituencies. I agree with what they have spoken about tonight, especially because ~100 of our undergraduates are a part of this.

Jay: Also want to speak in favour and agree with what Ashley and Laura have presented.

**Motion carried.**

### 13.9.4. (Action) Job description

**Motion:** To approve the following job descriptions as presented as supplement:  
Board/Committee Scribe, Poster Runner, SHAC – Education & Events Coordinator, SHAC – Human Rights Advocacy Coordinator, SHAC – Legal Resource Coordinator, SHAC – Volunteer Coordinator, SHAC – Volunteer Coordinator and Student Risk Management (SRM) Coordinator

**Moved:** Meghan Wing

**Seconded:** Chirag Patney

**Motion:** To call the question

**Moved:** Jay Rojas

**Seconded:** Courtney Tait

**Motion carried.**

**Motion carried.**

### 13.9.5. (Action) Hiring Committee

**Motion: WHEREAS** Directors are needed to full spots on upcoming hiring committees.

**BIRT, Board of Directors ratify the following Hiring Committee appointments:**

Michaela Spencer, Poster Runner hiring committee,  
Jamal Demeke Wendwesen, SRM Coordinator hiring committee,  
Courtney Tait, Board/Committee Scribe hiring committee,  
Jack Fisher SHAC: Education and Events Coordinator hiring committee,  
Jack Fisher, SHAC: Human Rights Advocacy Coordinator hiring committee,  
Peter Mill, SHAC: Legal Resource Coordinator hiring committee, and  
Aidan Paskinov, SHAC: Volunteer Coordinator hiring committee.

**Moved and duly seconded.**

**Motion carried.**

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Meghan: Job descriptions open for 2 weeks. Each hiring committee meets once within the 2 weeks to determine interview questions, and then once directly after to determine shortlisted individuals, and then x times afterwards depending on the number of individuals shortlisted.

### 13.9.6. (Action) Bylaw and Policy PBRC

Mohamed: Essentially things that explain what you are supposed to do stay in bylaws and things that explain how you are supposed to do those things, will go to policy. Things we do not want to move include things about referendums. It's not too much of a difference in bylaw or policy, but we [in PBRC] thought it would be better placed in policy.

**Motion:** For a 9 minute recess.

**Moved:** Lindsey Fletcher

**Seconded:** Meghan Wing

**Motion carried.**

**Motion:** To amend Bylaw 2 Electoral to strike the following Bylaws and move them to a new Appendix L – Elections: 1.2. Conflict of Interest, 1.3.1. (a-n), 1.4., 3.0 (all), 4.0 (all), 6.0 (all), 7.0 (all), 8.0 (all) excluding 8.2 and 8.4, 9.0, 10.0, 11.0 excluding 11.1, 11.3, 11.4 and 11.5 inclusive, 12.2-12.6, 13.0 excluding 13.1, 14.0

**Motion:** To renumber Bylaw 2 in accordance to previous amendments.

**Motion:** To amend proposed Appendix L, Section 19 of policy to replace all references of “fifteen (15) day” to “three (3) day”.

**Moved;** Nicholas Kowaleski

**Seconded:** Chirag Patney

Nicholas: Would like to amend proposed Appendix L, Section 19 of policy to replace fifteen days to four days. I would have brought this to PBRC but I haven't been able to attend the meetings. We currently have a 15 day period to count ballots, however since it is all electronic, I do not think this is necessary. After the election, the directors sometimes cannot be ratified for another 2 or 3 board meetings depending on when they are scheduled. This voting is closed Wednesday, but has previously always closed Friday's and in that case, by the next board meeting we could have those people ratified.

Meghan: I think it should be five business days.

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Joshua: Robert's Rule is a process that avoids this circling of numbers. Whichever one gets majority is the one that will be forwarded as amendment. The current proposals are: 3 (Nicholas), 4 (Nicholas) and 5 day (Meghan).

Nicholas: Picked 3 so that if voting ended Friday, they could be counted Mon/Tue/Wed and then Wednesday evening could be ratified at that board meeting.

[Directors vote on which of the 3 proposed changes should be put forward as amendment]

**Motion:** To amend the amendment to proposed Appendix L, Section 19 of policy to replace all references of "fifteen (15) day" to "**five (5) business days**" ~~"three (3) day"~~.

**Moved and duly seconded.**

**Amendment to amendment carried.**

**Motion:** To amend Appendix L Section 19 of policy by replacing all references of "fifteen (15) days" to "five (5) business days".

**Moved:** Meghan Wing

**Amendment carried.**

**Motion:** To call the question

**Moved:** Meghan Wing

**Seconded:** Courtney Tait

**Motion carried.**

**Roll-call vote:**

In favour: Meghan Wing, Jack Fisher, Aidan Paskinov, Courtney Tait, Michael Cameron, Michaela Spencer, Paula Boubel, Nick Kowaleski, Chirag Patney, Jamal Wendwesen, Lacy Droste, Emily Vance, Elizabeth Cyr, Razan Alshamali, Peter Miller, Kate Schievink, Natalie Chow, Mohamed Ahmed, Jay Rojas, Lindsey Fletcher, Claudia Idzik, Ryan Shoot, Zoey Ross

Spencer McGregor abstains.

**Motion:** To amend Bylaw 2 Electoral to strike the following Bylaws and move them to a new Appendix L – Elections: 1.2. Conflict of Interest, 1.3.1. (a-n), 1.4., 3.0 (all), 4.0 (all), 6.0 (all), 7.0 (all), 8.0 (all) excluding 8.2 and 8.4, 9.0, 10.0, 11.0 excluding 11.1, 11.3, 11.4 and 11.5 inclusive, 12.2-12.6, 13.0 excluding 13.1, 14.0

**Motion:** To renumber Bylaw 2 in accordance to previous amendments.

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**Motion:** To amend Appendix L Section 19 of policy by replacing all references of “fifteen (15) days” to “five (5) business days”.

**Motion carried as amended.**

### 13.9.7. (Action) Elections Appeals Board

**Motion: Whereas,** the College of Arts at-large representative has resigned from the Elections Appeals Board; therefore,

**BIRT,** the CSA Board of Directors appoint a new director to the Elections Appeals Board.

**Moved:** Meghan Wing

**Seconded:** Chirag Patney

Aidan: [Point of Information] What does the elections appeals board do?

Joshua: If you are levying an infraction by the CEO, you are eligible to appeal it to the Elections Appeals Board. You cannot appeal disqualification. You also cannot be running. There is a 40% gender requirement for women on the elections appeal board.

**Motion:** To amend the motion to read: “The CSA Board of Directors appoint Jack Fisher to the Elections Appeals Board”

**Moved:** Meghan Wing

**Seconded:** Chirag Patney

Zoey Ross and Nicholas Kowaleski abstain.

**Motion carried.**

### 13.9.8. (Action) All candidates package approval

**Motion:** To approve the All candidates package for the Winter 2017 General Election as presented

**Moved:** Meghan Wing

**Seconded:** Mohamed Ahmed

Meghan: Extremely speak in favour of approving this package as we meet Monday/Tuesday.

Spencer: Is it 25 or 50 nominations for Directors?

Meghan: It is 25, we have changed this in the new package posted online now.

Kate: People have already printed the old package and are working to get 50. Is there anything being done to make sure people know a new version has been posted?

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Zoey: Will be abstaining but would like to send thanks to PBRC and Bennet for working on this. To highlight a couple of things of interest, we are switching over to a demerit system. All of this will eventually be reflected in policy so that any CEO can come on board and run the election.

Zoey Ross abstains.

**Motion carried.**

### 13.9.9. (Action) Referendum Question

**Motion: Whereas**, products labeled as “feminine” are often subject to higher prices;

**Whereas**, menstrual hygiene products in Canada are still seen as Luxury Goods, while items that can be used by all or no

genders, such as toilet paper, are categorized as Necessary Goods and as such can be found supplied for free;

**Whereas**, though the Canadian government has taken steps to address this issue by eliminating any taxation of feminine hygiene products, this step does not adequately eliminate financial discrimination (and burden) towards those who experience menstruation;

**Whereas**, sexual health products such as condoms are provided free at many locations on University of Guelph campus while necessary personal health products, such as tampons and pads, are only offered in limited locations;

**Whereas**, resources on campus providing tampons and pads for free or at reduced rates (e.g., GRCGED) utilize large portions of their budgets to purchase these products;

**Whereas**, the CSA has provided a small scale service of this nature in the past that was unable to be sustained from year to year, due to the annual turn over of the Executive positions, and not having a specific budget line in place to ensure that these products are readily available;

**Whereas**, the CSA has a commitment to serving its Members and working towards creating a more equitable campus environment;

**Whereas**, menstrual product dispensing machines are often limited to female washrooms, despite the fact that those who identify as female are not the only people who menstruate;

**Whereas**, often times, these machines are out of date, broken, or no longer contain any products, and often sell menstrual products for up to four times their market cost;

**Whereas**, often times, people who menstruate are caught off guard with the onset of their period and would benefit from having emergency supplies more readily available, to ensure that these students are able to better focus on their studies, and lower menstruation related stress;

**Whereas**, through the collection of fees the CSA can purchase menstrual hygiene products in bulk and alleviate some of the cost of those products to its Members that would require them during their time at the University of Guelph as a member of the CSA;



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**Whereas**, in the case of a surplus, all leftover money will go towards alternative menstrual care products (e.g., Diva Cup) in the following school year;

**BIRT**, the CSA Board of Directors, under the recommendation of the Standing Referendum Committee, approve the following question and it's Whereas clauses for the Winter 2017 referendum period;

“Do you support a mandatory fee of \$0.90, indexed to the cost of living, per semester for all undergraduate students, with the intention of freely supplying and distributing menstrual hygiene products, including, but not necessarily limited to, tampons and pads, to all its Members who experience menstruation across campus to be put in effect at the beginning of the semester in Fall 2017 (inclusive)?”

**Moved:** Aidan Paskinov

**Seconded:** Meghan Wing

Joshua: Strongly oppose making amendments because it did go to committee already.

Meghan: Standing referendum committee met. Minor changes indexing the fee to cost of living. Minor grammatical changes. Otherwise very well thought out and putting it forward with our full support.

**Motion carried.**

### 13.9.10. (Action) Clubs Space

Ryan: This renovation subcommittee has been working very hard. Did consultation. 87 clubs showed up. Those that didn't filled out a Space Needs form. Put on this page for architects to design. Consultation well received from clubs with and without space; split them into these 2 groups. Those with space had lots of ideas; those without did not have an idea but were very excited to have the opportunity to see what they can develop in the future.

[Ryan refers to page 92 of Board Package]

“Lounge seating”: open lounge, several seats. Goal to create more traffic out the back door. Can hang out/study. Washrooms to be renovated, ventilation system improved. We won't be fitting in a universal washroom in there as there is one just down the hall and it follows university code and our code. Washroom already used quite a bit so to cut that in half would not be ideal.

“Locker space”: 17 lockers but will be stacked in 3's so 51 lockers. 2ft x 2ft x 2ft. Clubs went out and measured and said it would work for them. Can remove shelf and offer 2 lockers to a club if necessary.

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“Game seating” but can also be used as study seating. Named such because games do currently hang out there and use that space. Important to note: Any seating will be fixed, to follow our fire code. Windows will be our seating films.

