

## Agenda #9

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

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### 9.0. Call to Order

#### 9.1 Land Acknowledgement

#### 9.2. Adoption of the Agenda

9.2.1. Motion to Approve the Agenda

#### 9.3. Ratifications and De-ratifications

9.3.1. Motion to ratify 2017-2018 CSA appointed Board Member (pg. 2)

#### 9.4. Comments from the Chair

9.4.1. Introductions and Pronouns

#### 9.5. Approval of Past Board Minutes

9.5.1. (Action) Approval of minutes from Board Meeting #7 – September 27, 2017 (pg. 3)

9.5.2. (Action) Approval of *in camera* minutes from Board Meeting #7 – September 27, 2017

#### 9.6. (Info) Executive Committee Minutes

9.6.1. (Info) Executive Committee Minutes #14 – August 23, 2017 (pg. 39)

9.6.2. (Info) Executive Committee Minutes #15 – August 30, 2017 (pg. 54)

9.6.3. (Info) Executive Committee Minutes #16 – September 13, 2017 (pg. 68)

#### 9.7. (Presentation) Executive Reports

9.7.1. President (pg. 78)

9.7.2. VP Student Experience (pg. 82)

9.7.3. VP Academic (pg. 85)

9.7.4. VP External (pg. 89)

9.7.4.1. CFS Report – Local 54 (pg. 91)

#### 9.8. Director Reports

#### 9.9. Committee Updates and Reports

9.9.1. (Info) PDR Report One: Summer 2017 (pg. 96)

9.9.2. (Presentation) CAPCOM Update

#### 9.10. Business

9.10.1. (Info) (*in camera*) CFS update

9.10.2. (Info) Management Letter BDO Canada LLP (CSA Auditor) (pg. 98)

9.10.3. (Info) Audit Report Year Ending April 30, 2017 (pg. 100)

9.10.4. (Action) CEO Board of Director Nominee Report (pg. 116)

9.10.5. (Action) Appointment Process: At-Large Board Member position – College of Arts (with Supplementary Materials A and B) (pg. 117)

9.10.6. (Action) Motion Awareness of Sexual Assault and Prevention (ASAP) Committee (with Supplementary Material A) (pg. 119)

9.10.7. (Action) Motion Workplace Harassment and Violence Policy (with Supplementary Materials A-C) (pg. 122)

9.10.8. (Presentation) University of Guelph White Paper – Fall Study Break Expansion (pg. 137)

#### 9.11. New Business

#### 9.12. Announcements

#### 9.13. Adjournment

## **Ratifications**

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

---



### **Agenda Item 9.3.1.**

#### **Motion to ratify 2017-2018 CSA appointed Board Member**

**MOTION:** to ratify the following appointed individual to sit on the 2017-2018 Central Student Association's (CSA's) Board of Directors;

Central Veterinary Student Association, **Afshaun Zaman.**

**Moved:**

**Seconded:**

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



In Attendance: Bella Harris, Natalie Clarke, Nicholas Kowaleski, Raymond Hu, Tony Stortz, Jensen Williams, Ryan Bowes, Noah Gould, Lindsey Fletcher, Ariel Barrientos, Alexandra Bogoslawski, Edward Willems, Sean Mitchell, Chelsea Mulvale, Emily Vance, Becca Cheskes, Kayla Weiler  
In Regrets: Benjamin Solomon, Abhinav Chatterjee, Chirag Patney, Joe Sarraino, Natalie Chow, Allison Arnold, Daniel Nardone  
Absent: Olivia Boonstra  
Chair: Cameron Olesen  
Policy & Transition Manager: Lauren Kelly  
Scribe: Tanya Vohra

### Overview of Motions

#### 7.2 Adoption of the Agenda

**MOTION:** To approve the agenda

**Moved:** Lindsey Fletcher    **Seconded:** Raymond Hu

**Motion carried as amended.**

#### 7.3 Ratifications and De-ratifications

**MOTION:** to de-ratify Olivia Boonstra as an appointed board member on the CSA Board of Directors.

**Moved:** Natalie Clarke    **Seconded:** Nick Kowaleski

**Motion carried.**

#### 7.5 Approval of Past Board Minutes

**MOTION:** To approve the minutes from Board Meeting #6 – September 13, 2017

**Moved:** Tony Stortz    **Seconded:** Natalie Clarke

**Motion carried.**

**MOTION:** To approve the *in camera* minutes from Board Meeting #6 – September 13, 2017

**Moved:** Ryan Bowes    **Seconded:** Natalie Clarke

**Motion carried.**

#### 7.9.1. Hiring Committee Report - AEO

**MOTION:** To ratify the hiring of Celina Whaling-Rae as the Assistant Electoral Officer for the 2017-2018 term.

**Moved:** Kayla Weiler    **Seconded:** Becca Cheskes

**Motion carried.**

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



---

### 7.10.2. Motion UC Board Undergraduate Student Representative and Alternate De-ratifications

**MOTION:** To considering the following motions as omnibus:

**MOTION:** To de-ratify the following University Centre Board Undergraduate Student Representatives: Naomi Abrahams, Olivia Boonstra, Austin Kwong and Hamna Syeda.

**MOTION:** to de-ratify Grace Guy as a University Centre Board Undergraduate Student Alternate.

**Moved:** Emily Vance      **Seconded:** Lindsey Fletcher

**Motivated by:** Emily Vance

**Motion carried.**

### 7.10.3. Motion CSA Board of Director Meeting Quorum and Policy Manual Appendix A

**MOTION:** To approve the Quorum document from PBRC (see supplementary Material A) and apply all of its recommendations.

**BIRT** Appendix A will be moved from the CSA Policy Manual to the CSA Bylaws, before Bylaw 1 and labelled as “CSA Rules of Order” and the sections will be numbered.

**BIFRT** a new header and table of content page will be applied for the CSA Rules of Order.

**BIFRT** the amendments to Section 1 – Quorum will be applied.

**BIFRT** the CSA Policy Manual appendixes will be relabelled accordingly with Appendix A being moved to the Bylaws.

**BIFRT** the Policy and Transition Manager will apply all of these amendments to the CSA Bylaws and the CSA Policy Manual.

**BIFRT** Bylaw 1, Section 4.1.4. be struck from the bylaws.

**Moved:** PBRC Chair, PTM      **Seconded:** Kayla Weiler

**Motion carried.**

### 7.10.4. Motion Support for Fossil Free Guelph

**MOTION:** for the 2017-2018 Board of Directors to show their continued support for Fossil Free Guelph.

**BIRT** CSA board members are encouraged to send feedback to the Ad Hoc Committee on Special Action Requests via email to CSAR@uoguelph.ca in support of fossil fuel divestment.

**BIFRT** VP External will draft a letter of support with the consultation of Fossil Free Guelph in support of fossil fuel divestment.

**Moved:** Kayla Weiler      **Seconded:** Bella Harris

**Motivated by:** Kayla Weiler

**Motion carried.**

### 7.10.5. Motion CSA Policy Manual, Appendix G – Clubs Handbook amendments

**MOTION:** To approve the following motions as omnibus.

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



**MOTION:** For the Board to approve the CSA Clubs Hallway Meeting Room Booking Procedure For the Fall 2017 Semester Only (supplementary material I), including the related forms and policies that govern it.

**MOTION:** For the Board to approve the amendments made to CSA Policy Manual, Appendix G – Clubs Handbook for the Fall 2017 semester.

**MOTION:** For the Board to refer the amended CSA Policy Manual, Appendix G – Clubs Handbook to PBRC for it to review and provide recommendations to the Board by the November 8th, 2017 Board Meeting.

**BIRT** the Board will make a decision on Appendix G – Clubs Handbook by the November 22, 2017 Board Meeting to ensure clubs can continue to access space in the CSA Clubs Hallway for the Winter 2018 semester.

**BIFRT** the CSA Board of Directors and the PBRC Sub-committee look to further address the concerns raised at the September 27, 2017 Board Meeting.

**Moved:** Emily Vance      **Seconded:** Lindsey Fletcher

**Motivated by:** Emily Vance

**Motion carried.**

### 7.10.7. Motion Board Scribe Job Description

**MOTION:** To approve the Board Scribe job description (supplementary material B).

**Moved and duly seconded.**

**Motion carried.**

### 7.10.8. Motion Strike Board Scribe Hiring Committee

**MOTION:** To strike a Hiring Committee for the Board Scribe position.

**Moved:** Chelsea Mulvale      **Seconded:** Becca Cheskes

**Motivated by:** Chelsea Mulvale

**Motion carried.**

### 7.10.9. Motion Board Scribe Hiring Committee Appointment

**MOTION:** To appoint a Board Member to the Board Scribe Hiring Committee.

**BIRT** Natalie Clarke will sit on the Board Scribe Hiring Committee.

**Moved:** Chelsea Mulvale      **Seconded:** Natalie Clarke

**Motivated by:** Chelsea Mulvale

**Motion carried.**

### 7.10.10. CFS Information

**MOTION:** To extend our sunset clause by 30 minutes.

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



---

**Moved:** Emily Vance      **Seconded:** Lindsey Fletcher

**Motivated by:** Emily Vance

**Motion carried.**

**MOTION:** To discuss with our lawyer, proceeding with a negotiable request for incurred costs to be covered by the University without endangering the settlement offer.

**Moved:** Lindsey Fletcher      **Seconded:** Sean Mitchell

**Motivated by:** Lindsey Fletcher

**Motion carried.**

### 7.11.1. CAPCOM Appointment

**MOTION:** to table this agenda item to the next scheduled Board Meeting.

**Moved:** Nick Kowaleski      **Seconded:** Jensen Williams

**Motion carried.**

### 7.11.2. Tuition Info Session

**MOTION:** As many board members as are able attend the information session, as a clear united front, on the stance that the way the University has conducted itself on this issue is inappropriate and is silencing student voices.

**BIRT** the CSA compiles a statement that will be given on behalf of the Board of Directors, on our stance, submitted to the University and made public.

**Moved:** Becca Cheskes      **Seconded:** Lindsey Fletcher

**Motivated by:** Becca Cheskes

**Motion carried.**

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## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



---

## Agenda #7

### 7.0 Call to Order

#### 7.1. Land Acknowledgement

#### 7.2. Adoption of the Agenda

- 7.2.1. Motion to Approve the Agenda

#### 7.3. Ratifications and De-ratifications

- 7.3.1. Motion for de-ratification of GRCEGD member Olivia Boonstra

#### 7.4. Comments from the Chair

- 7.4.1. Introductions and Pronouns

#### 7.5. Approval of Past Board Minutes

- 7.5.1. (Action) Approval of minutes from Board Meeting #6 – September 13, 2017
- 7.5.2. (Action) Approval of *in camera* minutes from Board Meeting #6 – September 13, 2017

#### 7.6. (Info) Executive Committee Minutes

- 7.6.1. (Info) Executive Committee Minutes #12 – August 9, 2017
- 7.6.2. (Info) Executive Committee Minutes #13 – August 16, 2017

#### 7.7. (Presentation) Executive Report

- 7.7.1. President
- 7.7.2. VP Student Experience
- 7.7.3. VP Academic
- 7.7.4. VP External

#### 7.8. Director Reports

#### 7.9. Committee Updates and Reports

- 7.9.1. (Action) Hiring Committee Report - AEO

#### 7.10. Business

- 7.10.1. (Presentation) Rouge Media (with Supplementary Material A and B)
- 7.10.2. (Action) Motion UC Board Undergraduate Student Representative and Alternate De-ratifications
- 7.10.3. (Action) Motion CSA Board of Director Meeting Quorum and Policy Manual Appendix A (with Supplementary Material A)
- 7.10.4. (Action) Motion Support for Fossil Free Guelph
- 7.10.5. (Action) Motion CSA Policy Manual, Appendix G – Clubs Handbook amendments (see Supplementary Materials A-I)
- 7.10.6. (Info) (*in camera*) HR Matter
- 7.10.7. (Action) Motion Board Scribe Job Description (with Supplementary Material A and B)

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



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- 7.10.8. (Action) Motion Strike Board Scribe Hiring Committee
  - 7.10.9. (Action) Motion Board Scribe Hiring Committee Appointment
  - 7.10.10.(Info) (*in camera*) CFS information

### 7.11. New Business

- 7.11.1.(Action) Motion CAPCOM Appointment
- 7.11.2.(Info) Tuition Info Session

### 7.12. Announcements

### 7.13. Adjournment

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## 7.0 Call to Order

Called to order at 6:18pm

### 7.1. Land Acknowledgement

Land acknowledgement given by Chelsea Mulvale.

Chelsea: I would like to acknowledge the land of Attawandron people that we currently reside as well as our Metis and Anishinaabe neighbours. May we continue to work hard to strive and hold good relationships with them. Can we all make an effort to actively reflect and work on our relationships not only with the land but with our very behaviours that reflect colonialism on a daily basis.

### 7.2. Adoption of the Agenda

- 7.2.1. Motion to Approve the Agenda

**MOTION:** To approve the agenda

**Moved:** Lindsey Fletcher    **Seconded:** Raymond Hu

#### Discussion on Motion

**MOTION:** To add agenda item 7.11.1. (Action) Motion CAPCOM Appointment

**Moved:** Chelsea Mulvale    **Seconded:** Lindsey Fletcher

**Motivation:** In reviewing the minutes prior to the meeting, I noted the item 7.3.1 about a board member who is no longer eligible. That board member has previously been appointed to CAPCOM. Considering they are no longer eligible as a board member and are up for de-ratification, we need to appoint a new member so we can have a full CAPCOM committee.

**(No discussion on Motion to amend)**

**Vote on Motion to amend.**

**Motion to amend carried.**

**Discussion on Motion continues**



## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



**MOTION:** To amend the agenda to include 7.11.2. (Info) Tuition Info Session

**Moved:** Chelsea Mulvale    **Seconded:** Natalie Clarke

**Motivation:** There's been recent updates that we received in Student Leaders in Administration Meeting (SLAM) last Friday regarding tuition, for setting the tuition for the next fiscal year, 2018-2019, and basically the University wants to roll-over the fee formula that was used to set fees for this year and has an information session set for this Friday. So to discuss that, as well as how the board would like us to proceed in informing students.

**(No discussion on Motion to amend)**

**Vote on Motion to amend.**

**Motion to amend carried.**

**No further discussion on Motion.**

**Vote on Motion.**

**Motion carried.**

### 7.3. Ratifications and De-ratifications

7.3.1. Motion for de-ratification of GRCGED member Olivia Boonstra

**WHEREAS,** Guelph Resource Centre for Gender Empowerment and Diversity's appointed student organization representative on the CSA Board of Directors is Olivia Boonstra.

**WHEREAS,** information has been provided to the CSA Policy and Transition Manager (PTM) confirming that Member Boonstra is not a registered undergraduate student at this time.

**WHEREAS,** CSA Bylaw 1 – Organizational, Section 3.2. Director Qualifications, point 3.2.1. c) states At all times, every Director shall: be a member of the CSA.

**WHEREAS,** Bylaw 1 – Organizational, Section 1.5. Membership, point 1.5.1. states Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph.

**MOTION:** to de-ratify Olivia Boonstra as an appointed board member on the CSA Board of Directors.

**Moved:** Natalie Clarke    **Seconded:** Nick Kowaleski

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

### 7.4. Comments from the Chair

Chair: Just a few things that I'd like to mention as we go forward. From now on, as was pointed out previously at the last meeting, for abstentions, if you would like a noted abstention please raise that point after the vote, otherwise I will no longer be asking for abstentions. When we go forward with

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



---

discussion, if you wish to ask a direct question, please state “Point of Information” at the beginning of your speaking time, otherwise all other comments will be through me, as per usual.

### 7.4.1. Introductions and Pronouns

## 7.5. Approval of Past Board Minutes

### 7.5.1. (Action) Approval of minutes from Board Meeting #6 – September 13, 2017

**MOTION:** To approve the minutes from Board Meeting #6 – September 13, 2017

**Moved:** Tony Stortz

**Seconded:** Natalie Clarke

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

### 7.5.2. (Action) Approval of *in camera* minutes from Board Meeting #6 – September 13, 2017

**MOTION:** To move *in camera* at 6:29pm

**Moved:** Chelsea Mulvale **Seconded:** Nick Kowaleski

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

**MOTION:** To approve the *in camera* minutes from Board Meeting #6 – September 13, 2017

**Moved:** Ryan Bowes **Seconded:** Natalie Clarke

**Motion carried.**

**MOTION:** To move out of *in camera* at 6:33pm

**Moved:** Lindsey Fletcher **Seconded:** Tony Stortz

**Motion carried.**

## 7.6. (Info) Executive Committee Minutes

### 7.6.1. (Info) Executive Committee Minutes #12 – August 9, 2017

*No discussion.*

### 7.6.2. (Info) Executive Committee Minutes #13 – August 16, 2017

*No discussion.*

## 7.7. (Presentation) Executive Reports

### 7.7.1. President

Chelsea: The only notable thing outside of what I have written here is mostly in the Other section. I traveled to Ottawa last week for the CFS [court case]. There will be updates later in the meeting surrounding that. That's been taking up a pretty large portion of my time in terms of email and phone conversations back and forth. Additionally, I worked on my 2<sup>nd</sup> EEC report and got that in. September has been really busy and I think everyone's feeling

## Minutes #7

### Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442

---



quite overworked in the office so I've been looking on planning an open forum and staff norms meeting to focus around mitigating conflict and improving mitigation in the office and develop some actionable items for us in relation to some of the values work that was done last year. Because I worked so many hours in September and the end of August, I am going to be a little more strict in my hours in October, so please respect that.

#### 7.7.2. VP Student Experience

Emily: There's not much outside of the report that I need to touch on. One thing I'll highlight, very much like the rest of the exec and staff at the CSA, worked a lot of over-time hours so to counteract that and to make sure I am as efficient as possible, I am going down to four-day weeks. I can still be contacted but won't be in the office. For Events, I have been working with our Programmer John Bonnar for a future concert with DJ Shub and Desi Subculture for a potential date in the beginning of February. We are also looking into more programming in February as well. We are thinking of potentially a group called Wannabe, a Spice Girls cover group. If you or someone you know wants to volunteer with SafeWalk, please e-mail them.