“Garage Room” or Shed and “Garage Pick Up”. Majority of clubs with space now rent out items to members. This way, the option remains available and will be student run. Clubs with space said they hold 6 office hours a day and have a constant open space. I want that open space to be a community space and for all clubs to have that option. If students walk by and see trip equipment, people will know we have a Outdoors Club on campus and that they can rent out equipment. Originally, garage door was on hallway side but if there was to be traffic, they should have a spot to stand and wait. Inside there is bench seating for anyone waiting for a friend etc.

“CSA storage” personalize pillars with color accents or csa services etc. Example of that is on the first floor by info desk with the column wrapped. All these fronts will be glass. Films on the glass to protect privacy to a degree. Space will feel more open.

“Meeting Room 15 (left)”: More comfortable seating in this space for clubs that do not necessarily want to sit at a board table. TV allows for more options since we noticed lots of projectors are going out but not very accessible.

“Meeting Room 15 (right)”: Is adjacent to previous, is more of board room setup.

“Meeting Room 25” is massive, great point for bigger clubs. Looked at Laurier’s student union board room currently, hope to design it like theirs. Their’s has 2 TV’s. Would be great to have one screen running amendments and one screen with the agenda. 25 people but in a seated format.

“Study Seating”: high traffic area, electrical outlets. To reiterate, students make seating whatever they want, we will not be walking around policing.

Big Locker Room. 114 lockers in it. A lot? We have 130 clubs so no. As more clubs know we have them, more and more clubs will want them. Suspect within 3 years they will be full and continuously full. Access only through one point but glass at other 2 to be able to see in, allowing to monitor for safety reasons.

CSA storage, may move, want to keep it because we have promised clubs that we will hold on to clubs days posters so that they do not get destroyed over the year or be dragged to campus for 4 days a year.

Lounge seating 4: Basically, a student pass-out zone. We can’t control the space but nice to continue the flow of seating down the hall.

Meeting room 5 is a smaller, more intimate meeting room. Not all clubs need to have a massive space, some need small intimate spaces. Much more screened out; film on it will be much larger.

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Dry wall we put in instead of glad wall would be an equivalent sound barrier. Wall in between meeting room 5 and 8 will be slightly thicker to ensure noise doesn't travel. Has TV on wall.

Café seating 7: window. Elevated seating. 2 seats lower at the end and an accessibility seat at end. Seats not as fixed.

CSA Directory and CSA welcome. Currently have massive asterisk and graffiti wall. There is nothing on the wall that says welcome to your student association. Would like a touch screen model, which they have in engineering building on history of engineering. Will have entire clubs list, contact info etc. Clubs wanted what we have now, but for all of them. With electronic version, will be able to update it better. Could promote events going on such as AGM. Will also put up a pushpin board as people still use these.

Mohamed: How much is this running for right now?

Ryan: When we move forward from this step, with approval of this, it will go to tender. They will come back to us with actual \$ amounts for each cost. After talking to Don O'Leary and Lee Anne, we are in a better spot than we thought we were. Had planned to take out a \$300,000 loan; we no longer need to do that. The more we talk, we realize our estimation from Shane from the first day was high.

Mohamed: Blue rooms specifically for clubs?

Ryan: Yes, clubs-only. However if the rooms are open/not being used and someone would like to use them, we expect the clubs will likely be okay with it.

Spencer: \$200,000 mentioned, how did it come to be?

Ryan: Was in the audit report at AGM. The way the bullring works is any profit they make goes back to them for any repairs et cetera that they need. Anything they don't need goes back to student space. Since we haven't done anything with student space in a long time, we have a good buildup.

Elizabeth: I know some clubs right now have resources such as books and games. Where is that going?

Ryan: People bit off more than they could chew in the past. This is just the first phase. We will have more space coming to the CSA in the next year. One idea brought forward right now is to have a library for the clubs. That would most likely be in phase 2. A lot of clubs have asked to keep their resources in their lockers and clubs have asked that they would like to be tabling more in UC to get the resources out.

Nicholas: Could the resources also be kept in the garage?

Ryan: They could, up to the group. Big problem the groups could have is whether you can see them. Looking into having a Book of Inventory for the garage. At AGM, had concerns brought

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forward about students not having a private quiet space for them to go on this floor. That was met very well and the committee immediately brought forward options. The hope/ideal was to take over Lounge seating 12 and make 2 offices. Any clubs would be allowed to take it over for a year, but how would u decide which 2 clubs get it for a year? So we decided to take the CSA storage, put it into Lounge Seating 12, Room 1 and move that room to CSA storage as a 24/7 quiet space. Door would not be able to lock because if anything were to go wrong, we could not see them or know that they are using the room. Some of the office spaces currently are being used as a space to go have a quiet private conversation. This would be a space where you would have access to support services on the line and an emergency line.

Jay: Is it possible to also have that emergency button on the other side of the hallway? So have more than one?

Ryan: We could look into it.

Spencer: Some clubs were more contentious with this. After this, do you know if any clubs are still unsatisfied?

Ryan: After the AGM, Lee Anne spoke to quite a few individuals, as did I. When we showed them the plan, they saw what it is and were happy with it. My vision when I decided to go forth with this was to have meeting rooms only, because I didn't understand what the clubs wanted.

Peter: Has the plan been put forward to clubs?

Ryan: I was waiting to put this forward to you guys first, since I did say I would at the last meeting.

**Motion** to approve the CSA Club Space blueprint as presented.

**Moved:** Ryan Shoot

**Seconded:** Lindsey Fletcher

**Motion:** To amend the CSA Club Space blueprint "CSA Storage" to "24/7 Room" and "Lounge 12 Room 1" to "CSA Storage"

**Moved:** Ryan Shoot

**Seconded:** Chirag Patney

Ryan: This was post consultation and wasn't able to be updated with the architect.

Nicholas. We spent a lot of time talking about this room at the working group. I am in favour.

**Amendment carried.**

Adam (guest): I am the president of FLASH club. One of the clubs that consulted with Ryan. I came here today just to speak about an idea we've had for this private space. I really appreciate the 24/7 room. It sounds great and more towards our middle ground. What we wanted to put

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forth to the board: we have been pushing for private space to clubs because clubs are more than just getting together every so often, having pizza and doing games. There is a unique sense of community to clubs that we believe requires an anchor, being up until now our office. It's hard to compare that but a lot of us think of it as a mental health resource. Because we have this club space we feel like we have a space to go to, have a feeling of community, of being a part of a tightly knit, larger organization. This is the reason we think of the space as a mental health resource; we would be lacking without it. In response to the floor plans, we would like to put forward something through the board members but need time to workshop it. Something along the lines of the 2 offices being put to / assigned to certain clubs on a yearly basis. I realize the difficulty in choosing which club is more / less "deserving" but we are willing to work with the CSA and board on this one. We would like to work on a more formal proposal to give to you guys but that would require more time on our part. I appreciate, above all, the consultation that has occurred. I appreciate that input has been listened to. Thank you for listening.

**Motion:** To postpone this action item to next board meeting

**Moved:** Spencer McGregor

**Seconded:** Elizabeth Cyr

Spencer: Flash club has something in the works. Taking those extra few weeks after putting so much time into this would make sure we have exactly what we want.

Ryan: For a bit of understanding, if we were to postpone, we will not be done come December. Absolutely anything that comes out of whatever you folks put forward can still be put forward. The space with the seats is very transferable and may change in the future. We are receiving \$15,000 next year from SLEF (Student Life Enhancement Fund) to improve on things we may have missed this year.

Nicholas: Against postponement. Appreciate sentiment of motion. When we asked plans to be brought forward on this date we recognized they had to be moved forward at this time for this timeline. From this point on, the club space working group could be working to consult more often.

**Motion:** To call the question

**Moved:** Aidan Paskinov

**Seconded:** Jack Fisher

**Motion carried.**

**Motion to postpone defeated.**

Zoey: Speak to the idea of sense of community. I think no matter what these spaces look like, it will always be the prerogative of the CSA to make strong communities and make the clubs here and the service the best they can be for the community.

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**Motion:** To call the question

**Moved:** Chirag Patney

**Seconded:** Jay Rojas

**Motion carried.**

**Motion:** To roll call vote

**Moved:** Nicholas Kowaleski

**Seconded:** Jay Rojas

**Motion carried.**

**Motion:** To approve the CSA Club Space blueprint as presented and with the following amendment:

Reassign “CSA Storage” to “24/7 Room” and “Lounge 12 Room 1” to “CSA Storage”

**Roll-call vote:**

For: Ryan Shoot, Claudia Idzik, Lindsey Fletcher, Jay Rojas, Mohamed Ahmed, Kate Schievink, Razan Alshamali, Emily Vance, Lacy Droste, Jamal Wendwesen, Chirag Patney, Nicholas Kowaleski, Paula Boubel, Michaela Spencer, Michael Cameron, Courtney Tait, Jack Fisher, Aidan Paskinov, Meghan Wing, Zoey Ross

Against: Peter Miller

Elizabeth and Spencer abstain.

**Motion carried as amended.**

### 13.9.11. (Notice) UC board policy change

Ryan: Working with UC board. Our policies don't match their governance. At the CSA, we do have the opportunity to put forward student reps. When they sign their conflict of interest, our policies uphold something different. This will not be the only change coming forward, just the first. This is just to bring forward that our board cannot tell individuals who have freedom of speech at another board how to vote. Amendments are to the UC board policy and the rest of appendix B are updates to the rest of the structure. Expect a few more of these. Going to have to update every policy and bylaw with new positions.

**Motion:** To suspend the rules and consider 13.11. Announcements immediately.

**Moved:** Meghan Wing

**Seconded:** Ryan Shoot

**Motion carried.**

## Minutes #13

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### 13.11. Announcements

#### 13.11.1. Meghan's Announcement

Meghan: As directors, you have a fiduciary duty to this organisation. By posting on various social media cursing this organisation, you are acting against this duty. Not only is it disrespectful against your fellow members, it is disrespectful to the work. I just want to urge and remind you all of the duty that you have and that this is not okay. For all those wondering where it is coming from, there have been numerous comments over the last couple of weeks. I recognize we have discussed many controversial issues over the last few weeks but to completely disrespect the hard work people have put into things and things people have said is not acceptable. The reason we have a board of directors and 2/3 majority vote is because that is what the board wants. I just want to remind everyone not to go one Facebook and slam the organisation for what a shitty job we are doing. I want to remind people that we have feelings. I also have said stuff that is contentious and I apologize. I have also said things on social media and I want to apologize because that is not okay. To come to this table and have respectful discussions is okay but to go and completely insult someone is not okay. I would like us to go forward in the year and keep this in mind. I am sorry I had to suspend the rules to say this but it is very important.

### 13.9. Business

#### 13.9.12. (Info) UC Space Partnership

Ryan: Been fighting to have the UC have more space and we did it! This is them pledging the 10% of our total renovation costs. Student Clubs Commons, CUPE will be moving out to University avenue. Originally CSA space, gave it to CUPE. Motion going to be sent out to take that off lease space. This means another space will have to become lease space which we additionally figured out so that will be happening hopefully with approval of UC board. Best part about it, is it has massive bay windows. Transition of UC office space, board space being gained. 3 offices on University Centre admin side. Able to expand with a PTM, HR and Operations Commissioner. Going down one commissioner, losing John and Maureen's office in our blueprint. We need more space and that is spectacular. UC 108 is currently defined as meeting room but UC is looking to make it leasable space. 2 groups can move into there and make up the cost they are losing to CUPE. Continuously looking for different spaces to improve. This allows for UC and CSA to work as one and find spaces on campus to put in study space. These are spaces across campus. We know we need more, we know this building has it and UC is working with us to find it. Partnership on Other Space, this can run across the entire building including floor 0. There is a ton of space behind PCH. Have been working on this all year. It's pretty big.

Nicholas: Where is UC 108 and UC 124?

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Ryan: UC 108 currently being renovated, across from GRCGED. UC 124 in front of booster juice. UC actually owns that space but hospitality has been using it. UC would like to refurbish it. Take out old couches, put in new ones. Put in charging ports.

Zoey: UC 108 is part of the partnership agreement to work on a similar sized meeting space is included in that as well.

Ryan: There is a ton of space in the basement. Not saying it will be there but we are working to find additional study space.

**Motion: Motion:** To suspend the rules to add to New Business 13.10.1. Notice of Motion – Appendix F Policy Section 1.2.1.

**Moved:** Aidan Paskinov

**Motion carried.**

### 13.10. New Business

#### 13.10.1. Notice of Motion – Policy 1.2.1.

Aidan: Mentioned earlier that the tuition freeze was brought forward and then postponed. According to our policies, we have to recommend that tuition freeze otherwise we are not upholding our duties. This should not be the case as it is opinion based and the CSA should be able to develop their opinion every year. This is notice so that we can vote on this at next board meeting.

Spencer: Confirmed through survey that tuition was a main concern with students so I have to question why we would move to change that wording.

Aidan: I know tuition was a big issue but it's more a reduction of tuition and not a freeze. I think the CSA and the Board of Directors should have the option to have a choice whether we want to bring forward a freeze or reduction or increase and we should not be restricted by a single line in our policy.

Ryan: MVV's did not state that we would be moving towards lowering tuition, the document wording says we will move towards saving students money.

Zoey: This is one example of where our organisation is coming to a fork in the road where we have to see if the organisation takes very specific policies. It got called at this meeting but there are lots of things we deal with where fiduciary duty could come into question. We have to look in the future if we want to be a specific statement organization or have a free flowing democratic opinion.

### 13.11. Announcements

#### 13.11.1. Additional announcements



**Minutes #13**

Board of Directors Meeting

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Meghan: Teaching excellence award nominations are due to CSA front office or my office by next Friday. If there is a great professor, please nominate them.

Nicholas: Pop-up valentine’s day market tomorrow in SSC atrium, brought to you by CBS. 12-4pm. Will have photo booth, local vendors, treat yourself baskets.

Elizabeth: tomorrow is OPIRG day. OPIRG action groups tabling in UC. Definitely come check it out.

Ryan: Vagina monologues this weekend. Friday and Saturday.

Aidan: Follow CASU on IG! The mayor follows us!

**13.12. Adjournment**

**Motion:** To adjourn meeting

**Moved:** Aidan Paskinov

**Seconded:** Jay Rojas

**Motion carried.**

Meeting adjourned at 9:46 pm

Approved by the Board of Directors on	Date:	_____
Signed _____	Date:	_____
Joshua Ofori-Darko		
Board Chair, 2015-2017		
Signed _____	Date:	_____
Zoey Ross		
Communications & Corporate Affairs, 2016-2017		

## Executive Updates #14 - March 1st 2017

Meghan Wing - Academic and University Affairs Commissioner  
Central Student Association  
Office: UC 249  
519-824-4120 ext. 56742  
csaacad@uoguelph.ca



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Hello Directors!

I hope you all had a great reading week and are feeling refreshed and ready to take on the rest of the semester. It's hard to believe it is already March. As always, please feel free to drop by my office hours on Thursdays from 1-3pm with any questions you may have about my updates or otherwise.

As always, if you, at any time, require any accessibility need, please do not hesitate to contact me. This includes board meetings, but also could be regarding one of our events, campaigns or services!

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Appendix B, Section 13 of the CSA Policy Manual under Vice President, Academic**

### 1. Academic and Curricular Issues

- N/A

### 2. Student Finance and Post-Secondary Funding Issues

- Presented for the UofG BoG Finance Committee on February 15th with F&O
- Compulsory Fees Committee met on February 14th. Went over the end of year reports for the Special Service Fee. I was responsible for presenting the Learning Commons final report.

### 3. University Issues and Representation

- Study Space: Hosting a Town Hall with the Library on March 20th around the renovations and what is being done to mitigate the decline in study space. Tell your friends!
- Late Appeals committee met on February 15th

### 4. Collaboration and Support to Academic Student Leaders

- Met with a couple of girls from the guide dog programs to discuss holding a final "Dog Days" event in Peter Clark Hall. Looking into the possibility of March 3rd

### 5. Accessibility for Students with Disabilities Issues

- N/A

### 6. Other Initiatives

#### - Re: Elections

- Supporting the Elections Office with any questions they have and ensuring all materials are ready to go for campaigning period

#### - Re: Hiring

- Take up the majority of all of the executive's time right now

## Executive Updates #14 - March 1st 2017

Meghan Wing - Academic and University Affairs Commissioner  
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- 
- Have met with each hiring committee to conduct interviews (SHAC Coordinator) and to edit interview questions and shortlist (the other four coordinators)
  - Interviews set to take place in the next couple of days/weeks
  - Working on PTM and HR&OM Job Descriptions with the Executive Committee and Permanent Staff
- 
- **Re: Transition**
    - It is now the time in the semester that I am compiling various documents and resources to put in the incoming Vice President-Academic's transition binder. I intend on having this be a thorough resource and will be devoting a lot of time over the coming weeks to finalizing this product

## Executive Updates #14

Ryan Shoot Finances and Operations Commissioner  
Central Student Association  
Office: UC 248  
519-824-4120 ext. 54408  
csaadmin@uoguelph.ca

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Hello Folks,

Sorry I am unable to be there this evening; I'm at a very important dinner. If you have any questions or concerns please reach out to me via email, phone.

### Health and Dental

- After presenting to the Board of Governors on February 15<sup>th</sup> the Provost Charlotte Yates has approached me in support of Feeling Better Now and will hopefully be looking to assist us with funding in the upcoming year.

### Student Space

- UC Board
  - o We are currently looking for Undergraduate student representative for the University Centre Board 2017- 2018 Academic year. If you are interested send a 300 word explanation why student space in the UC is important, your Cover letter explaining why you would be a good addition to the board and your resume to [csaadmin@uoguelph.ca](mailto:csaadmin@uoguelph.ca)
- Student Space Initiative
  - o Our application has been accepted and is pending review of the committee
  - o If you know of any space on campus that needs to be enhanced please visit [gryphlife.ca](http://gryphlife.ca) and search Student Space Initiative. You can fill out the form on the page to include what you would like to see done to the space and how the project would be over seen.

### Student Employment

- Hiring is going great! Thank you so much for all of your support this far and being great with your schedules. We are close to the end!

### Committee Work

- Student Budget Committee
  - o Meghan and I presented to the Board of Governors on February 15<sup>th</sup>. I spoke mainly to the needed improvement of mental health services not only on campus but in our community as well. It was very well received and a plan has been presented by Charlotte Yates to begin this year for major improvements
- Finance Committee
  - o The budget process has begun! This budget has a lot of development as we have new positions and roles. Lee Anne is doing an amazing job thus far and will be

## Executive Updates #14

Ryan Shoot Finances and Operations Commissioner  
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sitting down with all services to see how their budgets can be improved for the next year.

- Compulsory Fees Committee
  - o Later in the board package you will see the suggestions moving forward for the Compulsory Fees Committee, please comment on these and Meghan and I will bring them back to the committee for approval at our next meeting March 6<sup>th</sup>.
- CSA Clubs Space Renovation Committee
  - o As our blueprints have been approved at the last meeting the architects are now looking to find a contractor for the space and to tender offers. The committee will mainly be working on cosmetic points of the renovation now. The hopeful start date is still May 1<sup>st</sup> 2017.

## Executive Updates #14

Emily Vance  
Board of Directors Meeting  
March 1st, 2017 @ 6:00pm – UC 442

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Hey friends!

I hope everyone has had a great Reading Week and are getting back in the swing of things.

If you ever have any questions, concerns, queries, or feedback for me, never hesitate to stop by my office, or email me to set up a meeting to chat.

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.12 – External Affairs Commissioner**.

### Service Update

- Meal Exchange
  - Hiring in progress
  - Meal Exchange Coordinator position has been hired for
  - Meal Exchange Volunteer & Donations Coordinator, and Meal Exchange Education & Promotion Coordinator positions are beginning interviews this week
- SafeWalk
  - Both staff positions have signed on for a contract extension for the upcoming academic year

### Committees/Working Groups

- Club Space Working Group
  - Next meeting: Thursday, March 2
- Student Rights and Responsibilities Committee
  - Next meeting: Thursday, March 2
- Human Rights Advisory Group
  - Met on Monday, February 27
- Advisory Committee on Student Mental Health and Well-being
  - Town Hall: March 14 @ 5:30-7:00PM in PCH
- Guelph Action Coalition
  - Tentative agreement met last weekend
- OUTline Advisory Group
  - Met on Tuesday, February 28

### Other Initiatives

## Executive Updates #14

Emily Vance

Board of Directors Meeting

March 1st, 2017 @ 6:00pm – UC 442

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- Winter Pride 2017
  - Next events: “Monstrous Love” Workshop, hosted by GRCGED: March 10 / LGBTQ+ Comedy Night Extravaganza! hosted by CSA, OUTline, & The Making Box: March 16 / Let’s Talk About OUT – Trans Edition hosted by OUTline: March 23
- Slut Walk
  - Tabling will be taking place March 6 & March 9
  - Event itself will be taking place on Sunday, April 2<sup>nd</sup>
  - Sign making, a march, and an after party with art displays, live music, & food in the Bullring
- Referendum question
  - Campaigning has begun!

## Executive Updates #14

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

[csalocal@uoguelph.ca](mailto:csalocal@uoguelph.ca)

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Hello Directors,

Welcome back! I hope you had a wonderful reading week! There isn't much update since our last Board meeting, but as always, I'm at your service. Please let me know if there are specific questions or concerns you may have.