#### 7.7.3. VP Academic

Becca: My apologies for my report being delayed. It was not in the Board package so you all have it in front of you. Last week was quite busy. One cool highlight was the Deb Matthews visit. GuelphToday quoted Chelsea and I if you want to read more about it. Moreover, I wanted to add we are still gathering membership for the AWG. I have contacted SAS and the Sign Club to let their memberships know. Memorial Tree Service is on Friday and that's to honor the memory and legacy of students who have passed in the last academic year. I've been working on that since the summer and it's taken up a pretty large chunk of my time so that will be on Friday and then I will be working on some other things in my portfolio.

Bella: It says you would be meeting with Jamie Vandenberg from the Multi-faith Resource Team. Will there be non-religious ties with it as well?

Becca: James is there to give the dedication every year, it's something he's always done. There's no religious tone to the ceremony at all.

Nick: I noticed there was a staff and exec meeting about branding. I'd be curious to know what happened at the meeting and if anything is being brought to the Board.

Chelsea: It was going over the Mission, Vision, Values, as well as updating the new promo person on the branding that's been done in the past, and considering what the real takeaways were from the MVV so that the promo person can evaluate whether our current branding is actually meeting those objectives. That's an ongoing process that will be going on throughout the semester. I will be working closely with the Promotional Services & Graphic Designer.

#### 7.7.4. VP External

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442

---



Kayla: Unfortunately I missed out first meeting of the Fall semester. I'd like to invite you to join any of my campaigns throughout the year and please ask me any questions about the current state of student education in Ontario. With campaigns, I started meeting with Tap In, which is a campaign advocating for better access to clean water and fighting against the privatization of water and plastic bottles. If you want to be part of the campaign please contact me. There's been an ad hoc committee struck by the Board of Governors to speak about fossil fee divestment. I met with the Town & Gown Committee, we talked a lot about how to prevent incidents happening during homecoming and one of them was the party registration run by off-campus students last weekend. I attended a workshop posted by the Wellington Water Watchers and Great Lakes Commons to discuss water privatization and challenges with access to clean water. One thing not written here is I've been invited to go to Flint, Michigan to be a part of another water workshop, so I'll be in Flint this weekend. If you don't know about Flint, they've had lead in their drinking water for 2 years.

Sean: How does the Party Registration work?

Kayla: It's a program run by Off-Campus living and is online. Students who want to have a party for major weekends like St. Patrick's or homecoming can register their house online and themselves as an occupant and then meet with Off-Campus members to discuss Guelph Bylaws and how to decrease drunk driving etc. In the past it was very successful because people either decided to not have a party after having the meeting or they avoided having bylaw show up at their house.

Alexandra: Are you looking for more people to join the Hate Crime Subcommittee?

Kayla: It was a subcommittee struck by the Human Rights Advisory Group to deal with a potential increase of hate crimes during O week. If the subcommittee meets again, I can extend the invitation to yourself.

Chelsea: On the note of Homecoming, because I forgot to mention this before, considering it was quite rowdy this past weekend, and because the Mayor, Cam Guthrie, mentioned the CSA and hoping that we will be having a role in improving homecoming stuff in the future, we will be working on developing a response to homecoming for students in the community. We will be posting it as a Letter to the Editor in the Ontarion, on our website and on social media. It basically says that we want students to be good neighbours and we acknowledge that many students were being good examples and even taking care of their fellow peers and thanking the patience of community members. And noting that while the CSA hasn't been involved in homecoming planning for a number of years, we are in conversation with Admin to be a part of these meetings for next year.

Nick: I noticed you mentioned the Transit Advisory Committee happening next week, will the state of transit on homecoming be brought up? Because I know a lot of students complained about some buses not running and having to wait for an hour for a bus which is ridiculous.

Kayla: It's not on the agenda right now for TAC but I can add it.

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



Sean: Chelsea, could you follow up with that in your report next meeting?

Chelsea: Yes.

### 7.8. Director Reports

Nick: Last week I attended the PBRC meeting where we figured out when we'd be meeting next. It took a long time.

Tony: Last week was training, it was pretty good.

Jensen: CAPCOM will be meeting soon.

Sean: I attended Clubs Day. Last Wednesday I also attended the PBRC meeting.

Ariel: I also attended PBRC. We should have used Doodle Poll. I also attended a hiring committee. We interviewed a couple of candidates. It's going well.

Raymond: I helped out with CSA Club Orientation for set up and sign ins.

Lindsey: I have been promoting the by-election to every meeting I go to in the hopes that people will vote. Additionally, I attended training last week and have EEC coming up this week.

Bella: I'm trying to promote the by-election. Other than that I've been really busy with trying to collaborate with other clubs.

Alexandra: I have also been promoting the by-election. GQE has a Profs and Pizza night coming up. We are collaborating with OUTline on various things.

Edward: Looking forward to EEC meeting. As of training last week I officially know what I'm doing here.

Ryan: EEC coming up this week. I'm writing my report. With my college, we have a meet and greet pub night tomorrow night.

Noah: We had our smoothie sale on Tuesday. Sold a ton of smoothies, people were stoked. I'm excited to hear how EEC goes.

Natalie: On Monday, I joined the co-op board of governors which was nerve-wracking because there are a lot of adult people who look like they have their lives together. I think it'll be a good learning opportunity. I got a bunch of meetings coming up for a lot of committees so that's fun.

### 7.9. Committee Updates and Reports

#### 7.9.1. (Action) Hiring Committee Report – AEO

**MOTION:** To ratify the hiring of Celina Whaling-Rae as the Assistant Electoral Officer for the 2017-2018 term.

**Moved:** Kayla Weiler

**Seconded:** Becca Cheskes

**(No discussion on Motion)**

**Vote on Motion**

**Motion carried.**

**MOTION:** to recess for 3 minutes.

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



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**Moved:** Natalie Clarke      **Duly seconded.**

### **Discussion on Motion**

**MOTION:** to amend the motion to 5 minutes.

**Moved:** Chelsea Mulvale      **Seconded:** Tony Stortz

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

**No further discussion on Motion.**

**Vote on Motion.**

**Motion carried.**

## **7.10. Business**

7.10.1. (Presentation) Rouge Media (with Supplementary Material A and B)

**MOTION:** To extend speaking rights to all guests present for the agenda item 7.10.1.

**Moved:** Bella Harris      **Duly seconded.**

**Motivate:** I think it would be beneficial to hear from more of the student body.

### **Discussion on Motion**

Alexandra: It concerns students, and there are students here. How could you go wrong?

**Vote on Motion.**

**Motion carried.**

*Presentation is given by Rouge Media representative, Chelsea Purcell.*

Sean: For the other campuses, on average what would you say the average revenue they get from this is?

Chelsea Purcell: In Ontario, we work with most of the universities. So it depends, when we work with UofT or Ryerson, they're making in the \$10,000s. Others, if they have only one or 2 charging stations, they make maybe \$5,000. It's always hard to say, depending on the school and how many products you have. Murals usually make more money because it's a higher demand product.

Sean: Do you have any target areas on campus you've scouted out?

Chelsea Purcell: We just did a walk around today. On the second floor outside the CSA office. There's 2 bare white walls for a mural. We ideally would want a higher traffic area but if that's what we have and it does get busier at times, that works.

Bella: For maintenance, I've seen similar charging stations at malls and I often see cables in disrepair.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Chelsea Purcell: As soon as that happens, we just need to be contacted. Murals usually get changed every 4 weeks, so when our guys are here they also go around and check the charging cables and if they're damaged, they have extra in their car. Otherwise Chelsea [Mulvale] would just contact us and we have someone come over and it should be fixed within two weeks.

Kayla: I'm looking at the company list. Is there a longer list, and how often does this change?

Chelsea Purcell: It's definitely always changing. We have some companies that regularly come back because they see the success in these products so there are some continuous ones. We work with nationwide companies vs city companies so it's all nationwide.

Ryan: You said ads are supposed to be targeting students, there seem to be some companies on that list that don't seem to do so. What are the ads there and how are they student-oriented?

Chelsea Purcell: These are a lot of clients we work with, a lot of these are from the Beauty Network. Right now we have Jansport which is specifically targeted at students, we have Sport Chek, then we had PaperMate. The ads are curated for the student experience.

Alexandra: Last meeting when we were discussing this we were interested in clients that were more local businesses. You're saying you don't do this at all?

Chelsea Purcell: We work with all nationwide companies. For the screen's, it might be different, but usually we are working with nationwide.

Jensen: This is more so a question for the executives. Last time we were talking about how much control we would have in the ads. Are we making a decision today, and how much control would the Board have over ads?

Chelsea Mulvale: The Board can think about it. It's not urgent. This presentation was just so it can be presented to the Board.

Chelsea Purcell: When there's campuses that want to see what we're posting, I put together a visual of when the campaign starts, ends, how many weeks, if it's a mural or screen, what the mural looks like etc. And then you guys tell us what you would like or wouldn't, which one you accept or not. And then we do exclusivity, so if you never want alcohol or RedBull, I would never ask. We also give that to our sales team, so that for RedBull, they know we can use these campuses and can't use others.

Lindsey: If by any chance someone's phone was charging and something happened to the phone, where does the liability fall on that?

Chelsea Purcell: That one I'll have to come back to but definitely not on the campus. It would likely be us but I will double check and let Chelsea [Mulvale] know. Stolen would definitely be on the student because they take that risk leaving it there, but if it caught on fire, it would likely be us. I'll confirm.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Natalie Clarke: Just to clarify, we as the CSA are in charge of the ads that are placed to a certain extent. As in we can say we don't ads from Shell, or Revlon; we can pick companies we don't want and they won't be included.

Chelsea Purcell: Yes, exactly. The idea is we sell a picture.

Natalie Clarke: My concern is I don't want ads to be coming up that will make people angry or uncomfortable. For instance, we don't want ads from companies that support fossil fuel when we are trying to get the University to divest from fossil fuel.

Chelsea Purcell: Yes, UTM is the same and we have those companies on an exclusion list. They had an ad on their charging stations once from Vice about vaping, and they said they didn't want it so it was removed. With the charging stations, I set up someone with an account and you just drag and drop the ads. It's a very easy system to use.

Becca: To clarify, when a new client is brought on as a client you serve, do you always notify us every time before they go on any circulation?

Chelsea Purcell: I don't even know when we bring on any new companies. They let us [Sales Team] know when we have a new campaign being sold. It's all communication so we let you know any ads that go up.

Sean: So we have a fair bit of control over what ads are shown. Does it affect our revenue to deny an ad, or in the opposite, is it in our best interest to accept other ads?

Chelsea Purcell: Yes, the more you deny, the less you make, the more you accept the more you make. There's a give and take. If we just do one mural, which hopefully we will get one mural and 2 charging stations to start, the mural is printed internally for you. We print it free of charge. If it gets damaged we replace it free of charge. If someone just happens to steal it, we replace it free of charge.

Lindsey: If there was an ad that was included in our slideshow and we didn't flag it before hand but when it comes up on the screen, we don't like it...?

Chelsea Purcell: We take it down instantly. It's just communication.

Bella: Can we use the 30 seconds of internal time to promote clubs?

Chelsea Mulvale: Yes, cool idea. I like it.

Ryan: How do you choose the VICE stories?

Chelsea Purcell: VICE keeps it up to date with whatever is happening that day. When the hurricane happened, they had that up and football players raising money... It's always up to date.

### 7.10.2. (Action) Motion UC Board Undergraduate Student Representative and Alternate Deratifications

**WHEREAS**, the University Centre Board of Directors is mandated with managing the operations of the University Centre (UC). As a central building used by students on campus for organizational and social space, and as a building that was built and continues to be



## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



funded by student fees, the CSA believes that the UC should be controlled by students. The current University Centre Board of Directors structure has a majority student membership, which has undergraduate members appointed on behalf of the CSA.

**WHEREAS**, the CSA maintains its own policy on the selection and appointment of University Centre Board of Directors Undergraduate Student representatives and alternates, within the structure of the University Centre Board of Directors membership.

**WHEREAS**, notification has been received from UC Board Student Representatives and Alternates that they can no longer sit on the UC Board.

**WHEREAS**, the CSA Board of Directors must de-ratify these individuals so these positions can be filled.

**MOTION:** To considering the following motions as omnibus:

**MOTION:** To de-ratify the following University Centre Board Undergraduate Student Representatives: Naomi Abrahams, Olivia Boonstra, Austin Kwong and Hamna Syeda.

**MOTION:** to de-ratify Grace Guy as a University Centre Board Undergraduate Student Alternate.

**Moved:** Emily Vance

**Seconded:** Lindsey Fletcher

**Motivation:** The members that were student reps or alternates informed Carolyn from the UC Admin Office that they were no longer able to serve. According to our policies, we have to de-ratify them here.

### **Discussion on Motion**

Lindsey: When can they expect these positions to be re-filled?

Emily: Another callout started yesterday, it's up on a UC Banner. Our policies say it has to be up for a week.

**Vote on Motion.**

**Motion carried.**

- 7.10.3. (Action) Motion CSA Board of Director Meeting Quorum and Policy Manual Appendix A (with Supplementary Material A)

**WHEREAS**, the Policy and Bylaw Review Committee (PBRC) were tasked by the CSA Board of Directors at the Board Meeting on June 14, 2017 to review and discuss the 'Meetings of the Board of Directors' bylaw (Bylaw 1, section 4.1.), and the 'CSA Rules of Order' policy (Policy Appendix A).

**WHEREAS**, PBRC was to focus upon the issues of quorum for a Board of Director meeting, and the inclusion of Appendix A within policy.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



**WHEREAS**, the Quorum document (see supplementary material A) was prepared by PBRC, presented at the August 23, 2017 PBRC meeting, voted on and carried unanimously.

**WHEREAS**, PBRC is very confident about these recommendations and feels this document will provide clarity and structure to the issue of quorum at CSA Board of Director Meetings. As well, by moving CSA Policy Manual, Appendix A from the policies to the Bylaws as they are the CSA Rules of Order will ensure the CSA's governing rules are in a place of prominence and in the proper hierarchical structure within the CSA's governing documents.

**MOTION:** To approve the Quorum document from PBRC (see supplementary Material A) and apply all of its recommendations.

BIRT Appendix A will be moved from the CSA Policy Manual to the CSA Bylaws, before Bylaw 1 and labelled as "CSA Rules of Order" and the sections will be numbered.

**BIFRT** a new header and table of content page will be applied for the CSA Rules of Order.

**BIFRT** the amendments to Section 1 – Quorum will be applied.

**BIFRT** the CSA Policy Manual appendixes will be relabelled accordingly with Appendix A being moved to the Bylaws.

**BIFRT** the Policy and Transition Manager will apply all of these amendments to the CSA Bylaws and the CSA Policy Manual.

**Moved:** PBRC Chair, PTM      **Seconded:** Kayla Weiler

**Motivation:** This document was brought up as an information item last meeting.

Technically it is talking about policy, but it was brought up as information because it's moving policy to bylaw, so I chose to address it as a bylaw amendment instead of just a policy because it is asking for a lot of things and I wanted to give the board enough time to review it. I also added all the BIFRT clauses because from reviewing things from last year when were being changed, it was very unclear to me what was actually approved. I'm just trying to bring more transparency and clarity to everything too, so that when you guys are voting on things you can actually see what I'm doing and then it's in our historical records.

### **Discussion on Motion**

Nick: In this motion, did anything refer to striking Bylaw 1, 4.1.4., which read our current quorum statement?

PTM: No, but we can amend it.

**MOTION:** To amend the motion to include: BIFRT Bylaw 1, Section 4.1.4. be struck from the bylaws.

**Moved:** Nick Kowaleski      **Seconded:** Kayla Weiler

**Motivate:** This was actually one of the things brought up in the summer, that quorum was defined in 2 different places; in the rules of order and in our bylaws. So now we

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



have it in our rules of order, it doesn't need to be in our bylaws since our rules of order are above.

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

### **Discussion on Motion continues, which now reads:**

**"MOTION:** To approve the Quorum document from PBRC (see supplementary Material A) and apply all of its recommendations.

**BIRT** Appendix A will be moved from the CSA Policy Manual to the CSA Bylaws, before Bylaw 1 and labelled as "CSA Rules of Order" and the sections will be numbered.

**BIFRT** a new header and table of content page will be applied for the CSA Rules of Order.

**BIFRT** the amendments to Section 1 – Quorum will be applied.

**BIFRT** the CSA Policy Manual appendixes will be relabelled accordingly with Appendix A being moved to the Bylaws.

**BIFRT** the Policy and Transition Manager will apply all of these amendments to the CSA Bylaws and the CSA Policy Manual.

**BIFRT** Bylaw 1, Section 4.1.4. be struck from the bylaws."

Lindsey: Was it discussed whether during the school year 50% of the board is actually representative of all of our constituents?

PTM: We did talk about it. Something was even addressed making it ¼ instead of 1/3 and I wasn't willing to take it that low. I did insert stipulations that our bylaws cannot be changed unless Fall/Winter quorum is met. There was a lot of considerations, but we also considered there are a lot of operational needs that need to be met in the summer. It's definitely something that can be reviewed. The summer is a tricky time. We felt this was our best way to tackle that as of right now.

Nick: In the past, executive did count towards quorum which made it easier to achieve quorum. If we went with our majority quorum, our summer meetings wouldn't have achieved quorum.

Lindsey: I support the motion, I just wanted to ensure there was a discussion about representing our constituents.

**Vote on Motion.**

**Motion carried.**

7.10.4. (Action) Motion Support for Fossil Free Guelph

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



**WHEREAS**, Fossil Free Guelph is an on-campus action group that has organized and supported sustainable initiatives such as fossil fuel divestment.

**WHEREAS**, Fossil Free Guelph submitted a request to the Board of Governors in 2016, requesting that the university divest its funds from fossil fuel/oil companies.

**WHEREAS**, the CSA is dedicated to sustainable efforts and showing solidarity with other environmental justice initiatives.

**WHEREAS**, the 2016-2017 Board of Directors had shown support for Fossil Free Guelph.

**MOTION:** for the 2017-2018 Board of Directors to show their continued support for Fossil Free Guelph.

**BIRT** CSA board members are encouraged to send feedback to the Ad Hoc Committee on Special Action Requests via email to CSAR@uoguelph.ca in support of fossil fuel divestment.

**BIFRT** VP External will draft a letter of support with the consultation of Fossil Free Guelph in support of fossil fuel divestment.