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.14 – Local Affairs Commissioner.**

### 1. Tenancy

- No Update

### 2. Transportation

- Guelph Transit will be providing a presentation at the March 15 Board meeting about routes and frequencies

### 3. Municipal

- City provides free inspection of rental housing to all Guelph residents
  - To ensure they are safe and registered – open to students
  - <http://guelph.ca/tenants>

### 4. Committees

- Sexual Violence Committee (SVC)
  - Reviewing Tier 2 Training
- Males Against Violence Against Women (MAVAW)
  - Knitting night is being planned
- Town & Gown Committee (T&G)
  - Move Out Madness, university and city cooperating with Waste Management to ensure waste by students moving out at the end of the semester are collected efficiently
- Athletics Advisory Committee (AAC)
  - Fitness centre now open until 11:30PM because of demand
- Landscape Advisory Committee
  - No update



## Executive Updates #14

Jay Rojas – Local Affairs Commissioner

Central Student Association

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- Transit Advisory Committee
  - Upcoming projects:
    - Service realignment
    - Equip all busses with real time counters
    - Increase services in Gordon corridor
    - Apply real time service and needs
- I Am A Gryphon Working Group
  - Promote I Am A Gryphon pledge and commitments again after reading week
  - Promote during March open house
  - Promote I Am A Gryphon campaign in transit busses
- 1 in 5 Working Group
  - No update
- Alcohol and Substance Abuse Committee
  - No update
- Student Wellness Advisory Group (SWAG)
  - No update

### 5. Services

- CSA Bike Centre, 620 Gordon Street, Guelph
  - No Update
- CSA Foodbank, 620 Gordon Street, Guelph
  - FoodBank Cooking Class (by donation)
    - March 16 at 5PM
    - April 7 at 5PM

### 6. Events

- Gryphons Got Talent
  - Thursday, March 9 at 8PM
  - 29 Performers (Singers,

### 7. Extracurricular Involvement

- Volunteer, Wellness Education Centre, On going
- Volunteer, University of Guelph Ambassador, On going

## **Executive Updates #14**

Jay Rojas – Local Affairs Commissioner

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### **8. Other**

- Wrote a CSA Constitution

**February 14, 2017**

**CSA Board Meeting: March 1st, 2017**

**Whereas** the Central Student Association Board of Directors makes decisions on controversial topics

**Whereas** Directors do not always agree with the decision made by the board

**Whereas** There is no current regulation that Directors must follow regarding public interactions that pertain to decisions made by the Board

**Whereas** This can cause controversy and a divide amongst directors, weakening the overall public image of the Central Student Association Board of Directors

**BIRT** Upon ratification, Directors sign a document stating that outside of the board meetings, they stand by the decision made by the board

**BIFRT** This document is explained in depth at director training to minimize any confusion

**Submitted by:** SFOAC Representative



## A Historical Perspective of Non-Compulsory Student Fees

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### Purpose of this Document

The intention of this document is to provide an on-going summary of changes and trends to non-compulsory student fees.

### Background

In June of 1993, the Ontario Undergraduate Student Alliance wrote to David Cook, then Minister of Education and Training, to express their frustration with the sudden growth of ancillary fees at Ontario universities. In times of cutbacks in provincial funding, Ontario universities were trying to find alternative sources of funding, one of which was to charge students fees for services that had previously been covered through the operating budget. Students noted a number of concerns in their correspondence including:

- Unlike tuition, there was no government policy on mandatory fees; therefore, universities could increase these fees without any accountability.
- The increase in these fees was such that they could not be considered insignificant with respect to tuition fees.
- There were no requirements for student approval in the governance process used to pass these fees.

In response, in the early spring of 1994, Minister Cook introduced new legislation on compulsory ancillary fees. In summary, the government policy stipulated that:

- with respect to ancillary fees, no increases to compulsory ancillary fees currently charged by universities would be permitted unless the increase was approved by students;
- universities were required to establish a protocol, in consultation with local student representatives, to actuate the means by which students would be involved in decisions regarding compulsory ancillary fees.

### The Commencement of the Fee Protocol (1994)

In November of 1994, the Central Student Association (CSA), the Graduate Students' Associations (GSA), and University Administration signed the University of Guelph Student

Support Services Fee Protocol, which was ratified by the Board of Governors. The protocol stipulated the procedures to be followed with respect to compulsory non-tuition ancillary fees established by the University. Student government fees were exempt from the protocol as each already had approval procedures for fees. The protocol called for the establishment of a committee, comprised of faculty, staff and students, to oversee university compulsory non-tuition fees.

### History of the Student Support Services Fee

In the fall of 1994, a proposal was taken to the Central Student Association (CSA) and the Graduate Students' Association (GSA) to implement a student support services fee (SSSF) which would generate revenue to support specific student services. The basis for the fee was to protect a number of student services that were under fiscal pressure due to the significant government cuts to university education. A referendum question was taken to both the undergraduate and graduate students in the winter of 1995. The referendum question recommended a \$28.00 per semester fee for each full-time student. Part-time students would be charged a reduced fee.

The fee was designed to recover approximately 50% of the net direct operating expenses of the services covered, as agreed to by the administration and the CSA and GSA. It was understood that the University would commit to paying the remaining 50% of the cost of the identified services as well as overhead costs.

The services supported were: financial counselling, the peer helper program, learning support services, support of student groups, career counselling, personal counselling, personal and safety support services, and the visual and performing arts. A number of units offered specific services in these broad categories (often called baskets).

In addition, the referendum question included the stipulation that 5% of the total fee revenue collected would be directed to programs that would enhance student life beyond the services identified (the Student Life Enhancement Fund).

The referendum question was approved with a combined CSA and GSA vote of:

YES - 2,140

NO - 1,180

Spoiled - 140

### Original Operating Guidelines for the Student Support Fee

In April of 1995, the CSA, GSA and the Administration approved the operating guidelines for the Student Support Services Fee Committee (SSSFC) which oversees all compulsory ancillary fees, but has primary responsibility for the SSF. The guidelines outline the membership of the committee, quorum and committee regulations.

One of the mandates of the Committee is to annually review the expenditures of units that

received financial support from the SSF. The existing costs and revenues of the included services in 1993-94 were used to determine the initial expenses and revenues for the eight programs supported by the Student Support Services Fee. This base point has been used as the comparator in subsequent years. Each year the expenses and revenues are evaluated relative to the initial start point.

#### 1999-2000 Review of the Protocol

In the winter of 1999, the (SSFC) reviewed the protocol. The SSSFC recommended some minor changes to the Protocol, which received the required approval by the CSA, GSA, Administration and subsequently the Board of Governors.

The fee was renamed the Student Services Fee (SSF) and the Committee renamed the Student Services Fee Committee (SSFC). In addition, the Protocol was revised to provide for an automatic annual fee increase at the cost of living.

During the review of the Protocol, a number of issues were raised regarding the effectiveness of the fee itself. While it was agreed that the fee was providing necessary student services, concern was raised that the fee increase had not kept pace with the increase in inflation. Moreover, expenses were increasing faster than the SSF revenue, with the University moving to cover significantly more than the 50%. As a result of these discussions, in the winter of 2001, the SSFC took forward a recommendation to increase the fee by \$5.63. The referendum question passed and the fee increase was approved by the Board of Governors. The fee increase came into effect in the winter of 2002.

#### 2001-2002 Review of the Protocol

During the 2001-2002 academic year, the SSFC considered concerns previously identified with the fee and process. These concerns included:

1. It appeared that some programs (e.g. the First Response Team), were disadvantaged by using the 1993-1994 data as the base point. For the First Response Team this was an anomalous year in terms of fund raising (which was very successful). As a result, their net need was determined to be very low. In reality, given the increased activities of the program, accompanied by a lower fund raising level, the initial calculation was not sufficient to support the program.
2. There were concerns that the SSFC focussed solely on the expenses in place in 1993-1994, and the tight definitions of the “baskets”. This restricted the ability of managers to redirect funds to programs that have experienced increased demand by reducing funding in other areas. This was evident during the discussions around Raithby House, which at the time, had been experiencing a decline in usage. The Guidelines for the Committee did not provide enough flexibility to allow for the movement of funds within or between supported programs.
3. There was concern that there was no mechanism for introducing new programs.

- The Student Life Enhancement Fund supports innovative programs; however, only with one-time funding. It was not clear how a manager could introduce a new program unless funds were transferred from an old program. There was no process to allow for this. For this reason, new programs such as those around citizenship were not supported by the fee.
4. The formula itself was very rigid, so actual changes were not reflected in the historical review. For example, the peer helper basket only covered peers in specific units. However, the program had expanded out into the university – the formula could not capture this growth.
  5. Concerns were raised with the review process. The SSFC was focussing its attention primarily on budgets ensuring that budgets were not declining. The University was entering a period of growth, meaning that budgets were not expected to decline, rather each would be increasing. It was recommended that a more effective review would be one based on services/programs offered.
  6. Since the establishment of the base demand for some programs had increased. Programs identified were: Career Services, Computer and Communications Services, Student Financial Services and the Learning Commons.
  7. The focus of the Committee had always been on the Student Services Fee. However, there are numerous other compulsory ancillary fees (e.g., athletics). The desire was to clarify the role of the committee with respect to these fees.
  8. Student organizations have mandatory student fees. There were questions as to whether they should be subject on paper to the same accountability rules as the University fees.

As a result of these discussions, the Protocol was revised substantially. The major changes were:

- The SSFC has the authority to recommend to the Board of Governors a fee increase of up to 5% above the cost of living without going to referendum.
- Advisory Committees are to be established for each major provider of student services which receive an allocation from the fee. The focus of these committees will be to review the service offered in detail.
- All compulsory student fees collected by the University fall under the protocol.

In addition, the operating guidelines for the committee were reviewed and revisions made as appropriate.

1. The original narrow focus on “baskets” were revised and the review was altered on a percentage of budgets.

### [2011-2012 Review of the Protocol](#)

2011-2012, was a scheduled year for the Student Service Fee Committee to review the Student Services Fee Protocol. As such, an updated protocol was sent to the Board of Governors and

approved at the April, 2012 meeting. It was during this review that the committee name changed to the Compulsory Fees Committee (CFC) to include its responsibilities beyond the Student Services Fee.

The changes to the protocol included:

1. Although the Committee supported the ability to increase a fee beyond the Canadian Consumer Price Index (CPI), it was agreed to limit an additional increase to a further 3%.
2. The protocol expanded to include that a fee larger than this must be approved as per the Student Approval Process and that student would be informed whenever a fee is approved beyond the CPI.
3. Advisory Committees were amended to be comprised of at least 50% students and at least 1 student appointment should be reserved for a member of the CSA and GSA.
4. The protocol expanded to include terms to declare a Conflict of Interest.
5. The protocol clarified that student groups are to adhere to the spirit of the document.

#### [2016-2017 Review of the Protocol](#)

2016-2017, is the next scheduled dated for the Compulsory Fees Committee (CFC) to review the protocol.



Appendix A: Historical Student Services Fee Questions

Name	Question	Passed	Year of Referendum	Indexed	Amount
Student Services Fee	Will you approve the proposed Student Service Fee at a cost of \$28 per full-time student per semester starting in May 1995 indexed to the cost of living? Graduate part-time students will be charged \$8.40 per semester.	Yes	1995	Yes	\$28.00
Student Services Fee	Do you support a \$5.63 increase to the Student Services Fee for full time students (prorated for part time students) to bring student support to the 50% level as outlined by the SSF protocol?	Yes	2001	Yes	Increase \$5.63
Student Services Fee	Do you support a \$5.00 per semester increase to the student services fee (\$40.76 as of spring 2005) for full-time students and a \$2.20 per semester increase to the student services fee for part-time students (\$12.25 as of spring 2005) which will be directed to increasing student support in employment services and writing support services and protecting personal counselling from reducing its level of service?	No	2005	Yes	Increase \$5.00





## Compulsory Non-Tuition Fees Protocol (CNFP)

Authorization: Board of Governors  
Policy Effective: May 1, 2000  
Updated: March 2012  
Editorial Changes: July 2014  
Next Review: 2016-2017

To receive this document in an alternative format please contact the Office of Student Affairs by emailing:  
[st\\_affs@uoguelph.ca](mailto:st_affs@uoguelph.ca)

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## Purpose and Jurisdiction

The University of Guelph Administration, the Central Student Association (CSA), and the Graduate Students' Association (GSA), agree that ~~this document constitutes the the following elements constitutes as the~~ University of Guelph protocol for University compulsory non-tuition related ancillary fees<sup>1</sup> (hereafter referred to as compulsory fees). The Compulsory Fees Committee (~~hereafter referred to as~~ the Committee) has the responsibility to ensure that the protocol is adhered to within the scope of all University student compulsory fees. The Terms and Conditions for the Committee are attached in Appendix 1.