**Moved:** Kayla Weiler

**Seconded:** Bella Harris

**Motivate:** In April 2016, Fossil Fuel Guelph submitted a lobby document to the Board of Governors and now an ad hoc committee on special action requests has been formed to receive feedback from the University of Guelph community and in particular from students on how the Board of Governors should make their decision on whether to divest from fossil fuel or not. It's really vital that community members actually take part in the ad hoc committee. Because our CSA board has supported fossil fuel divestment in the previous year, it would be really vital for the CSA to continue providing that support. I am currently drafting a letter with Fossil Free Guelph to craft the correct wording. I will send this letter to Board members in case they want to send the letter to the ad hoc committee.

### **Discussion on Motion**

Bella: What is the ad hoc committee?

Kayla: It's an impromptu committee, where the Board of Governors is looking to find feedback from the committee.

Ryan: Is the continued support just referring to the sending of this letter to that committee or does it extend to further initiatives? Would those further initiatives be discussed with the board or are they all accounted for in the motion?

Kayla: It includes but is not limited to this letter. If Fossil Fuel Guelph has initiatives in the future, continued support would look like CSA board members attending their event or being in support of their initiatives, and our logo would be put on their posters and they can contact us for support.

**MOTION:** to extend speaking rights to guests for the agenda item 7.10.4.

**Moved:** Bella Harris

**Seconded:** Ryan Bowes

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



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**Motivation:** I want to hear from students.

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

Madeline: P.O.I. what constitutes divestment from fossil fuel?

Kayla: Part of the Fossil Fuel Guelph's lobby document included divestment from a long list of companies that the University already divests in, and also investing in companies that practice sustainable energy. Their action request is that the University does it gradually over the next 5 years so that they can plan their budget.

Chelsea: I am in support of this motion. It's awesome.

**Vote on Motion.**

**Motion carried.**

**MOTION:** to recess for 7 minutes.

**Moved:** Emily Vance      **Seconded:** Natalie Clarke

**Discussion on Motion**

**MOTION:** To amend the motion to 10 minutes.

**Moved:** Lindsey Fletcher      **Seconded:** Bella Harris

**Motivate:** I need coffee and the bathroom.

**(No discussion on Motion to amend)**

**Vote on Motion to amend.**

**Motion to amend carried.**

**No further discussion on Motion, which now reads:**

**"MOTION:** to recess for 10 minutes"

**Vote on Motion.**

**Motion carried.**

- 7.10.5. (Action) Motion CSA Policy Manual, Appendix G – Clubs Handbook amendments (see Supplementary Materials A-I)

**WHEREAS**, the new club space is in the process of being ready for CSA accredited clubs to begin accessing those spaces for the Fall semester beginning October 2nd, 2017.

**WHEREAS**, the current CSA Clubs Handbook policy (CSA Policy Manual, Appendix G – Clubs Handbook) does not reflect the new space as a result of the renovations and requires significant amendments to ensure access to the space is delivered successfully, safely and in an organized and structured manner.

**WHEREAS**, a brief document was prepared last year to provide some context and information for the amendments needed to the Clubs Handbook policy.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



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**WHEREAS**, significant time has been spent by the Policy and Transition Manager and the Vice President Student Experience, in collaboration with clubs' staff, CSA staff, external resources and feedback from the clubs prior to the club space renovation project going forward, to prepare these policy amendments.

**WHEREAS**, the Clubs General Meeting took place on Monday September 25th and Clubs were introduced to Appendix G – Clubs Handbook and the related amendments made to access the new CSA Clubs Hallway for the Fall semester (see supplementary materials A-I). Clubs also began booking reservations to access this space for the Fall semester (October 2nd to December 15th, 2017).

**WHEREAS**, clubs were notified of the date of November 1st for feedback on the Club Handbook amendments.

**MOTION:** To approve the following motions as omnibus.

**MOTION:** For the Board to approve the CSA Clubs Hallway Meeting Room Booking Procedure For the Fall 2017 Semester Only (supplementary material I), including the related forms and policies that govern it.

**MOTION:** For the Board to approve the amendments made to CSA Policy Manual, Appendix G – Clubs Handbook for the Fall 2017 semester.

**MOTION:** For the Board to refer the amended CSA Policy Manual, Appendix G – Clubs Handbook to PBRC for it to review and provide recommendations to the Board by the November 8th, 2017 Board Meeting.

**BIRT** the Board will make a decision on Appendix G – Clubs Handbook by the November 22, 2017 Board Meeting to ensure clubs can continue to access space in the CSA Clubs Hallway for the Winter 2018 semester.

**Moved:** Emily Vance      **Seconded:** Lindsey Fletcher

**Motivate:** As was approved by the Board at the previous board meeting, the PTM and I were to complete the CSA Clubs Handbook amendments and then introduce clubs who attended the CSA General Meeting this past Monday to the Clubs Handbook amendments that were made to reflect the new hallway. These amendments reflect the new booking policy and application processes that will be involved with the new clubs hallway. At the Clubs meeting, club members were able to hand in their requested time slots for their requested rooms. They were also able to apply for their lockers and a spot in the garage which is reserved for clubs who have a rental and loan service. After the meeting, clubs are now able to submit their time and storage needs via email to the Clubs Coordinator. You will see the attached amended policy, as well as the forms involved with renting storage space and room requests. These are the same forms that clubs received both via e-mail and at the general meeting. Due to the amount of clubs and meeting requests we have already received at the clubs meeting, we have started putting the requests we have received into a schedule. As you can see in the policies attached, these will be reviewed

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



throughout the 2017-2018 year and as you can see in the motion, they will be referred to the Policy and Bylaw Review Committee (PBRC) and will be brought back to the board by the 8<sup>th</sup> of November and then the Board will make a decision on them the 22<sup>nd</sup> of November to ensure clubs can access space in the hallway for the winter 2018 semester. These policies have many different pieces in them so I believe that referring them to PBRC is the most efficient way to go through the possible amendments. If the policies are not approved at this meeting, CSA clubs will not be able to access the hallway as doors will be locked to allow time for a policy to be created. This is because there is no policy to support any kind of process around them and it would be unwise to manage a space with no official policies or procedures to support it.

### Discussion on Motion

**MOTION:** to extend speaking rights to all guests present

**Moved:** Bella Harries      **Seconded:** Alexandra Bogoslawski

**Motivate:** They've been waiting here so patiently to talk about it.

**Motion carried.**

### Discussion on Motion continues

**MOTION:** to amend supplementary material B, on page 149, to strike 6.5.3. and renumber 6.5.3.1. to 6.5.3. and to subsequently strike anything after the comma.

**Moved:** Nick Kowaleski      **Seconded:** Noah Gould

**Motivate:** I see no need for the clubs to give their lock combinations to the CSA front office for their individual storage lockers. The only time that the CSA front office should have to access these locks is if they suspect illegal things in them or if the clubs have failed to renew their locker, in which case the lock can be cut. So I don't see why we need to be asking all the clubs to entrust the CSA to have access to the lockers all the time.

Emily: That was actually already in the previous policy. Anybody who had a lockbox with a key had to give their combination to our front office, in the cases that clubs forgot their combination or their combination was not working. It's pretty much just for security. It happened all the time that the front office staff had to assist clubs with getting into their box. As well, the purpose of referring it to PBRC is to avoid going point by point in the policy. That is something that can be brought to PBRC to review. I'm just hesitant to start entertaining going point by point because that just defeats the purpose of referring it to PBRC in the first place.

Lindsey: I think it's also important that their clubs do provide their lock combination once they have their individual lock given the high turnover of execs in clubs, in the case of execs not being able to be reached by the incoming executive so may need to get into the locker to get supplies for their club, so this would allow them to get in as soon as possible.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Braedon: On the note of the lockboxes, last year we had lockboxes that had the combo locks, to a key to a room. In that context, that was alright because the rooms had a reason to be accessed i.e. if there was a fire or police required there for some reason. With the current system, last year we had [...] on the Board, [they were] a member who had a criminal record. That was not adequately disposed to us. Not to bash [them] but –

Emily: I would like to call that Out of Order. That's not related to this motion.

Braedon: It is, and here's why. That [person] had done something that abused a position of power –

Chair: I need you to immediately relate that to the issue otherwise that's off topic.

Braedon: If we give the combo to the CSA, how do we know that there will not be a CSA executive, which there was last year, that has a history of doing something that could potentially lead to theft?

Chelsea: Based on the CSA bylaws, we cannot discriminate, and in terms of executives being elected or board members, and one of the points in that is on criminal record. And a part of the relation to that is due to extreme systemic oppression related to the criminals and justice system in Ontario and Canada.

Nick: Unrelated to the point mentioned, I just see it being a lot of work to get all those combinations and keep track of them. But also, it does require the Clubs, for whatever reasons they might have, to be placing a lot of trust in the CSA for all of their materials. I just don't see the purpose of us needing to have that stipulation there when it would be very simple to not keep track of their combos and cut [the locks] if need be. It seems like a lot of worry for no real good reason.

Sean: Going off of what's previously been said, I think this is definitely not - I appreciate what the guests have brought forward in their concerns – but this is definitely something PBRC should be talking about and having that discussion there and have those thoughts brought there. I appreciate that you guys brought that here for us to talk about. I just think that in the matter of time tonight, I'm not sure that – we've already been here for three hours.

Becca: I just have two really quick points to make in addressing a point that was made. First of all, the reason I don't think that this is really relevant to the conversation right now is that this is being brought to the front desk and the front desk is run by a staff member, it has nothing to do with the Executive. This is not information that is being held onto by executive in the first place. Also, regardless of any criminal activity that that individual had last year, there was no issue. That did not come into play at all so I think it's completely irrelevant. So to move on from that, I just think it might be beneficial for people to know that students can actually be members of PBRC. So if you do have points to be made in terms of changing this



## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442

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policy, we are bringing this to PBRC and students can sit on that committee, so if you're interested in joining that committee, please contact our Policy and Transition Manager, csaptm@uoguelph.ca.

Madeline: The general concern about this portion of the policy was that clubs want to be ensured that their property will be secured and that only club members will have access. Point of Information, we do not have the supplementary materials in front of us. From our understanding, this was our only forum to be able to look at this policy in detail. We were not informed that this was happening previously. If we could please have a time and place that we could look over this in detail that is not using up your time. When is the time and the place for clubs members and exec to go over this policy because we were previously denied or not told that this was happening.

Scribe: Since the PTM's not here and we work on this together... Before every CSA meeting the Board Package is put online since guests and students like yourself are welcome, so to access the actual document you would go to csaonline.ca, under Board and under Board Packages, it's up there right now if you wanted to pull it up. You're looking at page 106.

Chelsea: If this motion gets passed, PBRC will be the forum. Also, in the motion that was passed last board meeting, it was included that there would be an opportunity on November 1<sup>st</sup> and the reason why that isn't publicized yet is because the motion hasn't been passed. November 1<sup>st</sup> would be the date for clubs to provide feedback on the process that's taken place this semester to ensure that there's adequate updates so we can continue to make those changes and implement them in the Winter Semester. But we don't have anything to go off of yet so this gives us at least a little bit of structure to at least go forward for this semester, get some feedback so that we can put everything that's firm in place.

Ryan: To address concerns, my understanding is that keeping a record at the front desk of codes is beneficial in that if members forget their lock combination, or if there's other problems, it's a back-up fail-safe and we don't have to chase around students or break their locks, which sucks, we don't want to do that. We might as well have a conversation. So at that point there is a conversation being had. I'm mostly just seeing this being used for forgetting locks. My understanding is that this is a record that is being kept by a staff member of the CSA, has nothing to do with any of us on the Board. This portion does not give anybody sitting in this room the right or the ability to access lockers. It is only the knowledge of the staff. As a point of information, can the executive confirm what I've just said?

Chelsea: It's true, I don't even have access to any of that information in the front office, and I'm the front office's supervisor.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Allanah: We're just thinking that less people knew there would be an increase in security.

Bella: I'd just like to confirm that while I don't expect to go through this entire handbook point by point and criticize everything that PBRC has skimmed through, it is being brought here for approval and we aren't blindly taking [...], so it isn't really fair to say that we can't nitpick – I understand we can't go through the whole thing but it's not fair to say we can't discuss certain points.

Emily: We have this policy being approved, and then being referred to PBRC as the motion says. It's not like it's gone forever and then whatever PBRC says is what is going to happen, it will come back to the Board at the beginning of November and the Board will decide what goes from there. Just keep in mind, similar to right now, if it is stalled at that meeting as well, as well as this meeting, that affects whether clubs are even able to access any of the space in that hallway, period.

**MOTION:** Call the question

**Moved:** Chelsea Mulvale    **Duly seconded.**

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried by 2/3 vote.**

**Vote on Motion.**

**Motion defeated.**

### **Discussion on Motion continues**

Bella: If we make an amendment to the motion and approve that, would that delay the clubs getting into the space in any way?

Chelsea: Pertaining to the supplement material or the motion?

Bella: The supplementary material.

Nick: Unless it had a large effect on what the process is, I don't see a reason why.

Emily: It's kind of hard to say without knowing what the amendment is, but if the exact same amendment is made that was just struck down, if this entire motion is approved, it would be referred to PBRC, and that is when those comments could be brought forward to PBRC if you want to join PBRC, you can.

Sean: Just to clarify what I said earlier, I didn't mean that the guests here were at the wrong forum to bring their concerns, I just meant that us deliberating them here wasn't appropriate. [The guests] are at the right forum to express their thoughts.

Kassie: I was wondering if it could be added that the CSA be responsible for reimbursing any stolen items that are stolen from the lockers or the garage since we didn't really have any option or choice in what type of lockers were being provided to us.

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



Natalie Clarke: I have a physical copy of the Clubs Handbook that our guests can look at if they would like to.

**MOTION:** BIRT any Club material stolen from the locker's and garage areas be fully re-imbursed by the CSA.

**Moved:** Alexandra Bogoslawski

Ryan: Point of Information – what is the current policy? How would this be dealt with currently?

Emily: Appendix G, page 128, 6.4.5.f. This mostly refers to money. 6.1.2.g. says “money must be kept secure. Neither the CSA nor the UC is responsible for any losses occurred through theft,” which is also related in the policies currently. I don't believe that amendment could be made because it was in our previous policy and the policies that are being proposed tonight. The CSA has no responsibility over things that are not CSA space. If a locker is broken, sure. Things stolen from that locker, no.

**Motion not seconded.**

### Discussion on Motion continues

Becca: P.O.I. to Kassie, did you just mean if a locker is broken into? I'm confused because theft is a very general term. Theft can mean, while the locker was open, someone grabbed equipment. Theft can mean the lock wasn't locked properly and we're not sure how it was stolen. Theft is a very general thing and to prove that it was because the locks that the CSA provided were faulty or that we didn't provide secure enough means would be very difficult to lock down – pun intended. And so it would be very difficult for CSA to claim responsibility because theft can look like a lot of things. It's not always because equipment is faulty. I'm wondering maybe if you can be a bit more specific?

Kassie: What I mean is, based off what I have seen from those lockers – one thing is that the keys are really tiny and are super easy to lockpick. The other thing is they're not very sturdy. If you kick them, you can bend out the metal and just take stuff out of them. So that's more what I'm concerned about. I don't mean that the locker's left open because then it's our fault it was left open. I mean more – it's just not sturdy enough.

Allanah: To add to that, we actually have had quite a few of our membership come to us and joke about how crappy the lockers are and how easy it would be to rip a corner. So, I understand the CSA is not responsible but if the CSA is providing us with no other place to store our materials other than these lockers, and these lockers are not 100% reliable or of good quality... Several of clubs I know no longer want to keep their lockboxes at school anymore which provides a big security concern for clubs especially with turnover of members. In general it just seems like the lockers should have been better or it's putting more risk to us.

Chelsea: Thank you for providing context. To provide some clarification, because it's a CSA space, if theft were to occur in that space, we would work with the club to actually go to

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



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police around that. Reimbursement doesn't actually necessarily speak to the issue of theft because the issue at hand is actually a criminal offense and it would go to the police instead. The material of the club is still the material of the club, and the space of the CSA is the space of the CSA. We'd acknowledge that theft happened within the space and we would take necessary steps to remediate that and work with police services to ensure that. There's really not much else the CSA can do and a part of that is because we can't control – outside of illegal materials – what clubs have in their possession in their lockers, outside of what they absolutely cannot have, within the law. So if we were to start having a larger grasp of that, we would have to literally be more involved in club's business and the things they own and the things they keep in that space and I don't think that's up to us and that creates a really weird dynamic between Clubs and the CSA and we want to ensure that clubs have as much autonomy as possible while still having a spatial agreement.

Nick: One thing I wanted to mention in response to some comments earlier is that given that this is the first time that the Board has been presented with the opportunity to talk about this policy and was just given this policy in full 2 days ago, I think it's completely appropriate for the Board to be making any amendments on minor details before we pass this policy for the first time as it will be in place until at least November without any changes. I just wanted to say that.

**MOTION:** To amend the motion to include **BIFRT** the CSA Board of Directors and the PBRC Sub-committee look to further address the concerns raised at the September 27, 2017 Board Meeting.

**Moved:** Sean Mitchell      **Seconded:** Noah Gould

**Motivate:** There's no direct harm in these policies – it's nothing immediate that needs to be dealt with.

Lindsey: P.O.I. to the Executive or whoever can confirm. My understanding with the motion is to say that these policies will be in place until further review can be made at the November 1<sup>st</sup> meeting. Isn't that the purpose of the original motion and therefore is the amendment redundant?

Emily: You're right. In the motion it says the dates in November that this would be brought back to the Board. We already know that there are a number of changes that need to be made for 2018, for example we have developments in some of the online booking system that will be used which will have to then result in more amendments into this policy so they can reflect those processes. As well, we have the feedback forum in November as well as ongoing feedback from clubs throughout the Fall. So we recognize that obviously no policies are ever perfect the first time, and we acknowledge that about these ones and that they will have many amendments to them. So yes, I see where this amendment is coming from but I believe it is already reflected in the current motion.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Chelsea: I believe that's most of what I was going to say. I wanted to highlight the section of the original motion that says it will be referred to PBRC to review.

Nick: I'd like to speak in favour of this motion. It is true that the current motion does stipulate that the Board and PBRC will look over the issues at the 1<sup>st</sup> of November, however I think that this amendment is important as it refers to issues discussed tonight, as this is the first time we are discussing the policies.