For purposes of this protocol, compulsory fees are defined as those fees charged by the University, the revenue from which is not applied to the cost of instruction in any course or program normally offered for credit toward an eligible degree, diploma, or certificate, but is applied to the cost of services which enhance the cultural/social/recreational environment of students or provide other non-academic services to students.

Student groups recognized within the Student Organization Policy (SOP) which charge fees or introduce fees using their respective by-laws and approval mechanisms are not subject to this protocol, ~~nor is the University Centre fee~~. However, it is the expectation that these groups will follow the spirit of this protocol.

### *Compulsory Fees Include:*

- a. Athletic Fee
- b. Athletic Building Fee
- c. Convocation Fee
- d. Student Health Services Fee
- e. Student Services Fee (SSF): This fee supports programs in the following areas:
  - i. Career Services
  - ii. Centre for International Programs
  - iii. Counselling Services
  - ~~iv. College Royal~~
  - ~~v. Debating Club~~<sup>2</sup>
  - ~~vi. Learning Commons~~
  - ~~vii. Safewalk~~
  - ~~viii. Student Financial Services~~
  - ~~ix. Student Help and Advocacy Centre~~
  - vi. Student Life (Including Outline)

1 ~~The Ministry of Training, Colleges and Universities~~ The Ministry defines compulsory non-tuition related ancillary fees as: "a fee which is levied in order to cover costs of items which are not normally paid for out of operating or capital revenue." Complete information regarding Ministry guidelines can be found at: [The Ontario Operating Funds Distribution Manual](#)

2 The revenue directed to the Debating Club came initially from the President's Office and not from the Student Services Fee, but it is recorded with the fee for accounting purposes.

- ✕.vii. [Student Life Enhancement Fund](#)
- ✕i.viii. [Special Grants and Speakers Fund \(Including: College Royal; the Debating Society; Safewalk; and the Student Help and Advocacy Centre\)](#)
- xii. ~~OUTline~~
- ix. [Visual and Performing Arts](#)

f. [University Centre Fee](#)

Formatiert: Listenabsatz

## Process for Fee Changes

Formatiert: Standard

1. Student Services Fee Advisory Committees are struck annually to provide recommendations to the Committee on resource allocation and service assessment for each program that receives financial support from the Student Services Fee (SSF). The Terms and Conditions for these SSF Advisory Committees are attached in Appendix 2.
2. No new compulsory fees will be recommended to the Board of Governors unless approved by students as per the Approval Process attached in Appendix 3. The Committee will be responsible for recommending such fees to the Board of Governors.
3. Annual increases in existing compulsory fees will be limited normally to the Statistics Canada consumer price index annual average for Ontario, and in exceptional circumstances, up to a further 3% at the discretion of the Committee. A fee larger than this must first be approved as per the Student Approval process before [a recommendation is submitted](#) to the Board of Governors (~~see as outlined in~~ Appendix 3). Students will be informed if the Committee approves a fee increase greater than the cost of living.
4. The University ~~may reserves the right to~~ decrease the operating budget ~~support~~ for any program ~~that is supported by a compulsory fee. In this circumstance there will be based on changes in institution revenue or priorities. Whenever there is the possibility of significant change in University funding for a program or function supported by compulsory fees,~~ discussions ~~will be~~ held in advance with the Committee and the relevant SSF Advisory Committee. ~~The SSF Committee has the right to recommend a~~ ~~in the event of a significant decrease in University funding of a compulsory fee supported program, discussion and consultation may produce agreement on~~ a reduction in the fee level or an appropriate reallocation of the fee revenue.

Formatiert: Nicht Hervorheben

Formatiert: Nicht Hervorheben

5. ~~Non-compulsory ancillary fees and user fees may be implemented or continue to be charged by the administration.~~ Any new user fee for functions supported by compulsory fees or increases to existing fees beyond the consumer price index must be approved by the Committee. ~~for those programs or functions already supported by compulsory fees.~~ University administration will provide data on such fees to the Committee upon request.

Formatiert: Nicht Hervorheben

Formatiert: Nicht Hervorheben

Formatiert: Nicht Hervorheben

~~This protocol will be reviewed by the Board of Governors at least once every five years.~~ This protocol will be reviewed by the Committee for approval by the Board of Governors at least once every five years. Revisions to the protocol that are supported by all the signing parties will be considered by the Board of Governors on the basis of recommendations from the Committee.

**University of Guelph Administration**

Per \_\_\_\_\_

Signed on \_\_\_\_\_

**Central Student Association (CSA)**

Per \_\_\_\_\_

Signed on \_\_\_\_\_

**Graduate Students' Association (GSA)**

Per \_\_\_\_\_

Signed on \_\_\_\_\_

# Appendix 1

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## Compulsory Fees Committee: Terms and Conditions

### Membership:

6 Students:

- 2 Graduate Students' Association (GSA) Nominees
- 2 Central Student Association (CSA) Nominees
- 1 Student Senator
- 1 Student Member of the Board of Governors

5 Faculty or Staff:

Faculty and Staff are appointed by the Associate Vice-President (Student Affairs)  
The Associate Vice-President (Student Affairs) or Designate: Convener (non-voting and does not count towards quorum)

### Alternates:

May be named by members to ensure quorum. Alternates will have voting privileges.

Formatiert: Nicht Hervorheben

Formatiert: Nicht Hervorheben

Resource ~~Peoplersons~~:

A representative from the office of Institutional Analysis and Research  
The Executive Assistant to the Associate Vice-President (Student Affairs)

At any time tThe Committee may invite additional resource personnel to join its meetings to provide clarity or support. for the purpose of providing information on the usage and associated cost of services supported by student services fees.

Formatiert: Nicht Hervorheben

At its first meeting in the fall, the Committee will elect the chair, who will have voting privileges.

Formatiert: Nicht Hervorheben

### Quorum:

Quorum shall be six members, including a minimum of two students and two faculty or staff.

### Mandate:

1. Review membership and mandate of Student Services Fee (SSF) Advisory Committees (see Appendix 2) on an annual basis.
2. Provide advice to the University administration regarding student services and associated policies, utilization, costs, funding, delivery arrangements, performance and

5

accountability.

3. Review and approve the Compliance Report supplied by the Office of Institutional Analysis and Research in order to provide an annual review to ensure compliance with the original terms of the SSF: level as mandated; that is no more than 50% of the cost of the programs and services are to be covered provided by the fee.
4. Drawing from the reports of the SSF Advisory Committees and other information sources made available to the Committee, review the usage, effectiveness, and associated costs of student services supported by student services fees and forward recommendations to the university administration, as appropriate.
5. Propose to university administration any revisions in the allocation of revenue from student services fees to student services and programs receiving support from such fees, having consideration for user fees in effect.
6. Recommend to the Board of Governors new University compulsory fees or changes to ~~Propose changes in the level of~~ established compulsory fees ~~to the Board of Governors ensuring that the recommendation~~. Ensure that any proposal for new compulsory fees, whether originated by university administration or the Committee itself, goes through the appropriate advisory and approval processes (Appendix 3).
- ~~7. Recommend any new University compulsory fees approved by students (see Appendix 3) to the Board of Governors.~~
- ~~8.7.~~ Review all referendum questions for proposed new University compulsory fees or for proposed changes in fee levels which (i.e. those which necessitate referendum endorsement) to ensure that the referendum question is clear, is and without bias, and is targeted to the appropriate voting group (e.g., CSA membership, GSA membership or both). (See Appendix 3).
- ~~9.8.~~ Inform University students annually regarding the programs and services receiving support from compulsory fees.
- ~~10.9.~~ Review Student Life Enhancement Fund (SLEF) applications and final reports annually. The Committee is responsible for allocating funds as outlined in the terms and conditions of the SLEF.

### Conflict of Interest:

The Committee is committed to maintaining a high standard of professional integrity and transparency in the collection and distribution of funds generated by compulsory fees.

It is essential that both the Committee members and the University of Guelph community are confident in the Committee. Thus, even the appearance of a conflict of interest should be avoided. As such, members will disclose any potential conflict as outlined below:



- Committee member(s) will declare a conflict of interest if they or the group they represent are connected to any proposal discussed, or on any proposition to increase fees for the Unit they represent.
- Committee member(s) with a declared conflict of interest will leave the meeting room during the discussion and vote on the proposal.

# Appendix 2

## Student Services Fee Advisory Committee: Terms and Conditions

Each unit that receives support from a University Compulsory fee will form an advisory committee to review programming and make recommendations for fee changes to the Board of Governors. These Committees include:

- ~~a. Athletics Advisory Committee (Athletics Fee and Athletic Building Fee) Fee~~
- a. Student Health Advisory Committee (Student Health Services Fee)
- b. University Centre Board (University Centre Fee)
- ~~c. \_\_\_\_\_~~
- ~~b. Athletic Building Fee~~
- ~~c. Convocation Fee~~
- d.a. Student Health Services Fee

In addition, Student Services Fee (SSF) Advisory Committees as noted below will be established annually for all units and programs which that receive funding from the Student Services Fee:

This fee supports programs in the following areas:

- ~~i. Career Services~~
- ~~ii. Centre for International Programs~~
- ~~iii. Counselling Services~~
- iv. College Royal
- v. Debating Club
- ~~vi. Learning Commons~~
- vii. Safewalk
- ~~viii. Student Financial Services~~
- ~~ix. Student Help and Advocacy Centre~~
- ~~x. Student Life~~
- ~~xi. Special Grants and Speakers Fund~~
- ~~xii. OUTline~~
- ~~xiii. Visual and Performing Arts~~

Student Services Fee (SSF): This fee supports programs in the following areas:

- i. Career Services
- ii. Centre for International Programs
- iii. Counselling Services
- ~~College Royal~~

**Formatiert:** Zeilenabstand: einfach, Keine Absatzkontrolle, Leerraum zwischen asiatischem und westlichem Text nicht anpassen, Leerraum zwischen asiatischem Text und Zahlen nicht anpassen

**Formatiert:** Einzug: Links: 1,27 cm, Keine Aufzählungen oder Nummerierungen

**Formatiert:** Zeilenabstand: einfach, Keine Absatzkontrolle, Leerraum zwischen asiatischem und westlichem Text nicht anpassen, Leerraum zwischen asiatischem Text und Zahlen nicht anpassen

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**Formatiert:** Nicht Hervorheben

- ~~— Debating Club<sup>3</sup>~~
- iv. Learning Commons
- ~~— Safewalk~~
- v. Student Financial Services
- ~~— Student Help and Advocacy Centre~~
- vi. Student Life (Including Outline)
- vii. Student Life Enhancement Fund
- viii. Special Grants and Speakers Fund (Including: College Royal; the Debating Society; Safewalk; and the Student Help and Advocacy Centre)
- ~~— Outline~~
- ix. Visual and Performing Arts

**Mandate:**

Each SSF Advisory Committee is advisory to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF. Specifically, on an annual basis, each SSF Advisory Committee shall provide the following:

1. a qualitative assessment of the programs funded
2. an analysis of the expenditures against the budgets for each program area
3. recommendations for changes to be made in programs or budgets for the future

Each SSF Advisory Committee shall also be an important source of advice to the Directors of Units/Programs/Services as members shall:

- consult with their student colleagues on important issues and bring feedback to meetings
- represent student interests on the SSF Advisory Committee

Each SSF Advisory Committee may add other responsibilities to its mandate and will submit proposed changes to the Compulsory Fees Committee for approval.

**Membership:**

Each program/unit listed above will submit names of prospective members for the up-coming academic year for its SSF Advisory Committee to the Compulsory Fees Committee normally by September 30. Students should comprise at least 50% of the Committee membership. At least one student member should be appointed by each of the Central Student Association (CSA) and Graduate Students’ Association (GSA). If by September 30 the CSA or GSA has been unable to find a student representative, the chair of the Committee may appoint a student. The other

student members should be selected [to reflect the users of the programs offered. to represent other appropriate constituent groups.](#)

### **Responsibilities:**

All membership terms to be a minimum of one year duration. Ideally there should be some members who take on a 2-3 year term so that the committee benefits from longer term advisory capacity and so that there is not complete turnover in membership each year.

A chair is to be elected at the first meeting of the SSF Advisory Committee. ~~The chair may not serve more than two consecutive years.~~ The SSF Advisory Committee may designate a Chair-elect to support continuity in the advisory process. The Chair shall:

- preside at all meetings of the SSF Advisory Committee
- draw-up the agenda for each meeting after consultation with the Director of the Program/ Service
- ensure that the agenda is circulated to all members, preferably three days in advance
- be responsible for communicating SSF Advisory Committee advice to the Compulsory Fees Committee

### **Meetings of each SSF Advisory Committee:**

[It is recommended that these committees be struck early in the year to provide time for orientation of new members as well as sufficient time to review programs and make recommendations for change, if appropriate. Directors should attempt to adhere to the following guidelines:](#)

- An inaugural meeting will normally be held in October at the call of the Director of the Program/Service (the chair will be elected at this meeting). At this meeting, efforts will be made to establish a meeting schedule for the year.
- There shall be at least one meeting per semester.
- Members shall be notified at least three working days prior to a meeting.
- A quorum shall, at all times, consist of a majority of the members.
- All questions shall be resolved by a simple majority of the members present and voting.
- Minutes will be taken at all meetings which include a summary of major issues discussed.

### **Reports:**

Each SSF Advisory Committee will present an annual report to the Compulsory Fees Committee. Written reports which address the matters outlined in the mandate above no later than the end of December.

# Appendix 3

## Definition of Student Approval

This approval procedure outlines the referendum process that is required to increase or introduce a University compulsory non-tuition related fee (compulsory fee). New or changes to compulsory fees that are being introduced by student groups must go through the appropriate student government fee process. The goal is for student groups to have similar principles in place regarding quorum and student approval processes.

Formatiert: Nicht Hervorheben

1. Any request for a new or increased University ancillary fee must be submitted to the Compulsory Fees Committee, who will determine the target group for the question (i.e., graduate students, undergraduate students, or both).
- 2.1. ~~The request must be accompanied by a petition with at least 1,000 signatures of students who support the question going to referendum.~~
- 3.2. ~~The Compulsory Fees Committee will devise the referendum question and the preamble to the question, taking into consideration the original request, as well as any the comments received from the student governments. The question will adhere to the Student Affairs Protocol for Referendum Questions~~
- 4.3. ~~The question will be sent to the Executives of the respective student governments for comments on the question.~~
- 5.4. ~~The Compulsory Fees Committee will devise the referendum question and the preamble to the question, taking into consideration the original request, as well as the comments from the student governments. The question will include the following information: the fee level and how often it will be collected; if the fee will or will not increase by the cost of living; whether there will be a different fee for part-time students, if the fee can be opted out of, and whether there will be an end point for the fee.~~
5. A student referendum will be administered separately for graduate students and undergraduate students. Voting will normally be held in conjunction with the scheduled CSA and GSA General Elections or their referendum elections. The University has the right to run its own referendum question independently of the CSA or GSA elections.
6. The referendum question will go to the CSA and the GSA Board of Directors for information.
- 6.7. ~~and will normally run at the same time as their General Elections.~~
7. ~~Both the Central Student Association (CSA) and the Graduate Students' Association~~

~~(GSA) will present identical referendum questions to their respective constituents, although the dollar amount asked of each group may be different reflecting different usages or payment schedules.~~

8. Ballots for graduate and undergraduate students are combined for the purposes of counting; however, quorum for each student group must be reached independently in accordance to the CSA and GSA quorum by-laws. The total number of students (graduate and undergraduate) ~~sum of the number of graduate students~~ who voted ~~and the number of undergraduate students who voted~~ will determine the voting population for those questions where the funding to support programs, services, or facilities cannot be directed specifically to a particular group.
9. Provided that quorum is satisfied at both the undergraduate and graduate level, student approval will require a majority (50%+1) of the total valid votes cast.
10. The Compulsory Fees Committee will strike an Election Committee with the membership consisting of 3 members of the Compulsory Fees Committee: one undergraduate student; one graduate student; and, one faculty or staff member, where the unit or program does not directly benefit from a successful referendum result. The duty of this Committee will be to oversee the referendum process. ~~Voting will normally be held in conjunction with the scheduled CSA and GSA or referendum elections.~~
11. Results of the voting will not be made public until CSA and GSA referendums are complete. The report of the voting will identify the count separately at the undergraduate and graduate levels.
- ~~11.~~12. Recommended new fees and/or fee increases must be approved by the Board of Governors.

BIRT the following be added to the Vice President Student Experience Policy.

#### Space & Student Space Initiatives

- To cooperate with the President in being responsible for the arrangement and allocation of office spaces.
- To assist when required the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs.
- To assist when required the clubs administrative and programming coordinators to organize equipment rentals through The Shed as well as which clubs will be storing rentals within The Shed.
- To investigate and report CSA specific space and building initiatives
- To work towards University wide student space initiatives in cooperation with the executive committee.
- To consult with the Vice President Academic regarding campus accessibility.

## Agenda #14

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



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### (Action)

**WHEREAS** Policy 1.2.1 Appendix F of the CSA's Policies is restrictive and forces an opinion on the executive and board of directors of the CSA

**WHEREAS** policies of the CSA should not be opinion-based and allow for flexibility of stance by the executive and board of directors

**BIRT** the CSA Board of Directors vote to remove Section 1.2.1 Appendix F of the Policies

**Moved:** Aidan Paskinov



CSA Constitution – Last Revised February 2017

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PREFACE TO THE CONSTITUTION

CONSTITUTION OF THE CENTRAL STUDENT ASSOCIATION

PREAMBLE

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ARTICLE III: Membership

ARTICLE IV: Meetings and Procedures

ARTICLE V: Officers

ARTICLE VI: Committees

ARTICLE VII: Electing, Appointing, and Removing Executives and Board

ARTICLE VIII: Bylaws

ARTICLE IX: Constitutional Amendments

ARTICLE X: Ratification

**Preamble**

We, the members of the Central Student Association, are an important part of the University of Guelph community, and are therefore entitled to an active role in deciding its bylaws, policies, and priorities. We hereby adopt and establish this constitution as the guiding instrument for our undergraduate government; to represent student interests; to secure an active role for students in deciding official bylaws and policies; to safeguard academic freedom and student rights; to ensure accessibility and affordability of a post-secondary education; to accredit student organizations; and to promote student interactions; and finally, to serve as a campus-wide organization for the expression and exchange of student ideas and opinions.

**Article I – Name**

**Section 1.** The name of this organization shall be The University of Guelph Central Student Association, hereafter referred to as "CSA".

**Kommentar [MOU1]:** Reference: Letters Patent

**Section 2.** The undergraduate students at the University of Guelph shall make up the members of CSA, hereafter referred to as the "Member".

**Section 3.** The Directors of the CSA shall make up the Board of Directors, hereafter referred to as the "Board".

**Section 4.** The Officers of the CSA shall make up the Executive Officers and are ex-officio members of the Board, hereafter referred to as the "Executive".

**Kommentar [MOU2]:** Reference: Bylaw 1, Section 1.3

**Article II – Purpose**

**Section 1.** The purpose of this organization shall be to:

- A. Represent and amplify the voice of undergraduate students at the University of Guelph;
- B. Provide practical services that improve students' lives;
- C. Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- D. Support students to organize around issues they care about through clubs and advocacy;
- E. Organize events that make an amazing student experience throughout university life;
- F. Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- G. Serve as a central coordinating body for all undergraduate student members.

**Kommentar [MOU3]:** Reference: CSA identity Statement Report (MVV Project)

**Section 2.** The Board and Executive shall be committed to:

- A. Proactive engagement with students;
- B. Representing all students accurately and effectively;
- C. Staying relevant and valuable to students;
- D. Excelling at communication;
- E. Behaving in a constructive and professional manner;
- F. Paying attention to the unique history and culture of this university;
- G. Modeling organizational excellence, including unified leadership and trusted financial management; and
- H. Promoting acceptance, belongingness, culture, diversity, and education at the University of Guelph.

**Kommentar [MOU4]:** Reference: CSA identity Statement Report (MVV Project)

**Article III – Membership**

**Section 1.** The general body of the organization must be comprised of all undergraduate students at the University of Guelph. The specific requirements of membership in the CSA shall be all registered undergraduate students, who have paid a CSA membership fee within the current fiscal year, at the University of Guelph.

**Kommentar [MOU5]:** Reference: Bylaw 1, Section 1.5

**Section 2.** The privileges and responsibilities of membership are:

- A. To act as the sole authority of the CSA to make decisions through referenda or General Meetings on all questions of membership in the CSA, subject to the other provisions of the Letters Patent, Incorporation Documents, CSA bylaws and policies;
- B. To have their interests represented collectively in the CSA through the Board, but will not themselves have voting rights at Board Meetings, or Executive Meetings;
- C. To be represented collectively through membership in a national and provincial student association, to the federal and provincial governments;
- D. To the protection and support of the CSA in accordance with the aims and objectives of the CSA;
- E. To attend meetings of all decision-making bodies of the CSA, with the exception of in camera sessions and other situations in which confidentiality is required;
- F. To speak and vote at General Meetings of the Members;
- G. To speak, at the discretion of the Chair, at Board Meetings;
- H. To seek nomination in CSA Elections to run for Executive and Non-Executive office;
- I. To vote in CSA elections, by-elections, recalls, and referenda, subject to restrictions in these bylaws; and
- J. To access all minutes of the CSA Board of Directors, and Executive Committee, subject to restrictions in these bylaws;

- K. To access the services, research, information, materials, and other resources of the CSA;
- L. To access the CSA's Health and Dental Plan, Universal Bus Pass, and Guelph Student FoodBank within the provisions of the plan;
- M. To access information on associations to which the CSA belongs;
- N. Payment of the designated CSA membership fee;
- O. To respect the goals and objectives as they are specified in the CSA Letters Patent and documents of incorporation, the rules of the present bylaws, as well as any legal agreement adopted by the CSA in their name;
- P. To respect the aims of the organization and inclusive mandate of the CSA.