Bella: P.O.I. Do any of our guests know where most of the items you would store in the garage are stored right now?

Allanah: In the CSA office.

Bella: If the flash club or any club that currently have their items in storage with the CSA, did not utilize the garage or those lockers at this time because they feel it is unsafe or for whatever reason, are they still able to use that CSA space that they are using now or would they have to remove that as soon as the lockers are available.

Board Member: Does this relate to the motion?

Bella: It does because it has to do with the time sensitivity of whether or not we put it towards the PBRC that would happen in the future. If they can't do it, they're kind of [...].

Chelsea: The current motion is the amendment that says PBRC will discuss these concerns... It's kind of more complicated than just yes or no. Inherently, the answer is no, they will not just be able to just leave their stuff in the clubs office, after the time that all the assignments have been made and clubs have been given due time to get their stuff and put them in the lockers. But if there was significant concerns, we would hear their concerns and undergo conversation about that for sure. Nothing is ever really a hard no, but the easy answer is no. Additionally those spaces are meant to be utilized and they're currently unable to be utilized for their actual [...] because of the stuff being stored in them. And there's limited space and we are moving things around as it is so it would just be unclear as to where exactly we would put things if there were a discussion to be had around that and how clubs would be able to access them without further [...].

Ryan: We have a member here who has to leave who would like to vote on the issue.

**MOTION:** To call the question

**Moved:** Ryan Bowes

**Motion carried.**

**Amendment carried.**

**Discussion on Motion continues, which now reads:**

**"MOTION:** To approve the following motions as omnibus.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



**MOTION:** For the Board to approve the CSA Clubs Hallway Meeting Room Booking Procedure For the Fall 2017 Semester Only (supplementary material I), including the related forms and policies that govern it.

**MOTION:** For the Board to approve the amendments made to CSA Policy Manual, Appendix G – Clubs Handbook for the Fall 2017 semester.

**MOTION:** For the Board to refer the amended CSA Policy Manual, Appendix G – Clubs Handbook to PBRC for it to review and provide recommendations to the Board by the November 8th, 2017 Board Meeting.

**BIRT** the Board will make a decision on Appendix G – Clubs Handbook by the November 22, 2017 Board Meeting to ensure clubs can continue to access space in the CSA Clubs Hallway for the Winter 2018 semester.

**BIFRT** the CSA Board of Directors and the PBRC sub-committee PBRC look to further address the concerns raised at the September 27, 2017 Board Meeting.”

Alexandra: P.O.I. Does this motion mean that going forward, for the rest of the Fall 2017 semester the policies can't be changed during the semester and any changes would be implemented during Winter?

Emily: So this is to say that if we approve these policies tonight, they are in effect for Fall 2017. PBRC would receive these policies, they would review them, they would bring them to the Board for November 8<sup>th</sup> with any changes they see fit and that the Board advised them of tonight and then in Winter 2018, those changes would come into affect.

Nick: P.O.I. Could a motion from the Board at a future meeting override that stipulation, that this is what we have for this semester?

Chair: Based on procedure, the Board has full power to amend it's own policies at any time, given all of your other rules are followed.

Allannah: So are we allowed to suggest changes? We had another concern that we just wanted to raise.

Chair: You have a concern with the motion?

Allannah: Not with the motion itself but with the Supplementary Material B. It's been said it's going to be pushed off to the next semester and we don't want to get into the nitty-gritty. It's late and we all want to go home, but we do have another concern which we'd like to raise.

Chair: To clarify, not that it would be pushed through to Winter, but it will come in to effect then. If you do have concerns you wish to raise, you can raise them here. You are also welcome to go to the PBRC Committee.

Chelsea: You can still state the concerns, especially with the last amendment that was just created. Our next PBRC meeting is next week and we will be reviewing these policies all semester.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Allanah: P.O.I. I just wanted to know what part of the policy we would be looking at in terms of the \$75.00. Is that a one-time payment for \$75 or is that \$75 every time we need to rent out a room?

Emily: It would be, as it stands right now in here, every time it's signed out that deposit is given. Same as any equipment that's rented. It's similar as if you were to rent a projector every day, you would still have to go through that process. But that's something that, with PBRC receiving feedback from clubs and board members, that if it is found to be a logistical nightmare for the front office, they would provide that feedback. But as it stands right now, it is every time. And it is reimbursable, as long as the key comes back in 24 hours.

Allanah: The only issue I have with this is our clubs are quite active. We have multiple events per week and none of them occur before 4:30pm. So that means at least one of our membership would have to be carrying around \$75 of cash at any point. It's not something we're necessarily comfortable with. If we were to do a club deposit once, or have some system where you take our student card.

Ryan: P.O.I. Is it payable by credit or debit?

Chelsea: No, we don't have access to those machines.

Ariel: Seeing that these recommendations would be more effective to be brought to the PBRC, who can then bring it to the Board as urgent matter, and seeing that there needs to be a working policy for any of these policies to be used and we have gone on for two hours, I would like to call the question.

**MOTION:** To call the question

**Motion:** Ariel Barrientos      **Seconded:** Nick Kowaleski

**Motion carried.**

**Vote on Motion.**

**Motion carried.**

7.10.6. (Info) (*in camera*) HR Matter

**MOTION:** to recess for 10 mins

**Moved:** Natalie Clarke      **Seconded:** Lindsey Fletcher

**Vote on Motion.**

**Motion carried.**

**MOTION:** To move *in camera* at 9:35pm.

**Moved:** Lindsey Fletcher      **Seconded:** Natalie Clarke

**Vote on Motion.**

**Motion carried.**

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



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**MOTION:** to move out of *in camera* @ 9:39pm.

**Moved:** Nick Kowaleski    **Seconded:** Natalie Clarke

**Vote on Motion.**

**Motion carried.**

7.10.7. (Action) Motion Board Scribe Job Description (with Supplementary Material A and B)

**WHEREAS**, the Board Scribe position needs to be filled for the remainder of the 2017-2018 year.

**WHEREAS**, a job description (see supplementary material A and B) must be completed and then reviewed by the Board of Directors.

**MOTION:** To approve the Board Scribe job description (supplementary material B).

**Moved and duly seconded.**

**Motivate:** Supplementary material A is the job description with amendments, and supplementary material B is the job description as amended. We need to approve the job description before being able to post.

**Discussion on Motion**

Nick: I would like to speak in favour of this motion. Supplementary material B looks wonderful. It is a well-crafted job description.

Lindsey: P.O.I. There's a two week gap period, what are we doing there in case we have an emergency board meeting?

Chelsea: That was mentioned in the *in camera* item. We would take a volunteer from the Board.

Sean: No wage changes?

Chelsea: No.

**Vote on Motion.**

**Motion carried.**

7.10.8. (Action) Motion Strike Board Scribe Hiring Committee

**WHEREAS**, the Board Scribe position needs to be filled for the remainder of the 2017-2018 year.

**WHEREAS**, a Hiring Committee, containing one CSA Board Member, one CSA Executive Member and one CSA Staff Member must be struck.

**MOTION:** To strike a Hiring Committee for the Board Scribe position.

**Moved:** Chelsea Mulvale    **Seconded:** Becca Cheskes

**Motivate:** We need to strike the hiring committee so we can appoint to the hiring committee so we can hire a person.

**(No discussion on Motion)**



## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442

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### **Vote on Motion.**

#### **Motion carried.**

#### 7.10.9. (Action) Motion Board Scribe Hiring Committee Appointment

**WHEREAS**, the Board Scribe position needs to be filled for the remainder of the 2017-2018 year.

**WHEREAS**, one CSA Board Member is needed to sit on the Hiring Committee.

**MOTION:** To appoint a Board Member to the Board Scribe Hiring Committee.

**BIRT** \_\_\_ will sit on the Board Scribe Hiring Committee.

**Moved:** Chelsea Mulvale **Seconded:** Natalie Clarke

**Motivate:** We need someone to sit on the hiring committee so we can begin hiring for the position.

*Natalie Clarke volunteers.*

Nick: I speak in favour of the motion. Hiring committee's are great and we need more of them.

#### **No further discussion on Motion, which now reads:**

“**MOTION:** To appoint a Board Member to the Board Scribe Hiring Committee.

**BIRT** Natalie Clarke will sit on the Board Scribe Hiring Committee.”

### **Vote on Motion.**

#### **Motion carried.**

**MOTION:** to recess for 2 minutes

**Moved:** Chelsea Mulvale **Duly seconded.**

### **Vote on Motion.**

#### **Motion carried.**

#### 7.10.10. (Info) (*in camera*) CFS information

**MOTION:** To move *in camera* @ 9:55pm

**Moved and duly seconded.**

### **Vote on Motion.**

#### **Motion carried.**

**MOTION:** to extend speaking time for Joshua to 10 minutes

**Moved:** Emily Vance **Seconded:** Kayla Weiler

#### **Motion carried.**

**MOTION:** to extend our sunset clause by 30 minutes.

**Moved:** Emily Vance **Seconded:** Lindsey Fletcher

#### **Motion carried.**

## Minutes #7

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



**MOTION:** to discuss with our lawyer, proceeding with a negotiable request for incurred costs to be covered by the University without endangering the settlement offer.

**Moved:** Lindsey Fletcher    **Seconded:** Sean Mitchell

**Motion carried.**

**MOTION:** to move out of *in camera* @ 11:21pm.

**Moved:** Bella Harris                      **Seconded:** Lindsey Fletcher

**Motion carried.**

### 7.11. New Business

#### 7.11.1. (Action) Motion CAPCOM Appointments

**MOTION:** to table this agenda item to the next scheduled Board meeting.

**Moved:** Nick Kowaleski                      **Seconded:** Jensen Williams

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

#### 7.11.2. (Info) Tuition Info Session

Chelsea: Basically at SLAM last week, it was brought to the attention of the members that there's a hiccup in the University's requirement to provide the tuition framework for the University for the 2017-2018 fiscal year within a tight timeline. The reason for this is that – in the construction of the tuition framework and increases for this year, the government requested that universities provide 2 years of that information at once which is normally unusual. So the University chose to not provide 2 and undergo their usual process. The government reached out again disclosing that that due to the requirements around net tuition, that information for tuition has to be submitted earlier so that students can, when they apply to University and accept their offer, they need to be able to see their net tuition before that process. Students apply for University in December so the University needs to know the information for tuition for the next year a semester earlier. Normally, this is a lengthy process that takes place over a number of discussions over a number of committees. There's a tuition recommendation that's going to the Finance Committee of the Board of Governors on October 4<sup>th</sup>, that's next week, and then to the Board of Governors for approval on October 20<sup>th</sup> and that will basically approve the tuition for the next fiscal year. And their suggesting that this recommendation for tuition just rolls over. For undergraduate students this means that the highest percentage increase for all programs for undergraduate students will be in effect, without having the proper methods of discussion for undergraduate students due to the tight timeline. Students expressed in the SLAM meeting that this information should be provided to students in order to ensure transparency and disclosure of information and student input but Brenda acknowledged that this isn't really an opportunity for student input, it's more-so just letting the students know what's happening and that a Town Hall wouldn't be suitable for that.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



So, the information session, which we were notified of yesterday, is this Friday from 12:30pm to 1:30pm in UC 442, this room, quite small. Sarge, who is VP Academic, is basically doing this to ensure that they have an information session before the finance committee meeting. They have a call to the Ontario to see if they'll do a story and they're working on a second session before the Board of Governors meeting. I'd also just like to note that there are options to just not do increases for next year, but the University has not entertained or considered that thus far.

Lindsey: I sit on the Board of Governors. I'm on the finance committee. I will be at that meeting so if you have any concerns feel free let me know. I'm the undergraduate voice so I'm going I voice it.

Ryan: I think it's irresponsible to just raise tuition 3% without any sort of adherence to protocol or procedure, without explanation, without need, it is an abuse of power and it is frankly despicable.

Kayla: I'd like to note that at the SLAM meeting we just talked about domestic student fees, no conversation was had about international student fees. This won't impact international student fees at the moment, but there could be changes in the future.

Sean: Just to be clear, it's because they didn't realise this? That seems really negligent almost.

Becca: That's the way, just to give everyone a heads up, that it's being sneakily framed as if there was no time for them to see this coming. Honestly, it was just that the ball was dropped. Similar to what you've heard about our AODA compliance on our websites. It's not as though this was a surprise for people it's just the ball was dropped. It's not as though the government said, "Surprise everyone, you only have two weeks to tell us exactly what tuition is going to look like moving forward." It's that they dropped the ball. It's not on the government. It's not that they are the victim and wish they would have had consultation with us. It's that they dropped the ball, I just want to make that clear.

Natalie: How much is tuition increasing?

Chelsea: It's between 3-5%, it's the max increase for all programs. For arts and sciences its 3%, business its 5%, professional (DVM etc.) its 5%, engineering 5%.

Natalie: So, they're wanting to increase tuition, after they increased business student's tuition to pay for the new business building, and now they're wanting to increase it again 5% more.

Chelsea: The government provides a framework that provides maximum increases allowed and all of these variable things. It's been consistent for a number of years that the University has followed the maximum increase allowed. The reason they're saying to rollover the framework is that last year saw the maximum increase, which would guarantee them to maximum increase again.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Lindsey: I had actually talked to a couple other people about this knowing it was coming forward and a lot of people have been asking what other avenues to pull funding from have been looked into or addressed. That's something I'll be raising at the meeting.

Kayla: I'd also like to note that at the meeting, another part of their reasoning for following the framework was that it was improved last year by the Board of Governors so it should just be rolled over. I'd take the time to speak highly against what the University is doing in terms of having the Town Hall information session conveniently in the middle of the day on a Friday and encourage Board of Director members to attend the meeting and speak against this.

Chair: We have a request for speaking rights from our guest so at this time I would entertain a motion to extend speaking rights.

**MOTION:** to extend speaking rights to Joshua Ofari-Darko.

**Moved:** Kayla Weiler

**Seconded:** Bella Harris

**Motivate:** Since our guest waited for our whole meeting to do their own information session, and I'd like to hear their opinion.

**(No discussion on Motion)**

**Vote on Motion.**

**Motion carried.**

Joshua: I get the sense everyone's upset and it is very upsetting news. There's a couple things I want to bring up that we sometimes avoid talking about when we're upset. The bigger issue is universities and colleges are getting more and more privatized. We see that as you're paying more tuition fees than ever before. You're paying more than what the government is contributing. And now, you're seeing that the University doesn't care for consultation. I haven't been here ever, or remember a time where the University said they're only going to increase tuition fees by 1.5% because that's all they need. And I think the CSA's stance in their past and their policies speak to what their position is, which is that it should be public, it should be accessible, it should be a financial barrier and that we shouldn't be increasing it by any means. I think you need to almost have a motion or statement saying this is our position and this is what we're going to move forward with. The biggest change with this is, it's taking away your right to organize. You don't have time to reach out to your members. You don't have time to tell students what's going on. It's 12:30 on a Friday. How many people probably have class? As a show of hands.... Even directors can't attend. They are intentionally removing you from the process. In the past, the CSA at least has been entertained, where we can go to the Finance Committee and make a presentation, propose an alternative way and then it goes through the process and now it's, your voice doesn't matter. I know I'm not a student but I think you need to push it forward to, what are you going to do now? How can we apply as much political pressure in the University to say that this is a situation that can never happen again? We know our stance on tuition fees. We cannot have you within a two minutes period tell us that tuition is being increased to the maximum ever again.

## Minutes #7

Board of Directors Meeting

September 27, 2017 @ 6:00pm–UC 442



Chelsea: Thanks for mentioning that. I was also going to maybe suggest that – there's a few things that could kind of be done. And one thing I briefly mentioned when I was originally talking about it is this is at fault of the University in this situation, so why are the students just having their voice taken away and those opportunities and basically taking the cost by increased tuition fees without being able to thoroughly discuss that. If that discussion can't happen, those increases should not happen. That would be my stance on that. P.O.I. to the Board of Governors representative, on the finance committee and the Board of Governors committee, how many student members?

Lindsey: For Board of Governors as a whole, 2 undergraduate and 1 graduate with a total of around 20 members. Finance committee, I believe I'm the only undergrad student given I'm the only undergraduate student currently elected. The Finance committee e-mail was sent to 24 people.

Sean: The first thing that comes to my mind is talking to our members of provincial parliament and other politicians as well. Not that they have any input on it either but I don't know what that would look like. Is that a motion to have a letter drafted to Liz Sanders and Deb Matthews? She was just here. She knows the situation.

**MOTION:** As many board members as are able attend the information session, as a clear united front, on the stance that the way the University has conducted itself on this issue is inappropriate and is silencing student voices.

**BIRT** the CSA compiles a statement that will be given on behalf of the Board of Directors, on our stance, submitted to the University and made public.

**Moved:** Becca Cheskes      **Seconded:** Lindsey Fletcher

**Motivate** I think it's really important that we show up and make it very clear that as a group we are completely appalled by the conduct of the University and that we agree as representatives for the undergraduate body that this is completely unfair and we will not stand for it again. And secondly, there needs to be a public release statement because, as we discussed, there is not sufficient time for people to be properly notified that this is happening. There is not sufficient time nor space to have all of the students reflected at this Information session.

### **Discussion on Motion**

Chelsea: The University could send out a listserv but I don't think they will, so I could do that.

Chair: We have two minutes left of the Board meeting.

Natalie Clarke: As the CASU rep, I can also send out an e-mail. This is unacceptable.

**Vote on Motion.**

**Motion carried.**

Chelsea: I'd just like to request that the Board of Governors rep, during the Finance Committee meeting, disclose the alternate option of no increases for students and since this

**Minutes #7**

Board of Directors Meeting  
September 27, 2017 @ 6:00pm–UC 442



situation is the responsibility of the University, the University can seek out those additional funds elsewhere and not at the expense of the students.

**MOTION:** To skip 7.12 Announcements and move to adjourn at 11:48 p.m.

**Moved:** Nick Kowaleski

**Seconded:** Alexandra Bogoslowski.

**Motivate:** It's late.

**(No discussion on Motion).**

**Vote on Motion.**

**Motion carried.**

**7.12. Announcements**

*None.*

**7.13. Adjournment**

Meeting was adjourned at 11:48 p.m.

Approved by the Board of Directors on	Date:	_____
Signed _____ Cameron Olesen Board Chair, 2017-2018	Date:	_____
Signed _____ Lauren Kelly Policy and Transition Manager, 2017-2018	Date:	_____

**Agenda #14**

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



In Attendance: Chelsea Mulvale, Becca Cheskes, Kayla Weiler, Emily Vance

Regrets: N/A

Chair: Chelsea Mulvale

Scribe: Emily Vance

**Overview of Motions**

**Motion** to add (Discussion) Subs and Clubs to New Business.

**Moved:** Emily

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**

**Motion** to approve the agenda as amended.

**Moved:** Kayla

**Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

**Motion** to approve the Minutes from Executive Committee Meeting 11.

**Moved:** Becca

**Seconded:** Kayla

**Vote on motion.**

**Motion passed.**

**Motion** to approve the In-Camera Minutes from Executive Committee Meeting 11.

**Moved:** Becca

**Seconded:** Emily

**Vote on motion.**

**Motion passed.**

**Agenda #14**

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



**Motion** to call an emergency CSA Board meeting for Wednesday, August 30th, 2017 at 6:00pm in the CSA Boardroom for the following agenda items:

- (Action) Striking of the Bike Centre Volunteer Coordinator Hiring Committee
- (Action) Appointment of Board members for the Bike Centre Volunteer Coordinator Hiring Committee
- (Action) Review of Minutes for Board Meeting #4 (August 16)

**Moved:** Emily

**Seconded:** Becca

**Motivated by Emily**

**Vote on motion.**

**Motion approved.**

**Motion** to move in-camera.

**Moved:**

**Seconded:**

**Vote on motion.**

**Motion passed.**

**Motion** to move out of in-camera.

**Moved:** Kayla

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**



**Agenda #14**

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



**Overview of Action Items**

Chelsea, President	Emily, VP Student Experience	Becca, VP Academic	Kayla, VP External
	Inquire with Sean from Young Libs about another possible date for the Meet your MP and MPP event		
	Set up a meeting about Steel Blade		
	Emily to touch base with Mike Calvert re: PCH renovations.		

ALL
Complete surveys for Services for the Get REAL hats

## **Agenda #14**

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



## **Agenda #14**

### **14.0. Call to Order**

### **14.1. Adoption of the Agenda**

14.1.1. Motion to Adopt the Agenda

### **14.2. Comments from the Chair**

### **14.3. Approval of the Previous Executive Committee Minutes**

14.3.1. Approval of Executive Committee Meeting Minutes 11

### **14.4. Executive Updates**

14.4.1. President

14.4.2. Vice President Student Experience

14.4.3. Vice President Academic

14.4.4. Vice President External

### **14.5. Business**

14.5.1. (Discussion) Young Liberals

14.5.2. (Discussion) Get REAL

14.5.3. (Discussion) AVPSA Memo

14.5.4. (Discussion) Rouge Media

14.5.5. (Info) Club Space

14.5.6. (Discussion) Steel Blade Hockey Game

14.5.7. (Discussion)

15.5.7.1. Review Action Items

15.5.7.2. Update Action Items / Final Prep for Fall Semester

14.5.7. In-Camera (Info) Cats

14.5.7. (Action) Motion to Call Emergency Board Meeting

**Agenda #14**

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



**Moved:** Emily Vance

**Seconded:**

**Motivated:** Emily Vance

**14.6. New Business**

**14.7. Adjournment**

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



## Minutes #14

### 14.0. Call to Order

Called to order 1:15pm

### 14.1. Adoption of the Agenda

14.1.1. Motion to Adopt the Agenda

- Emily: I would like to add something to New Business.

**Motion** to add (Discussion) Subs and Clubs to New Business.

**Moved:** Emily

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**

**Motion** to approve the agenda as amended.

**Moved:** Kayla

**Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

### 14.2. Comments from the Chair

- Chelsea: I was thinking for our exec updates, since we cover so much info for our Board updates that we would try to keep our updates for the ECM for important things that we wouldn't necessarily know from last week and what we should expect for the weeks to come to keep it more concise.

### 14.3. Approval of the Previous Executive Committee Minutes

14.3.1. Approval of Executive Committee Meeting Minutes 11

**Motion** to approve the Minutes from Executive Committee Meeting 11.

**Moved:** Becca

**Seconded:** Kayla

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



**Vote on motion.**

**Motion passed.**

14.3.2. Approval of In-Camera Minutes from Executive Committee Meeting 11

**Motion** to approve the In-Camera Minutes from Executive Committee Meeting 11.

**Moved:** Becca

**Seconded:** Emily

**Vote on motion.**

**Motion passed.**

## 14.4. Executive Updates

14.4.1. President

- Board meeting last Wednesday
- Kayla and I went to the CFS-O AGM. Went to some really cool workshops and got important info, and were a part of some cool motions. Now we have to plan how we are going to make and implement a sexual violence policy. There were also some recommendations which will likely go to Kayla to complete.
- I took Monday and Tuesday off, because I basically worked three weeks in a row. Still monitored emails
- I will be prepping for our new hires arriving.
- Communicating with PAC re: the Board motion that was passed last week

14.4.2. Vice President Student Experience

- Met with someone from the library about someday extending the Menstrual Product Initiative to their location. Won't be for a while but it's good to know
- Met with the PTM to discuss the UC Board CSA policies. Looked through the edits that were brought as notice last year (but not voted on). Will be doing a call out for student reps very soon.

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



- Worked with VP Academic, PTM, with input from the Board to create a statement re: PAC renovations

### 14.4.3. Vice President Academic

- Worked with Emily and PTM and Board member to create the PAC statement that was released yesterday
- Great one on one with Brenda. She followed up on some great things. The folks who run the Bathroom ads are down for us displaying any information we want.
- Meeting with SHAC about Kendra leaving in the Fall, and staff dynamics
- Attended meeting on behalf of Kayla for the Hate Activity Committee in response to Charlottesville events. Ended up forming a task force between the CSA, GSA, and Student Life. There was some confusion about how it was going to look and has now been sorted out. Kayla and I will be working on 2 sections for a protocol. Going to be presenting this tomorrow at our meeting.
- Have been in Maureen's old office doing O-Week promo things. I will be consulting with you all about some of those things. Then when the new person comes they can learn how to print and print all of those materials. I know how so I can help them if needed. Studied Maureen's manual. She was in yesterday, showed me things, updated passwords, and she will be available if we need her after September begins.

### 14.4.4. Vice President External

- Went to CFS-O AGM with Chelsea. Talked to the campaigns manager and added some materials about access to water to our order, so I'll be getting more materials for that.
- FoodBank meeting with Coordinator to talk about August. I'll be there on Thursday 3-4 to help cover the space

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



- Working on intolerance policy with Becca
- Went on a Mackinnon water fountain scavenger hunt.

### 14.5. Business

#### 14.5.1. (Discussion) Young Liberals

- Emily: I received an email from Board member, Sean Mitchel about a potential event where Liz Sandals and Lloyd Longfield could come to campus for people to meet their current MP and MPP. The only thing is that since the Young Liberals were not ratified in the Winter due to some GryphLife difficulties, they aren't currently a ratified groups and they're just wondering if the CSA would be interested in helping make sure that this event can run. So, I just wanted to check in with everyone about what they think. The event date that they had suggested is September 15, which is a really busy week and day.
- Chelsea: We would like to partner but the timing is not ideal. And maybe they could pick a day after accreditation.
- Becca: Yeah, I was going to propose that they should look into a different day. Also in terms of funding, they may get funding from somewhere externally.
- Emily: Should I inquire about another date?
- Kayla: Yeah, it would be a great event and is something I'm interested in doing, but it should be later. They can contact me if they want to do this event later because I'd love to be involved.
- **Emily to inquire about another possible date for this event**
- Chelsea: Let them know our resources is very limited (time) so we aren't able to pull it together and make it work for that day. Would suggest working with Liz & Lloyd on finding a date in October. Kayla is looking to do an event as part of her goals, so either we can collaborate on an event, or we can coordinate other events to

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



occur on the same day, so it's less of a barrier to have Liz & Lloyd to come.

- Kayla: What about them having Liz & Lloyd at Clubs Days?
- Emily: I don't know how I feel about it.
- Becca: We can maybe express how we feel about it but I don't think there's much in our purview in terms of telling them not to come.

### 14.5.2. (Discussion) Get REAL

- Chelsea: Potential of getting Get REAL hats. Chatted with Chris on the phone yesterday (Exec Director and Founder). They had a partnership with Student Life Network which is an organization that work to get funding for students in Ontario. SLN sponsored hats for Get REAL. They are reaching out to different O-week organizers at universities to see if those folks want those free hats. You just have to fill out a survey and sign up to receive emails and then there's a "The Luckiest Student" contest and they give cool stuff to students. So it would just be promoting the link at some point. I was thinking it would be awesome to have hats for our service staff too, but I think we would have to have the survey's finished by Sunday night so we could have them by the end of next week for O-Week. These would promote inclusivity, and support of LGBTQ rights across Canada. We could potentially fill out the surveys for each position at the different services instead of having to send them out. Just wanted to know what people's thoughts were.

*Everyone approves.*

**Everyone to do their services surveys.**

### 14.5.3. (Discussion) AVPSA Memo

- Chelsea: Memo put out about the Alcohol Beverages Policy and Social Events. Remind our members that the following events are



## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



not allowed: Pub crawls, bus trips to small towns (“drink the town dry”), keg parties. O-Week is dry. Full alcohol beverages policy in there as well.

### 14.5.4. (Discussion) Rouge Media

- Chelsea: Rouge Media contacted me about the charging stations. She chatted with Mike and he said to continue conversing with me and send me an information package. They do murals, digital screens that have a mobile device charging station with custom content, also has ads that go through and is part of what funds it. They also do pop up shops, product sampling, brand activation things. We said we’d try to chat later this week to discuss what an agreement of that kind entails. Anything anyone wants me to ask?
- Kayla: If someone like Nestle wants to advertise what would happen? The stations would be a great opportunity, but also a bit corporate. If there’s a designated list of companies they use that would be good to use.
- Becca: I like the charging station aspect of things. Even if the businesses are good, there are going to be people who may think we’ll selling out.
- Chelsea: There is a list of companies and most aren’t so bad. Shell is in there which is not great. Nestle is also on here on their list.
- Kayla: If we had a choice in terms of what companies we can advertise that may be better.
- Chelsea: Yeah I completely agree. I’ll ask her some questions and we’ll go from there.

### 14.5.5. (Info) Club Space

- Emily: I will be meeting with Lauren at the end of this week to complete the Clubs policy as much as possible, so when we meet with everyone (Clubs staff, Chels, Laura, Mike) about how we will

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



all be coordinating to make sure the Hallway works. I will make sure to update you when these are done and how the Hallway will be working.

### 14.5.6. (Discussion) Steel Blade Hockey Game

- Chelsea: Was contacted by the Director of Athletics and said there's the Annual Steel Blade on Friday, September 15<sup>th</sup>. Brock U is hosting and we're playing in it. Brock is hoping that Guelph students will consider a road trip. It sounds like what they're looking for is a partnership in arranging buses. I don't have more info yet because I wanted to see what people's thoughts were. He also mentioned that Guelph is heading to Ryerson on November 8<sup>th</sup> for a rival game. Ryerson sent 4 buses so we're hoping that we can match that. Another opportunity for partnership. Just wondering what people's thoughts are.
- Becca: Is there someone we can consult about what people would be more pumped about?
- Emily: Last year we did free tickets for Frosty Mug but that was about it so I'm not sure.
- Kayla: Student schedules might get in the way a bit for these.
- Chelsea: November one would give us more time to promo it. And we could really amp up the rivalry advertising.
- Kayla: Yeah, I would be interested in looking into this more.
- **Emily: I can set up a meeting with them to chat about what we can maybe do for Steel Blade**

### 15.5.7. (Discussion)

- 15.5.7.1. Review Action Items
  - Action items have been complete.
  - **Emily to touch base with Mike Calvert re: PCH renovations.**
- 15.5.7.2. Update Action Items / Final Prep for Fall Semester

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



- Becca: Going to be having a lot of my meetings in the first week of school. Still some O-Week prep that needs to be done. Doing a bunch of Memorial tasks. Going to try to order Business cards by the end of the day.
- Chelsea: There are items that we said we wanted to do such as regular tabling and office hours and monthly handouts and podcasts. If we want them to roll out in September then we would have to discuss that asap. And tabling things we can discuss at the Communications meetings. Handouts can be added to the events meeting. **Meeting booked by Kayla for August 29<sup>th</sup> @ 4:00pm (Podcast meeting).**

### 14.5.8. (Action) Motion to Call Emergency Board Meeting

**Motion** to call an emergency CSA Board meeting for Wednesday, August 30th, 2017 at 6:00pm in the CSA Boardroom for the following agenda items:

- (Action) Striking of the Bike Centre Volunteer Coordinator Hiring Committee
- (Action) Appointment of Board members for the Bike Centre Volunteer Coordinator Hiring Committee
- (Action) Review of Minutes for Board Meeting #4 (August 16)

**Moved:** Emily

**Seconded:** Becca

**Motivation:** We need to hire a Bike Centre Volunteer Coordinator due to some staffing changes. The job description has already been posted, due to the fact that it was approved when we hired for the position in the Winter and as a result there were no changes that needed to be made. We now need to strike a hiring committee and appoint Board members, so we can begin the hiring process, as it would be very late in the year if we waited to do this at our September 13th meeting. Also, we will need to discuss and review the

## Agenda #14

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



Board minutes from the August 16th meeting, due to a technical error.

**Vote on motion.**

**Motion approved. (4/4).**

### 14.5.8. In-Camera (Discussion) Cats

**Motion** to move in-camera.

**Moved:** Emily                      **Seconded:** Becca

**Vote on motion.**

**Motion passed.**

**Motion** to move out of in-camera.

**Moved:** Kayla                      **Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

## 14.6. New Business

### 14.6.1. (Info) Subs and Clubs

- Emily: Sylvia Willums called today to ask if CSA would be contributing beverages for the “food truck rodeo” (AKA GryphFest which is run by Student Life). I believe last year we had leftover money from the O-Fee, so we used it to supply drinks. Sylvia email earlier and I asked for confirmation if that was the case last year, but she didn’t know what I was asking. We have to check if we have enough O-Fee money because we didn’t budget for Subs and Clubs, since it usually comes from the O-Fee. I am game to not do this, but wanted to check with you folks.
- Chelsea: I say if there’s money in the O-Fee allocated to us leftover after the total Subs and Clubs fee, that difference is the only amount we can offer for drinks. We want to see the contract for the drinks required for GryphFest to ensure that it doesn’t exceed the difference left in the O-Fee.

**Agenda #14**

Executive Committee Meeting 2017-2018

August 23, 2017 @ 1:00pm – CSA Boardroom



- Emily: they ordered primarily turkey, less ham...and I have beef with that (rolls on floor laughing).

**14.7. Adjournment**

Adjourned at 3:07pm

**Minutes #15**

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



In Attendance: Chelsea Mulvale, Emily Vance, Becca Cheskes, Kayla Weiler

Regrets: N/A

Chair: Chelsea Mulvale

Scribe: Emily Vance

**Overview of Motions**

**Motion** to approved the agenda as it stands.

**Moved:** Becca                      **Seconded:** Kayla

**Vote on motion.**

**Motion approved.**

**Motion** to approve the Minutes from Executive Committee Meeting 12.

**Moved:** Kayla                      **Seconded:** Becca

**Vote on motion.**

**Motion passed.**

**Motion** to approve the In-Camera Minutes from Executive Committee Meeting 12.

**Moved:** Becca                      **Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

**Motion** to approve the Minutes from Executive Committee Meeting 13.

**Moved:** Kayla                      **Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

**Motion** to approve the In-Camera Minutes from Executive Committee Meeting 14.

**Moved:** Kayla                      **Seconded:** Chelsea

**Minutes #15**

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



**Vote on motion.**

**Motion passed.**

**Motion** to strike agenda item 15.5.6. from the minutes.

**Moved:** Emily

**Seconded:** Kayla

**Vote on motion.**

**Motion passed.**

**Minutes #15**

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



Chelsea, President	Emily, VP Student Experience	Becca, VP Academic	Kayla, VP External
	Schedule meeting with Chelsea on Friday to go over Hootsuite.		
	Create general CSA O-Week Facebook event(s)		
	Touch base with Victoria re: O-Week promo material		



## **Minutes #15**

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



## **Agenda #15**

### **15.0. Call to Order**

### **15.1. Adoption of the Agenda**

15.1.1. Motion to Adopt the Agenda

### **15.2. Comments from the Chair**

### **15.3. Approval of the Previous Executive Committee Minutes**

15.3.1. Approval of Executive Committee Meeting Minutes 12

15.3.2. Approval of Executive Committee Meeting Minutes 12 In-Camera

15.3.3. Approval of Executive Committee Meeting Minutes 13

15.3.4. Approval of Executive Committee Meeting Minutes 13 In-Camera

### **15.4. Executive Updates**

15.4.1. President

15.4.2. Vice President Student Experience

15.4.3. Vice President Academic

15.4.4. Vice President External

### **15.5. Business**

15.5.1. (Info) UC Board Applicants

15.5.2. (Info) Clubs Policy Update

15.5.3. (Info) Promo

15.5.4. (Discussion) Rouge Media

15.5.5. (Discussion) Social Media

15.5.6. In-Camera (Info) Pear

**Minutes #15**

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



**15.6. New Business**

**15.7. Adjournment**

## **ECM Minutes #15**

### **15.0. Call to Order**

Called to order at 1:24pm

### **15.1. Adoption of the Agenda**

15.1.1. Motion to Adopt the Agenda

**Motion** to approved the agenda as it stands.

**Moved:** Becca                      **Seconded:** Kayla

**Vote on motion.**

**Motion approved.**

### **15.2. Comments from the Chair**

- Chelsea: Reminder for Exec Updates to keep them short and sweet.