**Kommentar [MOU6]:** Reference: Bylaw 1, Section 1.9

**Section 3.** Membership can be revoked when undergraduate students at the University of Guelph are:

- A. Deregistered from university;
- B. Transferred to another institution;
- C. Graduate from their undergraduate degree; and
- D. Deemed to no longer be in good standing with the CSA by the Board.

**Kommentar [MOU7]:** Reference: Bylaw 1, Section 1.6

**Section 4.** Membership is open to all full and part-time undergraduate students from the seven colleges of the University of Guelph.

- A. College of Arts;
- B. College of Biological Science;
- C. College of Business and Economics;
- D. College of Physical and Engineering Science;
- E. College of Social and Applied Human Sciences;
- F. Ontario Agricultural College; and
- G. Ontario Veterinary College

**Kommentar [MOU8]:** Reference: Bylaw 1, Section 1.10

**Section 5.** There is no arbitrary exclusion from membership on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, religious belief, nationality, ability, political beliefs, age, marital status, family status, records of offences, receipt of public assistance, gender identity or expression, or sexual orientation.

**Kommentar [MOU9]:** Reference: Bylaw 1, Section 1.5, Subsection 1.5.4 AND Policy Appendix F, Section 4, Subsection 4.4 to 4.7

#### Article IV - Meetings and Procedures

**Section 1.** All information belonging to the CSA shall at all times remain open to the public.

**Kommentar [MOU10]:** Reference: Policy Appendix B, Section 4, Subsection 4.1

**Section 2.** The Board meeting is open to the public and shall take place at least four times during an fall, summer, and winter semesters.

**Kommentar [MOU11]:** Reference: Bylaw 1, Section 4, Subsection 4.1.1 AND Policy Appendix A, Section 3, Subsection 3.3

**Section 3.** The General Meeting is open to the public and shall take place once a year in the winter semester. All members shall have a vote.

**Kommentar [MOU12]:** Reference:  
Bylaw 1, Section 9

**Section 4.** Amendments and additions made to CSA bylaws and policies must be brought forward to the Board meeting, by members of the board.

- A. Amendments to the CSA bylaws require a two-thirds (2/3) majority vote to pass.
- B. Policy proposals shall require two weeks, or one meeting's notice and must be passed by a two-thirds (2/3) vote at a meeting of the Board. A Policy proposal passed by a two-thirds (2/3) majority vote shall be considered an official Policy of the CSA.
- C. Amendments to a policy must be submitted and included in the board package for review prior to the board meeting. All amendments require a majority vote at a meeting of the Board.
- D. The suspension of policies, or a section of a policy, must be submitted and included in the board package for review prior to the board meeting. All suspensions require a two-thirds (2/3) majority vote at a meeting of the Board.
- E. The rescindment of a policy resolution shall require two weeks, or one board meeting's notice and must be rescinded by a two-thirds (2/3) majority vote at a meeting of the Board.
- F. All policy remains the policy of the CSA until retracted by a two-thirds (2/3) majority vote of the Board.

**Kommentar [MOU13]:** Reference:  
Bylaw 1, Section 12

## Article V – Officers

**Section 1.** The CSA shall have a President.

- A. To act as the “Corporate President” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine.

**Section 2.** The CSA shall have a Vice President Student Experience.

- A. To act as the “Corporate Secretary” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine; and
- B. To assume the duties of the President in the event of the absence or incapacity of the President.

**Section 3.** The CSA shall have a Vice President Academic.

- A. To be the primary advocate for academic issues through regular attendance of academic related committees; and

- B. To assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President, Student Experience.

**Section 4.** The CSA shall have a Vice President External.

- A. To be the primary advocate for the University of Guelph undergraduate students to the municipal, provincial, and federal governments;
- B. To defend and protect the rights and interests of undergraduate students at the University of Guelph within the context of Guelph, Ontario, and Canada; and
- C. To assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, and the Vice President Academic.

**Section 5.** The duties of these officers are:

- A. To be responsible for an area or areas of concentration called portfolios;
- B. To be responsible for ensuring proper transition for the respective executive-elect into their portfolio;
- C. To be responsible for consultation with the general membership on all matters pertaining to each respective portfolio; and
- D. To defend and protect the rights and interests of undergraduate students at the University of Guelph.

**Kommentar [MOU14]:** Reference: Bylaw 1, Section 5

**Section 6.** Each Executive Officer shall be elected by the general membership to serve a term of office, which shall begin no earlier than the first day of May and end no later than the thirtieth day of April.

**Kommentar [MOU15]:** Reference: Bylaw 1, Section 5, Subsection 5.2

**Section 7.** No person shall hold an Executive office for more than two terms.

**Kommentar [MOU16]:** Reference: Bylaw 1, Section 5, Subsection 5.3

**Section 8.** At all times there shall be a minimum of three Executive Officers.

- A. If for any reason the CSA is left with less than three Executives, the Board shall have the authority to appoint officers;
- B. This shall include ensuring that one individual is the corporate president and one individual the corporate secretary.

**Kommentar [MOU17]:** Reference: Bylaw 1, Section 5, Subsection 5.4

**Section 9.** All Executive Officers in the CSA are not permitted to be concurrent executives in other Primary Student Organizations or be a Director in the Board.

**Kommentar [MOU18]:** Reference: Bylaw 1, Section 10

## Article VI - Committees

**Section 1.** The Board shall maintain the following standing committees:

- A. Executive Committee (EC)
- B. Finance Committee (FC)
- C. Service Oversight Committee (SOC)
- D. Policy and Bylaw Review Committee (PBRC)
- E. Petitions, Delegations, and Representations Committee (PDR)

**Kommentar [MOU19]:** Reference: Bylaw 1, Section 8, Subsection 8.1 AND Policy Appendix B, Section 2, Subsection 2.1

**Section 2.** The Executive Committee shall include the President, Vice President Student Experience, Vice President Academic, and Vice President External as voting members.

- A. The President shall serve as the facilitator and secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.
- B. Quorum for Executive Committee meeting is three voting members.
- C. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
- D. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue, and expenditure.
- E. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the Bylaws of the CSA or by any applicable statute or law are regularly and properly kept.
- F. The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Finance Committee as they deem appropriate.
- G. The Executive Committee shall recommend policy, but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- H. The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- I. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

**Kommentar [MOU20]:** Reference: Bylaw 1, Section 8, Subsection 8.2

**Section 3.** The Terms of Reference for the Finance Committee shall be found in the CSA Policy Manual.

**Kommentar [MOU21]:** Reference: Policy Appendix B, Section 2, Subsection 2.7

**Section 4.** The Terms of Reference for the Policy and Bylaw Review Committee shall be found in the CSA Manual Policy.

**Kommentar [MOU22]:** Reference: Policy Appendix B, Section 2, Subsection 2.10

**Section 5.** The Terms of Reference for the Petitions, Delegations, and Representations Committee shall be found in the CSA Manual Policy.

**Kommentar [MOU23]:** Reference: Policy Appendix B, Section 2, Subsection 2.9

**Section 6.** Additional committees may be formed and require a two-thirds (2/3) vote at a meeting of the Board.

**Kommentar [MOU24]:** Reference: Bylaw 1, Section 4

**Section 7.** Committees may be dissolved and require a two-thirds (2/3) vote at a meeting of the Board.

**Kommentar [MOU25]:** Reference: Bylaw 1, Section 4

### Article VII - Electing, Appointing, and Removing Executive and Board

**Section 1.** Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any executive officer position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year (First of May to the thirtieth of April).

**Kommentar [MOU26]:** Reference: Bylaw 2, Section 3, Subsection 3.1

**Section 2.** A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held once a year during the winter semester.

**Kommentar [MOU27]:** Reference: Bylaw 2, Section 2.1

**Section 3.** The appointment procedures for appointing directors shall be found in the CSA Bylaws.

**Kommentar [MOU28]:** Reference: Bylaw 1, Section 3.8

**Section 4.** Executive Officers may be impeached and removed from office.

- A. An Executive Officer may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.
- B. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a two-thirds (2/3) majority vote of the Board. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

**Kommentar [MOU29]:** Reference: Bylaw 1, Section 6

**Section 5.** Directors of the Board may be impeached and removed from office.

- A. Directors may be removed from office by a referendum of the Members, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.
- B. A referendum to remove a Director may be initiated by either a petition from 10% of the member college or student organization's members, or a two-thirds (2/3) majority vote of the Board of Directors. The Elections Office shall validate any petitions submitted to the Board. Quorum for



this referendum is 10% of the general membership. A simple majority of this is required to remove the Director.

**Kommentar [MOU30]:** Reference: Bylaw 1, Section 6

**Section 6.** In the event of a mid-term vacancy of an Executive Officer or a Director of the Board, a by-election shall occur during the Fall semester.

**Kommentar [MOU31]:** Reference: Bylaw 2, Section 2, Subsection 2.2

**Section 7.** In the event that an Executive Officer or a Director of the Board position remains vacant after a by-election, the Board may appoint a Member with a two-thirds (2/3) majority vote.

**Kommentar [MOU32]:** Reference: Bylaw 2, Section 2, Subsection 2.2

**Article VIII – Bylaws**

**Section 1.** Bylaws of the CSA shall be established and amended by the Board and Members.

- A. The Policy and Bylaw Review Committee shall be responsible for soliciting input from Members and presenting amendments of bylaws and policies to the Board.
- B. Amendments to the CSA bylaws require a two-thirds (2/3) majority vote at a meeting of the Board.

**Kommentar [MOU33]:** Reference: Bylaw 1, Section 12

**Article IX – Constitutional Amendments**

**Section 1.** The Constitution is binding to all members of the CSA.

**Section 2.** Amendments to the Constitution must be proposed in writing to the Board by any Member at a Board Meeting at which two-thirds (2/3) of the active voting members are present.

**Section 3.** Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

**Section 4.** Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the Board.

**Article X. Ratification**

**Section 1.** The constitution as amended shall be established by a vote of three-fourths (3/4) majority vote at the Annual General Meeting.

**Agenda #14**

Board of Directors Meeting

March 1, 2017 @ 6:00pm – UC 442



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**(Action)**

Advocate for Tuition Freeze at BOG

**Motion: BIRT**, the CSA representatives presenting to Finance Committee of the Board of Governors call for a freeze in tuition fees for all students at UofG.

**Moved:** Peter Miller

# SUPPLEMENTS

**Following This Page**

I am submitting my letter of resignation from the CSA Board of Directors for the following reasons.