### **15.3. Approval of the Previous Executive Committee Minutes**

15.3.1. Approval of Executive Committee Meeting Minutes 12

**Motion** to approve the Minutes from Executive Committee Meeting 12.

**Moved:** Kayla                      **Seconded:** Becca

**Vote on motion.**

**Motion passed.**

15.3.2. Approval of Executive Committee Meeting Minutes 12 In-Camera

**Motion** to approve the In-Camera Minutes from Executive Committee Meeting 12.

**Moved:** Becca                      **Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

15.3.3. Approval of Executive Committee Meeting Minutes 13

## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



**Motion** to approve the Minutes from Executive Committee Meeting 13.

**Moved:** Kayla

**Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

### 15.3.4. Approval of Executive Committee Meeting Minutes 14 In-Camera

**Motion** to approve the In-Camera Minutes from Executive Committee Meeting 14.

**Moved:** Kayla

**Seconded:** Chelsea

**Vote on motion.**

**Motion passed.**

## 15.4. Executive Updates

### 15.4.1. President

- Was sick last Friday and did some work at home and chatted on the phone with Emily about some items.
- Phone call with Chelsea from Rouge Media which we'll talk about in Business.
- Working closely with the new Promo staff member, Victoria, to make sure that she is transitioned into the role.
- Out of the office tomorrow afternoon for a Judicial training session.
- Phone conference call with Benoit and Josh to go over litigation submissions for the CFS court case.
- Event Planner training on Friday with exec
- Next week I will be in and out of the office with it being O-Week. I'm going to try and have some time in the office, but it will be limited.
- Tonight is the START International dinner so I will be missing the Board meeting to speak at that. If there are any key items you want me to mention there let me know. Also, next week during the President's Welcome I will be welcoming the Alumni speaker.

## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



### 15.4.2. Vice President Student Experience

- Have been working closely with PTM on Clubs Policy
- Met Clubs staff who are great, and will be working with them closely, and am meeting with them again on Tuesday to review group dynamics and supporting one another given the changing clubs stuff
- Clubs have been emailing about wanting their stuff, so my office will be pretty full of boxes this week while they come to collect items for O-Week
- O-Week is happening soon, I am confirming last bit of details and picking up sexy prizes today for Sexy Bingo
- UC Board has also been taking up a chunk of time, which I will update on the Business
- **Action Item: Emily to send link to Strumbellas Tickets**

### 15.4.3. Vice President Academic

- Kayla and I forming the Acts of Intolerance Protocol in partnership with the GSA and Student Life. Temporary task force of the Hate Activity Committee in response to a rise in hate activity and acts of intolerance.
- Helped with set up for when new Promo person came. This week I've been spending time with Victoria to answer some questions
- Getting ready for Dog Days and Student Memorial in September
- Yesterday, looked into an issue at Ridgetown surrounding OSAP. Created more questions about OSAP and the loop holes. Contacted their Student Financial Services and they're ensuring students are accommodated
- Emily and I met with Rebecca Graham from the Library and received a document of the changes that will be happening there. I brought up study space and extended hours, and we're going to try to figure out some way of tackling those problems. Decided it's more of a space issue than a time issue.

### 15.4.4. Vice President External

## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



- Interviews for AEO next week
- Met with Ed from Hospitality Services to talk about water bottles. Getting ~ 150 to hand out during O-Week.
- New 99 bus route starts on September 3 (Sunday) (Gordon corridor route). Laura and I are going to OVC on the 6<sup>th</sup> to hand out bus passes there. Guelph Transit has been informed that there will be students with their pass before the 7<sup>th</sup>.
- Talking with Lynn (Council of Canadians) to chat about Maude Barlow things to see if we can get money from them

## 15.5. Business

### 15.5.1. (Info) UC Board Applicants

- Emily: There are around 3 alternate seats that need to be filled on the UC board according to our policies. These members need to apply to myself as Chair of the UC Board Undergraduate Representatives, formerly UC Board Student Caucus. These meetings are not so that students vote the same way; it's just a meeting to discuss the issues in a student environment before each meeting. First, interested students need to apply, then they need to be ratified by the CSA. I can't remember if in policy it specifies if it's CSA Bard or just the CSA in general that needs to ratify them.
- Becca: I think it's just the CSA.
- Emily: Given the timing, Carolyn wanted to have those members by Sept 5<sup>th</sup>. I let her know that that's not happening because the callout needs to be on the website for at least a week. Lauren and I decided it needs to go out tomorrow so that would close Sept 7 so it could be put in the Board package for the submission date. This will be taking up a lot of my time. Eventually we'll have to look over some resumes and cover letters to vote them in. I had toyed with idea of if we could change the date so I could have a meeting for ratifying the alternates on the 7<sup>th</sup> so that we could put it

## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



in the Sept 13<sup>th</sup> board package. Am going to make a little infographic with the dates in it.

- Chelsea: My only thing is that Bus Pass is the 7<sup>th</sup>, and I don't know when we could leave since it's the busiest day for Bus Pass.
- **Kayla to look for Jays notes on the busiest times for bass pass.**
- Chelsea: I would suggest asking Lauren if we can extend the deadline on the board package, and then meet sometime on Friday or on the Saturday before events. The Friday would likely be more flexible.
- Emily: The intent is just to get it done as soon as possible, but I think Friday will still work.
- Kayla: Friday afternoon around 3:00 would be best. We'll check though about busy times with Laura.

### 15.5.2. (Info) Clubs Policy Update

- Emily: Met to discuss club policy about new hallway with the CSA Clubs office, UC Admin, CSA Pres, CSA front Office, to talk about how it's going to work. Not too sure what the next steps are, but Lauren and I will discuss and work on the policy so that it can be in the Sept 13 Board package. If people ask when you can start to book space, tell them September 20 as the date because that is the first proposed Clubs General Meeting.
- Chelsea: Would it be easier to say clubs general meeting just in case that date changes?
- Emily: Yes, that would work.

### 15.5.3. (Info) Promo

- Chelsea: Promo and Graphic Designer, Victoria started on Monday. Her week is extremely busy because of the Fall semester starting next week and some immediate items that need to be worked on. Priorities: O-Week, By-election, Bus Pass, Strumbellas concert, and looking into the poster run process and kiosk and banner booking. We have had people inquiring about booking those spaces, or previously arranged things with Maureen

## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



before she left. Next week some of the priorities for Victoria will be starting to schedule meetings with services and programs to get an understanding of their yearly promo needs, and a better understanding of the services themselves. Starting to work through some training and OP in more detail to get an idea of what her year will look like. Updating Year at a Glance. Prepping some materials for Clubs Days as well. Upcoming tasks for September that I started to put together include: updating the website (elections and campaigns), working on the branding, meetings with me to make sure transition is going smoothly, general CSA promo, promo meeting with executives to talk about our goals. We should also find some time to do some staff norms stuff now that we have a full team; it will help integrate the new members. If there are additional items that you folks know are coming up specific to your portfolios that you need completed in September, send me what they are so I can include them in the upcoming task list, then we can talk about them in more detail in our promo meeting. If there are items that need to be prepared for the week of the 15<sup>th</sup>, we need to know those items right away.

### 15.5.4. (Discussion) Rouge Media

- Chelsea: They work with advertising clients and community partners (campus communities) to help the community partners gain revenue. Some of the main services: murals (large banners), charging stations, TV advertisements. Important pieces to include: Pros → provide us with extra revenue and alleviate some of the financial concerns we have this year, spaces to promote some of our own things, students love charging stations, we can say no to ads that we don't want to be involved in, some of the ads are in line with our values. Cons → they sometimes make agreements with clients that go against CSA mandate (we would be able to say no to the ads), advertising could be seen as "selling out" or corporate, is doing something like this for revenue meeting the students' needs and is it helping to meet our mandate or is it taking away from it?



## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



- Kayla: From a student stand point, you're already overwhelmed with so many media and messaging it would be great to not be subjected to advertisement. The charging stations would be meeting the students' needs and are really cool though. Are we able to just get the charging stations and not the banners?
- Chelsea: Yeah, it's basically up to us. The murals are the way to gain the most revenue in the shortest amount of time, because it is so large advertising clients are willing to pay more for those ads since they're larger. It's not a requirement, so we're allowed to be picky. And we can be picky about the ads.
- Kayla: Is there a minimum of ads we need to agree to have?
- Chelsea: I don't know. I haven't received the mock contract review yet. There are things that if we want to change they are willing to make some adjustments.
- Kayla: Yeah if we can do as minimal as possible that would be great. I'm also cool with saying no altogether if they aren't as flexible with who we are able to say yes or no to in terms of advertising.
- Chelsea: It seems like a pretty basic agreement. It doesn't say we need to have a minimum of advertising, but I can confirm with Chelsea if there is one.
- Kayla: Are we able to start with one charging station and see how it goes? If we have one then maybe we can just see how it goes and move it to various locations.
- Chelsea: There's no minimum. Whatever we want we can request. I'm not sure about moving it around however. One option is we take photos of high traffic areas, or Chelsea comes in to check out the spots, then we list what the spaces are. We could ask about adding on more stations later. I figured we'd stick to the 2<sup>nd</sup> floor, since if we do anywhere else we'd have to make some agreements and share the revenue. That can be a later thing if we want to do that.

## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



- Kayla: Yeah, I'm still a little bit nervous about it and how it relates to some of the campaigns we want to run.
- Chelsea: Totally get that, I agree.
- Becca: I am curious about what some of those positive things are, since I'm also skeptical. Capitalism is inevitable, but I want to see the specifics of what those are. It does seem pretty flexible which is great but I agree; we definitely would have to be careful.
- Kayla: Yeah it would be great to advertise some of the environmental companies and what not that do great things.
- Chelsea: Questions I'll ask Chelsea → Can we start low and add on new stations? Opt-out clause? If they can send classic ads to see what they look like? Promoting good forms of capitalism? Want the ads to match our messaging; flexible ads? Can we provide samples of groups we'd like to be working with, and the types of causes we'd like to promote?

### 15.5.5. (Discussion) Social Media

- Chelsea: I included this so we could chat about ongoing social media throughout O-Week and what we want that to look like so we ensure our events are being covered. Also, we've set up multiple times to have meetings to update the content calendar and we really need something concrete to help roll this out. We have a lot of things that need to be promoted right away so we need to figure out how we're going to do that.
- Kayla: Is it too much for Emily to do it for all of O-Week? Or should we split it up.
- Emily: It's too much. And there are times that there are multiple events on the same day at the same time sometimes. With O-Team we used to have the days split up for social media. So, like on Tuesday, I did all social media, then the next day it was someone else. That worked okay.
- Chelsea: When we talk about specifically our O-Week schedule and who will be at what events, we can talk about who will cover social media at those events at that time. We should also have a high snapchat presence

## Minutes #15

Executive Committee Meeting 2017-2018

August 30, 2017 @ 1:00pm – CSA Boardroom



the whole week. In terms of promoting the events, those should be scheduled beforehand.

- **Emily to schedule meeting with Chelsea on Friday to go over Hootsuite.**
- **Emily to create general CSA O-Week Facebook event(s)**
- **Emily to touch base with Victoria re: O-Week promo material**

**Motion** to strike agenda item from the minutes.

**Moved:** Emily

**Seconded:** Kayla

**Vote on motion.**

**Motion passed.**

- Chelsea: Thinking of September, we are able to hire associate commissioners. I would strongly suggest we hire someone to help Emily with social media immediately. Do we have to go to the Board to do that?
- Emily: I'm not sure but can look into it.

### 15.5.6. In-Camera (Info) Pear

**Motion** to strike agenda item 15.5.6. from the minutes.

**Moved:** Emily

**Seconded:** Kayla

**Vote on motion.**

**Motion passed.**

## 15.6. New Business

## 15.7. Adjournment

Adjourned at 2:54pm

**Minutes #16**

Executive Committee Meeting 2017-2018

September 13, 2017 @ 1:00pm – CSA Boardroom



In Attendance: Chelsea Mulvale, Emily Vance, Becca Cheskes

Regrets: Kayla Weiler

Chair: Chelsea Mulvale

Scribe: Emily Vance

**Overview of Motions**

**Motion** to approve the agenda

**Moved:** Chelsea

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**

**Motion** to table 16.3.1 and 16.3.2. to our next meeting.

**Moved:** Emily

**Seconded:** Chelsea

**Motivation:** Emily

**Vote on motion.**

**Motion passed.**

**Motion** to move in-camera.

**Moved:** Emily

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**

**Motion** to move out of in-camera.

**Moved:** Emily

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**

**Minutes #16**

Executive Committee Meeting 2017-2018

September 13, 2017 @ 1:00pm – CSA Boardroom



Chelsea, President	Emily, VP Student Experience	Becca, VP Academic	Kayla, VP External
	Send notes from Branding Meeting to Chelsea.	Send a meeting invite for Wednesday, September 27 in the morning for Speakers Series.	

## **Minutes #16**

Executive Committee Meeting 2017-2018

September 13, 2017 @ 1:00pm – CSA Boardroom



## **Agenda #16**

### **16.0. Call to Order**

### **16.1. Adoption of the Agenda**

16.1.1. Motion to Adopt the Agenda

### **16.2. Comments from the Chair**

### **16.3. Approval of the Previous Executive Committee Minutes**

16.3.1. Approval of Executive Committee Meeting Minutes 14

16.3.2. Approval of Executive Committee Meeting Minutes 15

### **16.4. Executive Updates**

16.4.1. President

16.4.2. Vice President Student Experience

16.4.3. Vice President Academic

16.4.4. Vice President External

### **16.5. Business**

16.5.1. (Info) Branding Stuff

16.5.2. (Info) SafeTALK

16.5.3. (Discussion) Improv for Business

16.5.4. (Discussion) Rouge Media

16.5.5. (Discussion) Resiliency Speaker Series

16.5.6. (Info) SHAC Pests

16.5.7. In-Camera (Info) UC Board

### **16.6. New Business**

### **16.7. Adjournment**

## **ECM Minutes #16**

### **16.0. Call to Order**

Called to order at 1:30pm

### **16.1. Adoption of the Agenda**

16.1.1. Motion to Adopt the Agenda

**Motion** to approve the agenda

**Moved:** Chelsea

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**

### **16.2. Comments from the Chair**

No comments

### **16.3. Approval of the Previous Executive Committee Minutes**

16.3.1. Approval of Executive Committee Meeting Minutes 14

16.3.2. Approval of Executive Committee Meeting Minutes 15

**Motion** to table 16.3.1 and 16.3.2. to our next meeting.

**Moved:** Emily

**Seconded:** Chelsea

**Motivation:** These minutes are not done being edited yet.

**Vote on motion.**

**Motion passed.**

### **16.4. Executive Updates**

16.4.1. President

- O-Week is done and it went well. Worked double my hours. Going to be stricter on my own hours from now on.
- I want to focus on getting the Office 365 things switched over as soon as possible.

## Minutes #16

Executive Committee Meeting 2017-2018

September 13, 2017 @ 1:00pm – CSA Boardroom



- Will be working on my EEC Report #2 to ensure it's done by Friday.
- Committee meetings are picking up. As I get important updates I'll pass them along.
- Met with the Minister of Advanced Education to talk about OSAP.
- Next week we will be reviewing branding things.
- I am away Monday evening – Wednesday evening for the CFS court date.

### 16.4.2. Vice President Student Experience

- O-Week is done so I get the chance to focus on some other areas of my portfolio. Will be creating transition documents about O-Week events.
- Clubs things are picking up. Clubs Days is tomorrow and Friday, and the General Meeting is the 25<sup>th</sup>, which is when folks will be signing up for room bookings.
- Discussed programming things with John Bonnar. Will be having the DJ Shub and Desi concert later in the semester due to time constraints.
- Had first UC Board meeting last night.
- Menstrual products and machines are ordered and will be in soon. Will be getting updates from Mike
- I will be out of the office on Monday, to compensate for overtime hours over the last few weeks.

### 16.4.3. Vice President Academic

- My name is Becca Cheskes and I'm here to give you some updates.
- Had an emergency Board meeting
- Attended a few OpenEd Resource Task Force meetings which was great.



## Minutes #16

Executive Committee Meeting 2017-2018

September 13, 2017 @ 1:00pm – CSA Boardroom



- Started working on an application for Open Con in November. We'll see if I get funding from the University to go.
- Did a lot of O-Week things. Like the other two execs so far, I also worked overtime. Will hopefully make up for those soon.
- Student Memorial: heard back from almost all the families, and are now working on plaques
- Attended a round table with Chelsea and Deb Matthews to talk about OSAP.
- Met with Brenda yesterday
- Prepping for a press conference for us to discuss the restructure changes to the CSA

### 16.4.4. Vice President External

- *Absent, sent regrets*

## 16.5. Business

### 16.5.1. (Info) Branding Stuff

- Chelsea: If anyone has notes from our branding meeting in May please let me know.
- Emily: I have some rough notes that I took at the meeting that I can send you.
- **Emily to send notes from Branding Meeting to Chelsea.**

### 16.5.2. (Info) SafeTALK

- Chelsea: Received an email from Jess Westlake. If anyone doesn't have it sign yourself up and you can complete it.
- Becca: I have meetings during both the times but will email them to let me know when the next one is.
- Emily: I sent it to my services to see if they were interested.
- Chelsea: That's good. SafeWalk in particular should do it.

#### 16.5.3. (Discussion) Improv for Business

- Emily: In terms of having this at Board training, I have sent the info along to Lauren to coordinate that with Making Box to see if they can come do some improv workshop things with Board members. If we still want to do it internally, we can discuss it with staff now that we have a full time, and see if people are interested in doing it.

#### 16.5.4. (Discussion) Rouge Media

- Chelsea: I took the questions that we had about Rouge media to Chelsea (lol) and she gave me some info. We can make suggestions about what kinds of ads we want. We can always make addendums to the original agreement. Usually they prefer equipping organizations with one mural and one charging station, because it's often sold as a package. But they're flexible around that; we can just start with one charging station. And after the conversations about corporatization on campus, she agreed that a charging station would be a good place to start. She said that each period they have the ads for (3-month sections) she sends a power point for approval, and only the posts that are approved get posted. And we have no obligation to choose any ads. If we don't choose any, it just stays blank or we can use it for our own internal posting. We just wouldn't get the revenue from it. And we also can provide a list of exclusions up front and they'll automatically exclude those ads. She did say that more often than not, the charging stations have running ads but they're shorter. The murals are easier to say no to. So, if we do a charging station it may be better for us, but we may have less control on the ads. But we will have our exclusions, and that if we see something we don't like we can let them know. Also, if there's a concern about it being student focused, they can automatically arrange that a portion of the money goes to student scholarships or something for students. Some of the things that goes

on the TV ads is VICE and news things, so that's cool. And Good2Talk would be an ad in the Winter. And we could give info about Feeling Better Now from Gallivan. She also said she can talk to her supervisor about doing a month trial, but it is unlikely.