- The motion to reprimand me, and - as I've been informed by the Communications Commissioner - suspend me from the CSA board for the rest of my term, if passed, will set a dangerous precedent for the CSA. The right to public dissent and democratic debate within students unions is vital in order for these organizations to be healthy. Reprimanding CSA board members for sharing their political opinion and criticizing the CSA board is antithetical to the goal of an open and transparent student association.
- My resignation is not an apology for my conduct as a CSA board member, nor for anything I have shared with students over social media or in person. I directed my comments against a majority of the board, a majority that has become cliquish and works too closely with senior administration. By postponing the motion last meeting, the majority of you voted not to call upon the senior administration and Board of Governors to freeze tuition fees and demand more public funding for our education. In doing this, you have failed in your responsibility to stand with students and fight for their interests. With student pressure, the Board of Governors could find the money to freeze tuition fees, and negotiate fairly and respectfully with workers on campus, and it is the CSA's responsibility to prioritize students' interests. From the following analysis from the University of Guelph Faculty Association, we can see that the university has drawn huge surpluses for several years; in 2015, this surplus came to *67 million dollars*. Furthermore, senior administration has access to "internally restricted" funds, that could be used to increase the quality of our education, freeze tuition fees, and treat workers more fairly. As per the financial analysis, *"The "Internally Restricted" label is artificial, a management construct, in our view even in the case that the Administration may claim that the Board of Governors has mandated the mirage."*
  - There is 260 million dollars in "internally restricted funds" at the university - an increase . See the UGFA analysis here:
  - [http://www.ugfa.ca/userContent/documents/Blog%20Posts/FAC%20Financial%20Statement%20Analysis\\_2016\(1\).pdf](http://www.ugfa.ca/userContent/documents/Blog%20Posts/FAC%20Financial%20Statement%20Analysis_2016(1).pdf)
- I was elected to the CSA board on the mandate to *fight against tuition fees* and to *support workers* on campus, but the student union has failed to advocate for these important initiatives. The CSA board voted on January 18th to publicly support CUPE 3913 and CUPE 1334: This means showing our support over mass email, via class talks, distributing flyers in the UC, and on the CSA website. While I have submitted a draft mass email, draft website content, and set up multiple meetings between a member of the CSA exec and CUPE 1334 exec, these actions, which are *responsibilities* of the CSA board, have fallen through. This is because the CSA executive committee has prioritized the interests of senior administration over those of workers, in spite of the administration's blatant disrespect toward said workers. If the CSA "remains neutral" and

does not support CUPE 1334, then the CSA is in fact supporting poverty wages for non-unionized custodial staff and the union busting of CUPE 1334. This is shameful.

- I am also resigning because of the hostile environment at meetings. I have always conducted myself with civility at CSA board meetings, but I am told I am misrepresenting and misinforming students by calling on the Board of Governors to freeze tuition fees. Some board and executive members have violated decorum by speaking throughout the meetings, laughing when other board members speak, and manipulating rules of order to stifle debate. The environment at board meetings is not open to democratic debate, and this has a caustic effect on the level of discussion at board meetings. It is now commonplace for board members to simply vote how the current executive wants them to vote, instead of take time to critically analyze the situation to come to a conclusion based on their own analysis. Much of the board simply disregards my motions because of the name behind them.

The motion to reprimand me is rife with hypocrisy. The current CSA executives talk at length about the importance of “transparency” and “accountability” at the CSA, yet much of the CSA board sees fit to purge me for publicly dissenting, fighting for and alongside students and workers, and doing my best to hold the CSA executive accountable.

Peter Miller,  
College of Arts At-Large Representative

## Executive Update #14

Zoey Ross – Communications & Corporate Affairs Commissioner

March 1, 2017

Office: UC 274

519-824-4120 ext. 56376

csatalk@uoguelph.ca

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Hello directors,

I hope you all had a refreshing break. Post AGM and mid election, the semester is beginning to wind down. With that comes increased hiring, and the beginning of my transition report.

Earlier this week I was fortunate to be able to attend part of CFS Lobby Week. I had the opportunity to speak with MPP's the represent citizens in Thornhill – Gila Martow, Mississauga East-Brampton - Dipika Damerla and the MPP for Guelph, Liz Sandals. I focused on two areas; the Strategic Student Success Fund and Sustainable Mental Health Supports for Students. If you would like to discuss any particulars about these meetings please get in touch. You can find the CFS-Ontario lobby document online – [cfsontario.ca](http://cfsontario.ca)

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.11– Communications and Corporate Affairs Commissioner.**

### 1. Promotions and Communication of the CSA

- Managed all social media and communications platforms
- Fulfilled all contractual negotiations to prepare CSA mobile app for launch

### 2. Administrative Duties

- Completed Chair Job description
- Prepared board package
- Began hiring process for poster runner and scribe positions

### 3. Committee Involvement

- Attended PBRC and PDR meetings
- Attended executive committee meetings
- Attended UC Board meeting
- Attended OWAC
  - All orientation events will now go through Gryph Life
  - The tentative core Orientation schedule is now available
  - There will be greater opportunity for collaboration of events earlier on for orientation week
- Folks from the CSA FoodBank team have been invited to sit on HSAC
- Through SEC, opportunities have become available for CSA executives to enroll in SafeTalk training.

## Additional Responsibilities

## **Executive Update #14**

Zoey Ross – Communications & Corporate Affairs Commissioner

March 1, 2017

Office: UC 274

519-824-4120 ext. 56376

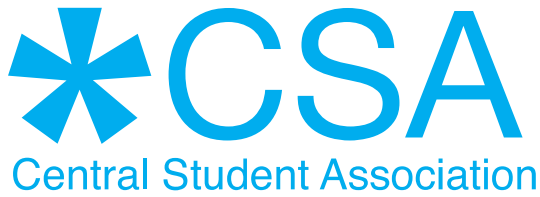
[csatalk@uoguelph.ca](mailto:csatalk@uoguelph.ca)

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### **4. Policy and Transition**

- Worked with the CSA Executives to finish creating Policy L and refinishing Bylaw 2
- Began reviewing new policy with PBRC



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

## BOARD CHAIR

The CSA's Board of Directors meets approximately every alternate Wednesday to discuss and deliberate important issues facing students and how we plan on addressing them. Between General Membership Meetings, the Board of Directors is the highest decision making body of the organization. The Board of Directors is made up of a four person Executive, two at-large members elected per college, and primary and alternate representatives appointed from college governments and campus organizations.

The Board Chair is a staff position and is an external chair (not a member of the Board of Directors). This positions primary duty is to uphold the CSA's Rules of Order and Robert's Rules of Order in order to allow for democratic decisions to be determined by the Board of Directors.

<b>Term</b>	4 months, May 1 – August 31, 2017 with possible extension pending favourable evaluation from the CSA Board of Directors. Approximately 5 meetings in the spring semester
<b>Honorarium</b>	\$25.00 per hour, rounded up to the nearest quarter hour – starting from pre-meeting Minimum three hours paid for all regularly scheduled board meetings and training dates
<b>Immediate Supervisor</b>	Policy and Transition Manager
<b>Executive Supervisor</b>	The CSA Board of Directors

### TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Human Resources & Operations Manager and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression/inclusivity, CSA policy and bylaws, etc.,
- Required to receive 5 hours of one-on-one training at minimum wage
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the Board Chair hiring committee as the staff member, unless directed otherwise by your Executive Supervisor
- As the incoming Board Chair, be required to sit during the last Board of Directors meeting of the Winter semester and as the outgoing Board Chair, be required to attend the first Board of Directors meeting in September to assist the new Board Chair

### JOB DESCRIPTION:

- To at all times be impartial and objective as it relates to the content of matters brought forward to the CSA board of directors and membership.
- To chair/facilitate Board of Directors meetings, emergency Board meetings and members meetings
- Demonstrate an understanding of University of Guelph student issues as well as an understanding of the workings of the Central Student Association, including Bylaws and Policies
- Have a working knowledge of Roberts' Rules of Order and CSA Rules of Order
- Review board packages prior to meetings with the Policy and Transition Manager
- Make all necessary inquiries and complete research to ensure you are prepared as possible for discussion at Board meetings
- Attend meetings on an as needed basis with the Policy and Transition Manager before Board of Directors meetings and members meetings in order to go over upcoming items



- Formulate rulings of the chair when an issue arises which is not explicitly stated in the CSA bylaws and/or policies, while also adhering to Roberts Rules of Order
- Ensure the Board is made aware of and upholds CSA bylaws and policies pertinent to meeting discussions in conjunction with the Policy & Transition Manger
- Sign minutes of the Board of Directors once they have been approved by the Board
- Act as a resource for Directors with respect to all questions of process
- Assist in the training of Board members on CSA Rules of Order and Robert's Rules
- Consult with legal counsel on issues that come before the Board of Directors in conjunction with the President of the corporation
- Participate in a performance evaluation conducted by the board of directors with notes from the PTM.

**QUALIFICATIONS:**

- Excellent communication skills
- Knowledge of Roberts Rules of Order
- General knowledge of the CSA and how it runs
- Arbitration and diplomacy skills
- Be familiar with the Ontario Corporations Act and the Ontario Not-For-Profit Corporations Act
- Experience chairing large meetings.
- Strong understanding of, and commitment to anti-oppression

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**Deadline for applications is Friday, March 17, 2017 at 12:00 PM (noon)**

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

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For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.



The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

## SUMMER FRONT OFFICE COORDINATOR

The Summer Front Office Coordinator is the first point of contact for students when accessing the CSA’s services and visiting the Main Office. The primary duty of this position is to engage with the membership while providing excellent customer service and maintaining the Front Office space and the CSA Print and Photocopy Service.

<b>Term</b>	May 8 to August 26, 2017, 16 weeks
<b>Hours</b>	28 hours per week, Monday to Thursday, 9am-4pm
<b>Hourly Rate</b>	\$14.00 per hour
<b>Immediate Supervisor</b>	President

### TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training on Saturday, April 1, 2017, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, CSA policy and bylaws, etc.
- Required to support in the updating of the Front Office Operating Manual to be submitted to the Office Manager and the Policy & Transition Manager prior to the end of your contract

### JOB DESCRIPTION:

- Available to work between the hours of 9am – 4pm Monday to Thursday for the duration of the contract
- Be the main contact for all staff and executive in the summer. Assist with all office related duties.
- Answer front office telephones, direct calls to appropriate people, record messages as needed
- Respond to student and public inquiries regarding the CSA and the University and do your best to find answers to inquiries as best as possible
- Be aware of the whereabouts of executive members during office hours in order to best respond to student inquiries
- Manage and handle cash for CSA photocopy & printer services, ticket sales, and any other sales taking place in the front office
- Manage the rental of CSA equipment, as well as the boardroom booking calendar
- Manage the CSA photocopy & printer service which would include offering assistance to students, collecting payments and scheduling large print jobs
- Order paper and Xerox supplies as needed
- Be responsible for collecting payment from students who use the Pro-Ink refilling cartridge service, collecting recording payments from students, etc., and answering questions regarding the service
- Ensure the front office, including the photocopy room, literature tables and computer stations are kept tidy
- Ensure an updated inventory of office supplies is maintained; order office supplies as needed, following purchasing protocols outlined in the Office Manager’s manual
- Track internal work orders and submit to the Business Office on a monthly basis
- Process ISIC cards; ensuring appropriate protocol is followed in maintaining the information and taking photographs
- Be involved with the poster running service and poster approval for student groups
- Organize the button-making supply and ensure there is an adequate inventory of supplies
- Check and distribute mail when required
- Assist with Bus Pass Distribution and distribute bus passes throughout the year
- Collect Bus Pass opt-in payments

- Collect bus pass replacement fees for replacement stickers
- Email students if any lost student cards are returned to the CSA Office and send unclaimed cards to the Registrar's Office
- Attend staff meetings, and performance reviews when required
- Be of general assistance in office-related tasks

**QUALIFICATIONS:**

- Able to work independently with minimal supervision
- Takes initiative
- Strong customer service orientation
- Cash handling experience
- Proficiency with computers, particularly with Microsoft Office programs
- Ability to multi-task
- Experience with inventory management
- Strong understanding of, and commitment to, inclusivity
- Strong knowledge of the CSA and its role on campus
- Member in good standing of the CSA (having been an undergraduate student in the previous 12 months)

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