- Becca: I think that sounds good. I like that we have some control and it's flexible.
- Chelsea: Agreed. I still feel weird about ads, but we do have control over it and aren't just handing it over which is nice. And I already told her about specific ones we wouldn't be able to have in our space.
- Becca: And if it becomes a problem, would we be able to respond to criticism confidently?
- Chelsea: I think so. And I think it would be great to have some kind of scholarship thing, or something like that. I'll be bringing it to the Board as a New Business item.

#### 16.5.5. (Discussion) Resiliency Speaker Series

- Becca: We received an email from Ryan Martin, who's the incoming academic programmer for RLS. He's trying to get a speaker's series throughout the residences. He wants to focus on self-care and resilience. He was wondering if any of us would like to collaborate or give him some ideas of speakers for the year. If we get involved, we would receive marketing materials and we could be a collaborator. He's looking for speakers for both Fall and Winter. It seems like we could speak if we wanted to. But also, it seems like he's asking if we could be a part of the speaker series throughout the year.
- Emily: Lynn from Athletics had a great presentation on this topic before.
- Chelsea: I dig it. It would be great if we could have a meeting so that we know more specifically what our options are in terms of involvement.

- **Becca to send a meeting invite for Wednesday, September 27 in the morning.**

16.5.6. (Info) SHAC Pests

- Becca: You would've received an email about this this morning from Laura. At the end of yesterday, members of SHAC were mildly concerned about a potential bed bugs outbreak in the SHAC office. It's unconfirmed. About 2 weeks ago, there was an ongoing student case involving tenancy and bed bugs, and they had come into the office a handful of times. And there's a coordinator that believes they had a bed bug issue at their own house last week. They have since taken steps to remove that threat from their home, but just to be sure there's nothing going on in the office. They've gotten a pest management person to come in and deal with it. Today they steamed the office, and for the next 2 days there will be safe chemical sprayed to remove any potential pests. No one will be in the SHAC office for the next few days, and they will be operating in the back space. It's not confirmed, so that's why we haven't broadcast it. We also don't want to spread unnecessary fear and have people think there's outbreaks when there's not.

16.5.7. In-Camera (Info) UC Board

**Motion** to move in-camera.

**Moved:** Emily

**Seconded:** Becca

**Vote on motion.**

**Motion passed.**

*In-camera discussion.*

**Motion** to move out of in-camera.

**Moved:** Emily

**Seconded:** Becca

**Minutes #16**

Executive Committee Meeting 2017-2018

September 13, 2017 @ 1:00pm – CSA Boardroom



**Vote on motion.**

**Motion passed.**

**16.6. New Business**

**16.7. Adjournment**

Meeting adjourned at 2:45pm

**Executive Update #8**  
Chelsea Mulvale – President  
Central Student Association  
Office: UC 451  
519-824-4120 ext. 54408  
csapresident@uoguelph.ca



Hello Directors,

I hope that you are adjusting well after returning from Thanksgiving, and that you are managing with midterms and assignments. Please let me know if there are specific questions or concerns you may have in relation to my exec update or anything related to my role. My preferred methods are during this meeting, in person through arranged meeting, or over the phone; if it is a quick question I'm happy to respond through email.

**If you are ever interested in helping out with any of the items that I'm working on please reach out, I'd be really excited to work with you.**

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in Bylaw 1, Section 5.6. and Policy Appendix B, Section 13.2.  
Public Relations

Spokesperson:

- Participated in conversations for the CFS, CFS-O, CSA vs. University of Guelph litigation.

Awareness and Promotion of CSA:

- Working with Promo to ensure that banner spaces and kiosk spaces are filled at all times with general CSA, and CSA services ads.
- Attended first Humpday Giveaway, on Wednesday, October 11.

Research:

- N/A

Advertising:

- N/A

Primary Contact to Admin:

- Discussed with Admin regarding the Tuition Framework rollover.
- Attended Tuition Town Hall on Oct 16, sent out listserv to students to notify them due to Admins short and limited notice.

Meet and Greet/Appreciation:

- N/A

Finances

Know the Budget:

- Reviewed audit report.

## Executive Update #8

Chelsea Mulvale – President  
Central Student Association  
Office: UC 451  
519-824-4120 ext. 54408  
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- Staying up to date on the expenses each week.

### Business Office:

- Ongoing conversations with the BM around purchasing, revenue, and financial operations.

### Coordinating the Budget:

- Managing the admin and council budgets.
- Supervising PDR.

### Operations

#### Planning:

- Discussing Administrative support with the Executive Committee, met with EEC regarding this, and the Execs will be working on this more thoroughly on **Tuesday's Staff Meeting and Wednesday's Exec Committee Meeting**.
- Undergoing detailed meetings with all Core Staff to review their Job Descriptions **to get a better understanding of what is and isn't included and or necessary in their roles.**
- **Will be identifying our "Too Much List" at Tuesday's** staff meeting that will help with identifying areas that we can seek out support for.
- Prepping for the October Staff Meeting.
- Organizing HR Downloads training for staff.

#### Logistics:

- Regular check ins with staff members.
- Updating staff files on HR Downloads and getting everyone registered for training.
- Led the October Staff Meeting.
- Sent out weekly emails to all staff.
- Assisting with HR processes among staff.

#### Technology:

- Compiling a map of lines of communication to inform our Office 365 structure to assist with the changeover from the internal system to the Office 365 attached to our emails.

#### CSA Spaces:

- Renovations to the space where Photo Arts Club is located is ongoing.
- Clubs space final touches are completed, except for tech.
- The back section of CSA office for part-time staff now has furniture, we are just working on the storage areas.

**Executive Update #8**  
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- Continuing to review the Health and Safety protocols to ensure all of our spaces are compliant.
- Worked with Daniela, and Lauren on Violence and Harassment Program edits, and motion for the Board of Directors.

## Committees

Executive Committee: met on October 16.

Finance Committee: met on October 19.

Bullring Committee: updates to be brought to Finance.

Student Health Plan Committee: met on October 3, next to be mid Nov.

Student Executive Council: met on October 12, we will be reviewing the SRM process, and doing an early review of the SOP.

Policy and Bylaw and Review Committee: met on October 12, continued review of amended Clubs Handbook (missed meetings on Oct 17 and 19).

Student Leaders and Administration Meetings: met on Oct 18.

Student Budget Committee: met on October 17, next on November 2. Anyone is welcome to attend these meetings, please contact me for information.

PDR Committee: met on October 18, next on Nov 6.

Campus Learning for Inclusion Committee: met on September 14; will be working on developing wide spread inclusion training for students as a part of the Inclusion Framework, has not met since.

Compulsory Fees Committee: SLEF applications were due October 23<sup>rd</sup> at midnight, next meeting Nov 7.

Special Grants and Speakers Fund Committee: first meeting was on Oct 13, was away.

Student Awareness and Self-Management Sub-committee: has not yet been struck.

Judicial Committee Alternate: no updates, VP External is lead for this Committee.

Capacity, Analysis, and Planning Committee: Met on Oct 5, 12, and 19, will be presenting report at this board meeting.

## Supervisory Thangz

Business Office: running smoothly, working on semi-annual for November.

Programming: some shows cancelled, and moved around, booking some shows for winter with VPSE.

Front Office: meeting next week.

Policy and Transition: meeting regularly, discussing timelines for policy changes, larger scale considerations such as policy analyst (on hold until further notice due to priorities and progress in CAPCOM).



## **Executive Update #8**

Chelsea Mulvale – President  
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Promotional Services: meeting regularly, continuing to meet for branding, working on getting service and general CSA reusable banners for our kiosk and banner space.

### Other

Meeting with CFRU to discuss rolling out a CSA radio show, set to start Nov 7.  
Met with EEC.

## Executive Updates #8

Emily Vance – VP Student Experience

Central Student Association

Office: UC 248A

519-824-4120 ext. 58328

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

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Hello Directors,

I hope you're all finding some time to unwind during the business of midterm season and are super excited for Board training this weekend!

For the next couple of weeks, I will be continuing to work out of the office on Fridays, and will be checking my email for any urgent items that may come along. I have been testing this out for the month of October and have found it to be very helpful. I will likely be trying to continue this for at least the rest of the Fall semester.

As always, you can always set up a meeting with me if you have anything from my portfolio that you would like to discuss or collaborate on!

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in the **CSA Policy Manual, Appendix B, Section 13.4 – Vice President, Student Experience.**

### 1. Student Feedback

- Orientation Week student survey is complete and will hopefully be sent out to students by the end of the month! This will be something included in my transition documentation for the next VP Student Experience to have a survey created before Orientation Week to ensure it can be sent out right after O-Week to ensure the events are fresh in everyone's minds.

### 2. Events and Activities

- Working with VP Academic to decide on some dates and activities for Fall semester Stress Busters
- I will be volunteering with Meal Exchange to help gather shopping carts from various grocery stores for their Trick or Eat event
- Next Hump Day Giveaway is November 8<sup>th</sup> in Mackinnon Lobby. Come for some free donuts and coffee/tea for "Donut Stress" with your CSA Execs!

### 3. Student/Club Space

- Clubs have moved into their locker space. Working towards getting clubs who have requested to utilize the Garage moved in
- Met with the Student Space Initiative Committee on October 23<sup>rd</sup>

### 4. Collaboration

- Met with Mike Calvert (UC Admin) and Wendy Banks (Alumni Affairs) re: Last Toast event. We are starting the planning process early this year to go over some of the feedback from previous years before Wendy goes on leave

## Executive Updates #8

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Central Student Association

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- Hoping to have a number of the Stress Buster collaboration partners this year. If you are ever interested in partnering for a Stress Busting event, send me an email!
- Planning stage of the Clothing/Stuff Swap event idea!
- I will be tabling on November 3<sup>rd</sup> for Random Act of Kindness day! Come visit me in Branion Plaza

### 5. Committees

- *UC Board*
  - Regular meetings with UC Board Exec to discuss negotiations with UC Admin
  - Next UC Board meeting: November 7<sup>th</sup>
- *1 in 5 Committee*
  - Met on October 23<sup>rd</sup>
- *Sexual Violence Advisory Committee*
  - Met on October 19<sup>th</sup>
  - Discussed the Campus Climate Survey, updates to training for student leaders and the general student population
  - Working with Brenda Whiteside to expand student membership on this committee, and sub-committees
- *Sexual Violence Education and Awareness Subcommittee*
  - Met on October 24<sup>th</sup>
- *PDR Committee*
  - Met on October 18<sup>th</sup>, distributed some funds!
- *PBRC Committee*
  - Met on October 24<sup>th</sup>
  - Have been meeting regularly to review the amendments to the Clubs Policies.
- *I Am A Gryphon Working Group*
  - No updates
- *IT Student Advisory Committee*
  - **Next meeting: October 27<sup>th</sup> (I will be unable to attend. If anyone is interested in sitting on this committee Friday, October 27<sup>th</sup> from 3:30PM – 5:00PM, please let me know!**
- *Orientation Week Advisory Committee*
  - Next meeting: October 26<sup>th</sup>

### 6. Services

- CSA Clubs
  - Meeting with Clubs Office staff to debrief the Fall General Meeting, room bookings, and starting to look at the Winter semester
  - Online booking system has been created for the meeting rooms (let's all thank Lauren for being amazing)
- SafeWalk

## Executive Updates #8

Emily Vance – VP Student Experience

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- Job posting for one of the Coordinator positions is on our website. Will be closing on October 27<sup>th</sup>. If you or anyone you know are interested in joining the SafeWalk team, check out the posting on [csaonline.ca/jobs](http://csaonline.ca/jobs)
- Bike Centre
  - *No updates*

### 7. Other

- *Menstrual Product Initiative*
  - No updates at this time

## Executive Updates #8

Becca Cheskes – Vice President Academic  
Central Student Association  
Office: UC 429  
519-824-4120 ext. 56742  
csavpacademic@uoguelph.ca

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Hello Directors,

A haiku for this week:

*It is chilly now*

*Please put on a warm jacket*

*Or you'll catch a cold*

Seriously, please stay warm, hydrated, well-nourished, and well-rested during this busy season! You deserve happiness and health during the wild time that is midterms and big papers, and even group projects (spooky). Speaking of which, have a fun and safe Halloween my friends! 🎃

The following is an update on what I've been up to since the last board meeting. If you have any questions or wish to meet with me, feel free to get in touch with me via phone or email. Moreover, if at any time you require accessibility accommodations, please do not hesitate to contact me! This includes, but is not limited to board meetings, our events, campaigns, or services.

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 13.4 –Vice President Academic**.

### 1. Financial Support

- Received request for collaboration from the University's Communication Coordinator, and will be promoting the upcoming Financial Literacy Fair with the help of our Promo and Graphic Designer
- Will be speaking with Registrar Friday the 20<sup>th</sup> re: the ongoing Ridgetown Vet-Tech OSAP issue

### 2. Academics (Collaboration, Communication, Knowledge)

- Met with exec and Brenda Whiteside and discussed
  - fall reading break and ideas for informing students
  - the Guelph-Humber strike
  - The charrette design process and how it can be used to get student feedback (google it, it's cool)
  - Incentivizing faculty to use open education resources and other innovative and affordable teaching practices. Learned about the Jon Bell teaching

## Executive Updates #8

Becca Cheskes – Vice President Academic

Central Student Association

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award, and that I should meet with the VP Academic to discuss further possibilities

- An update on the university's mental health strategy
- The chance of increasing parking space on campus
- Recent transit complaints by students
- Who I should go to about increasing study space on campus
- Discussed fall reading break at the Student Leaders and Administration Meeting (SLAM) with exec, and gave input on proposed ideas for a way forward that would likely appeal to students (more info to come)
- Chatted with John from IGNITE about fall reading break, and how it may impact Guelph-Humber students.
- Meeting Friday the 20<sup>th</sup> with the Registrar to make plan for info dissemination and direct feedback from student body on fall reading break. Will also be following up about Guelph-Humber's relationship to the changes.
- Spoke with Barry Townsend of the SAS about potential future changes to exam scheduling and how it would impact students with disabilities and the SAS Exam Centre

### 3. Advocacy

- Pushed at senate for further communication with students re: the town hall on tuition. Mentioned that we were given very little notice or time to get the info out to students ourselves.
- Attended University's townhall discussion on the tuition issue: advocated for a plan to be made as soon as possible to get student feedback on budgeting priorities, including improved marketing, appropriate time allotted for planning and getting the word out, incentives, and transparency. Made it clear that this will be an ongoing discussion.
- Met with Barry Townshend to discuss ways the SAS and CSA can work together this year, as well as some hot-button issues for students with disabilities currently (i.e. reweighting instead of rescheduling in response to a missed midterm, untrained dogs on campus). Barry is also reaching out to more students on our behalf for the AWG. We will be communicating throughout the year!
- Continued to promote the AWG's call for membership. Created promo materials with the PGD which are now up around campus. Sent out a poll to try and

## Executive Updates #8

Becca Cheskes – Vice President Academic  
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schedule meeting for current membership; we are still looking for a date that works for most people.

### 4. Senate

- Attended senate meeting on Oct. 16

### 5. Committees

- Accessible Course Content/Open Education Resource Task Force: n/a
- Board of Undergraduate Studies (BUGS): n/a
- Calendar Review Committee: n/a
- Experiential Education Task Force: n/a
- Campus Accessibility Committee: met October 17<sup>th</sup>
- Student Leaders and Administration Meeting: met October 18<sup>th</sup>
- Academic Policy and Procedures Committee: October 20<sup>th</sup>
- Compulsory Fees Committee: n/a
- Committee of Undergraduate Academic Advising: n/a
- Any Special Service Fee Committee: n/a
- Student Budget Caucus: n/a
- Student Rights and Responsibilities: n/a
- Accessibility Working Group: membership is growing and being promoted by us and by the SAS!
- Capacity, Analysis and Planning Committee (CAPCOM): met October 12<sup>th</sup> and 19<sup>th</sup>
- Policy and Bylaw Review Committee (PBRC): met October 12<sup>th</sup>, 17<sup>th</sup>, and 19<sup>th</sup>
- Hate Activity Committee: n/a

### 6. SHAC

- Met with and corresponded with SHAC Advocacy Coordinator and staff to ensure tasks are completed and communication remains open
- Gave input and support to SHAC in response to some individual cases
- Discussed building improved transition materials for SHAC
- Attended SHAC's first screening of Two Soft Things, Two Hard Things on colonialism, mental health, and Nunavut's LGBTQ community. Stay tuned for a second screening in January!

### 7. Other

- Attended 2 full staff meetings October 18<sup>th</sup> and 19<sup>th</sup>
- Attended weekly meetings with office staff and exec

## Executive Updates #8

Becca Cheskes – Vice President Academic

Central Student Association

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- Attended town hall planning meeting
- Attended executive committee meeting
- Met with VP Student Experience to continue planning stressbusters for the rest of the semester, as well as Hump-Day Giveaways. Keep an eye out for what's coming!
- Attended meeting with EEC and exec
- Planned and began recording elements with the other exec for our upcoming radio show!
- Attended meeting with Brenda Whiteside and executive. Some items discussed can be found above. Additionally, we began planning a PSA video funded by the university about staying safe on Halloween
- Took part in the Wellington Water Watchers' "Say No to Nestle" with VP External on Friday the 13th

### 8. Callouts

- Have only heard from one board member in regards to my last callout regarding **brainstorming and lobbying for increased study space**. **Will be sending a doodle poll** to all directors shortly to see how many people would like/are able to attend a meeting to on this important topic! I will be focusing on this for now, and hope to return to a potential meeting on awareness building and advocacy at a later date.
- A reminder that we are still seeking and accepting membership to the **Accessibility Working Group!** Remember that membership is confidential, and that you can join even if you do not identify as having a disability!

\*Email me at [csavpacademic@uoguelph.ca](mailto:csavpacademic@uoguelph.ca) if you are willing and able to take part in these initiatives! I would really appreciate your input and participation!



## Executive Updates #8

Kayla Weiler– VP External  
Central Student Association  
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[csavpexternal@uoguelph.ca](mailto:csavpexternal@uoguelph.ca)



Hi Directors,

It's been a busy Fall semester! I put winter tires on my vehicle this past weekend which means it will be snowing soon!! I believe in our student union and that the students united will never be defeated! Please talk to me if you are interested in any of my campaigns.

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 13.6. – Vice President External Affairs.**

### 1. Tenancy

- SHAC events about tenancy are coming up.

### 2. Government Updates

- **Students and Workers United:** OPSEU is on strike this past week. College part-time and sessional lecturers are not receiving equal pay for the work that they do and are working to challenge precarious work. CUPE 1334 and CUPE 3913 have been on the picket line and I encourage students to join the picket. Please contact me if you are interested.

### 3. Campaigns

- **Tap In!:** We've been having regular meetings, Monday at 530 in the CSA office. Had a meeting with CSA Promo Victoria, and Emily De Sousa about posters, buttons and event promo for the campaign. Anyone is welcome to attend Tap In meetings.
- **United for Equity:** With CSA Promo Victoria and President Chelsea, we created posters for Halloween regarding cultural appropriation, and encouraging students to be mindful of their costumes for Halloween.
- **Fight the Fees:** Will be having meetings soon for the campaign. Board members who are interested are asked to talk to me after our board meeting.

### 4. Sustainability

- **Fossil Free Guelph:** an Ad Hoc committee has been struck by the Board of Governors to receive feedback from the community about fossil fuel divestment. The deadline is 27 October. I can send out a draft letter for people to use.
- On Friday October 13, I was invited to speak at a Rally for Water, organized by Wellington **Water Watchers and Save Our Water:** VP Academic joined and was a great ally during the rally!

### 5. Canadian Federation of Students, Local 54

- Will be attending the CFS Ontario Executive meeting October 28 to 29.
- The CFS-NGM will be 17 November to 20 November in Gatineau, Quebec.
- CFS-National will be hiring a Field Worker in Guelph. Those interested can receive the information from me.

### 6. Committees

Code of Ethical Conduct Advisory Committee

- Has not met.

CSA/GSA Transit Committee

- Members have been appointed, meetings will occur soon.

## Executive Updates #8

Kayla Weiler– VP External  
Central Student Association  
Office: UC 250  
519-824-4120 ext. 56376  
[csavpexternal@uoguelph.ca](mailto:csavpexternal@uoguelph.ca)



### Ethical Purchasing Committee

- Members have been appointed, meetings will occur soon.
- Continuing to work on a list of companies that have ethical practices.

### Hate Crime Subcommittee

- Has not been struck formally.

### Human Rights Advisory Group

- Next meeting to be determined.

### Policy and Bylaw Review Committee (PBRC)

- Had meetings on October 17 and 19. Have been reviewing Clubs Policy. Business for PBRC can be submitted to PTM.

### Town & Gown Committee (T&G)

- Next meeting October 25. I will be bringing up the topic of leaves in bike lanes as well Halloween coming up.

### Transit Advisory Committee (TAC)

- Have received emails about Guelph Transit service, in particular about route 99 and cancelled weekend service. Will bring up these matters at the next meeting.

### Student Leaders and Administration Meeting

- Met on October 18. We discussed Fall Reading Break, Homecoming and bylaw fines, University protocol in responding to a death, and preparing for Halloween.

### Alcohol and Substance Abuse Committee

- Will be meeting October 26.

### Student Wellness Advisory Group (SWAG)

- Has not been struck.

### Student Affordable Housing Initiative Committee

- Had not been struck.

### Vehicle for Hire Working Group (VFHWG)

- Next meeting November 13.

## 7. Services

### CSA Foodbank, 620 Gordon Street, Guelph

- Completing training for foodbank volunteers.
- Aggies collected and donated food for the foodbank. This donation will greatly benefit the service!

### Meal Exchange

- Trick or Eat will be on 31 October. Looking for volunteers to drive trucks and aid with the event!

## 8. Other

- Met with the Constituency Youth Council for MP Lloyd Longfield. Will be discussing the environment/climate change and minorities. The following meeting will be discussing education.

## REPORT

Kayla Weiler, Local 54 Representative

Executive Committee, Canadian Federation of Students-Ontario

May 5, 2017 to October 27, 2017

### 1. LOCAL DIRECTORS & STAFF

#### a. Directors

College of Arts	Bella Harris, At-Large Natalie Clarke, CASU
College of Biological Sciences	Nick Kowaleski, At-Large Raymond Hu, At- Large Benjamin Solomon, CBSSC
College of Business and Economics	Tony Stortz, At-Large
College of Engineering and Physical Sciences	Abhinav Chatterjee, CPESSC
College of Social and Applied Human Sciences	Ryan Bowes, At-Large Jensen Williams, At-Large Noah Gould, CSAHS-SA
Ontario Agricultural College	Chirag Patney, At-Large Joe Sarraino, SFOAC
Ontario Veterinary College	Natalie Chow, At-Large Afshaun Zaman, OVSA
Aboriginal Student Association	VACANT
Guelph Black Student Association	Ariel Barrientos
Guelph Queer Equality	Alexandria Bogoslowski
Guelph Resource Centre for Gender Empowerment and Diversity	VACANT
Guelph Campus Co-Op	VACANT
Interhall Council	Edward Willems
International Student Organization	VACANT
OPIRG Guelph	Daniel Nardone

## REPORT

Kayla Weiler, Local 54 Representative

Executive Committee, Canadian Federation of Students-Ontario

May 5, 2017 to October 27, 2017

President	Chelsea Mulvale
Vice President Student Experience	Emily Vance
Vice President Academic	Becca Cheskes
Vice President External Affairs	Kayla Weiler
b. Senate & Board of Governors Representatives	
Student Senate Caucus	Sean Mitchell
Board of Governors	Lindsay Fletcher
c. Staff	
Business Office Manager	Lee Anne Clarke
Front Office Manager	Laura Parsons
Event Programmer	John Bonnar
Policy and Transition Manager	Lauren Kelly
Promotional Services and Graphic Designer	Victoria Bishop

### d. Election Dates & Results

CSA held a by-election in the Fall Semester from September 11-29 to fill positions on our Board of Directors. The election did not reach quorum.

## 2. INTERNAL ISSUES

### a. Recent & Upcoming Local Meetings

The CSA Board of Directors meet regularly throughout the year

### b. National Services Implementation

ISIC – The CSA provides ISIC cards in our front office. CFS staff also distributed ISIC cards during our bus pass distribution in September.

The CSA is looking to implement further promotion of UFile program and other CFS services.

### c. Local Financial Status

The finances of Local 54 are sound.

## 3. CAMPAIGNS

### a. Tuition Fees & Access to Education

## REPORT

Kayla Weiler, Local 54 Representative

Executive Committee, Canadian Federation of Students-Ontario

May 5, 2017 to October 27, 2017

The CSA has been vocal about the lack of consultation of the University of Guelph's Board of Governors in communicating the increase of tuition for the upcoming academic year, 2018-2019. Normally the BoG would inform students during the Winter Semester but rather they are making the decision without consultation prior to November. The CSA executives have attended meetings with senior admin and have spoken against the increase. Will be beginning the Fight the Fees campaign following this OEM.

### **b. Campus Safety & No Means No**

VP External took part in Take Back the Night, an annual womyn's march in Guelph. As well, CSA Board Member Williams is the coordinator for the 2018 Slut Walk to be held in Guelph.

Volunteers have been recruited for the CSA service SafeWalk. This service is a volunteer-run initiative, and ensures that students have the option of receiving a safe, accompanied walk on campus from 7pm – 2am. These volunteers will be receiving training later in the semester that is meant for those in the UofG community who “are likely to have someone disclose an incident of sexual violence to them, or may come into contact with problematic behaviour” (info can be found at <https://www.uoguelph.ca/studentaffairs/sexual-violence-training-student-leadersmentors#tier1b>).

VP Student Experience has been attending Student Affairs committee meetings to discuss the UofG's new sexual violence policies and procedures, and opportunities to educate Guelph students, staff, and faculty on sexual violence and consent, as well as events structured to raise awareness on the topic. We will be working on an internal sexual violence policy.

### **c. Task Force on Campus Food**

Our Guelph Student Foodbank has been operating well. Members of the CSA meet with Hospitality Services through Hospitality Services Advisory Group to discuss food provision on campus.

### **d. Mental Health**

VP Student Experience sits on the UofG's Advisory Committee for Student Mental Health and Wellness with members of various University of Guelph departments. She also sits on a number of sub-committees, include the 1 in 5 Committee, which is planning programming for November 5 – 11 to promote and raise awareness about various mental well-being resources on campus. VP Student Experience is also sitting on a sub-committee that will be designing a potential new resource for UofG students with the Student Wellness Services Manager, and other members of various campus departments.

## **REPORT**

Kayla Weiler, Local 54 Representative

Executive Committee, Canadian Federation of Students-Ontario

May 5, 2017 to October 27, 2017

### **e. Bottle Water Free**

CSA has a challenging task of eliminating the sale of bottled water on campus. Administration and our food service department, Hospitality Services, continue to sell bottled water, against the CSA's Tap In! campaign. As well, Nestle bottles water in neighbouring town of Aberfoyle. Volunteers have been meeting regularly. Good work has been done in the community with external grassroots groups, and the aim moving forward is to involve more students, educate the public about privatization, and continue the Nestle Boycott.

### **f. No Islamophobia, No Racism, No Anti-Semitism**

The CSA created posters addressing cultural appropriation for the upcoming Halloween weekend. We look forward for more opportunities to be active in this area.

### **i. Drop Fees, Not Bombs**

A Special Ad Hoc committee has been formed to consult the UofG community about fossil fuel divestment after the lobby document submitted by Fossil Free Guelph. The CSA has been in support and has been aiding the effort.

## **4. POST SECONDARY EDUCATION ISSUES**

### **a. Access to Education**

Education campaigns have been continuous at Local 54.

### **b. Academic Freedom & Free Speech**

VP Academic and VP External Affairs met with Human Rights Advisory Group to draft a Hate Activity Policy to be utilized during Orientation Week and until the University could develop their own.

### **d. Academic Policies**

Local 54 has been involved with the development of a Fall reading week, which would affect several other university policies.

## **5. MEMBERSHIP DEVELOPMENT**

### **a. Implementation of Federation's Membership Awareness Strategy**

The CSA is looking to improve this strategy on the UofG campus.

### **b. Contact with Other Students' Unions**

Local 54 has been able to connect to other locals during OGM and the 2017 Skills Symposium and look forward to connecting more regularly with other locals.

**REPORT**

Kayla Weiler, Local 54 Representative

Executive Committee, Canadian Federation of Students-Ontario

May 5, 2017 to October 27, 2017

## **PDR Report One: Summer 2017**

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

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### **Agenda Item # 9.9.1. PDR Report One: Summer 2017**

#### **Hello Board Members!**

I hope you are all doing well and that midterms are going great! Please find below a summary of the approved PDR requests from the summer and the amount the PDR committee allocated as of October 23, 2017.

#### **The Guelph Jazz Festival Colloquium**

Event: This is a conference between the International Institute for Critical Studies in Improvisation and the Guelph Jazz Festival. This conference invites researchers, students, artists and the community to discuss and promote their cultural forms and knowledge. The Colloquium incorporates keynote speakers, panel discussions, live music, performances and collaborative discussions. This year's theme was "Partnering for Change: Learning outwards from Jazz and Improvisation."

Asked: \$350.00

Received: \$100.00

#### **OUTline: Disorientation Socials**

The first social will be to allow all OUTline members, partners and new volunteers a chance to mingle, recruit and collaborate on upcoming events. The second social will be to give the folks above the opportunity to recap events, and deliberate what could be improved or continued for next year, solidify new found relationships and partnerships, celebrate success, recognize hard work and to energize the group for the upcoming academic year.

Asked: \$350.00-450.00

Received: \$200.00

#### **Exercise is Medicine 6<sup>th</sup> Annual Symposium**

The target of our annual symposium is to educate University of Guelph students and community members with information surrounding the importance of exercise from a disease prevention/treatment standpoint. We invite speakers, including professors from the University, as well as local practitioners to speak on a range of topics related to the benefits of exercise. This year the topics include: exercise for neurodegeneration - prevention of age-related cognitive decline, exercise for treatment of metabolic syndrome and exercise for postural control and disease prevention.

Asked: \$500.00

Received: \$200.00

#### **Kaleidoscope**

Kaleidoscope Undergraduate Journal of the Arts has been publishing issues showcasing the artistic talent of the undergraduate study body since the Winter 2012 semester. Now looking forward to publishing the ninth issue, Kaleidoscope hopes to be able to offer a unique and accessible platform for students to publish their visual and literary artwork. Due to the high cost of printing, Kaleidoscope depends on donations and contributions from other students in order to successfully publish the journal each year.

Asked: \$400.00

Received: \$150.00



## **PDR Report One: Summer 2017**

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

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### **Let's Talk Science**

This is an outreach event aimed at engaging people of all ages in STEM and promoting STEM education at the University of Guelph. Visitors will also explore different “Hogwarts” themed classrooms and take part in many hands-on science activities teaching STEM concepts in a fun and engaging way. This event will be run by Guelph’s Let’s Talk Science and out volunteers, as well as a number of University of Guelph clubs.

Asked: \$400.00

Received: \$400.00



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BDO Canada LLP  
512 Woolwich Street  
Guelph ON N1H 3X7 Canada

October 2, 2017

Ms. Lee Anne Clarke, Business Manager  
The University Of Guelph Central Student Association  
University of Guelph  
University Centre, Room 274  
Guelph Ontario N1G 2W1

Dear Ms. Clarke:

Re: Management Letter  
The University Of Guelph Central Student Association

During the course of our audit of the financial statements of The University Of Guelph Central Student Association for the year ended April 30, 2017, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Board of Directors through management and is a part of management's overall responsibility for the ongoing activities of the Association. Policies and procedures developed by the Association to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the Association's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriate low level.

The comments and concerns expressed herein did not have a material effect on the Association's financial statements and, as such, our opinion thereon was without reservation. However, in order for the Association to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the Association's employees.

The matters we have identified are discussed below.

### **Accounting Systems and Staff**

As in prior years, AccPac DOS is still the accounting program that is being used by the Association. As this is no longer a supported program, there is a risk that something could happen to the program causing loss of information with no means to restore. We recommend that the Association consider moving to a newer program that is currently supported to reduce this risk.



We also noted that some of the tasks and responsibilities of the business manager are not covered by a back-up staff person. To mitigate the risk of lost information or error in the event of a staff person's absence, we recommend hiring and training a new member of the business office. This person could champion the transition to a new accounting system or support the business manager with related bookkeeping or financial responsibilities. Having another trained staff member would also significantly ease the burden of succession planning for either of the administrative staff.

#### **Review and Signing of Meeting Minutes**

Upon our review of the Board of Directors minutes it was noted that the minutes are not being signed on the date that they have been approved by those with appropriate authority. Since the minutes are a formal means of documenting key decisions that have been approved, we suggest that the minutes always be signed and dated by appropriate officials on the date that the minutes have actually been approved to indicate the accuracy and authenticity of minutes. Upon signing the minutes it is expected that the minutes have been reviewed by the individual signer to ensure the accuracy of the minutes.

This communication is prepared solely for the information of the Board of Directors and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the cooperation and assistance which we received during the course of our audit from yourself.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

A handwritten signature in black ink, appearing to read 'D. Cremasco'.

Daniel J. Cremasco, FCPA, FCA  
Partner through a corporation  
BDO Canada LLP  
Chartered Professional Accountants, Licensed Public Accountants

**The University of Guelph  
Central Student Association  
Financial Statements  
For the year ended April 30, 2017**

The University of Guelph  
Central Student Association  
Financial Statements  
For the year ended April 30, 2017

**Contents**

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Independent Auditor's Report	2-3
<b>Financial Statements</b>	
Statement of Financial Position	4
Statement of Changes in Net Assets	5
Statement of Operations	6
Statement of Cash Flows	7
Notes to the Financial Statements	8-14
Independent Auditor's Comments on Supplementary Financial Information	15
<b>Supplementary Financial Information</b>	
Schedule of Council - General	16
Schedule of Academic Commissioner	17
Schedule of External Commissioner	18
Schedule of Local Affairs Commissioner	19
Schedule of Communications Commissioner	20
Schedule of Live Entertainment	21
Schedule of Films	22
Schedule of Programmes	23
Schedule of General Programming (Entertainment)	24
Schedule of Administration	25
Schedule of The Bullring Operations	26
Schedule of Promotional Services	27



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## Independent Auditor's Report

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### To the Members of The University Of Guelph Central Student Association

We have audited the accompanying financial statements of The University Of Guelph Central Student Association which comprise the statement of financial position as at April 30, 2017, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.



#### Basis for Qualified Opinion

In common with many not-for-profit organizations, The University Of Guelph Central Student Association reports sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of The University Of Guelph Central Student Association. We were unable to determine whether any adjustments might be necessary to sales, sundry and fundraising revenues, excess of revenues over expenditures, current assets and net assets.

#### Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of The University Of Guelph Central Student Association as at April 30, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario  
October 2, 2017

# The University Of Guelph Central Student Association Statement of Financial Position

April 30	2017	2016
<b>Assets</b>		
<b>Current</b>		
Cash and short-term investments (Note 2)	\$ 872,369	\$ 865,957
Accounts receivable (Note 3)		
- University of Guelph	30,893	30,960
- Other	5,412	16,835
- Bullring	774	1,704
Prepaid expenses	204,552	861
	1,114,000	916,317
<b>Capital assets (Note 4)</b>	<b>154,230</b>	<b>163,304</b>
<b>Restricted deposits</b>		
Health plan reserve fund (Note 5)	258,876	331,816
Dental plan reserve fund (Note 6)	257,294	351,010
Affordable housing reserve fund (Note 7)	88,781	98,599
Late night service reserve fund (Note 9)	42,452	42,987
Bullring capital reserve fund (Note 10)	122,574	121,355
Food bank reserve fund (Note 11)	28,168	28,206
Due from operations - Cannon.ca (Note 13)	6,585	6,585
Due from Guelph Campus Co-operative (Note 13)	-	12,299
	\$ 2,072,960	\$ 2,072,478
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities		
- Other	\$ 58,669	\$ 83,620
- Due to Guelph Campus Co-operative (Note 13)	495	-
	59,164	83,620
<b>Net Assets</b>		
<b>Net Assets Externally Restricted</b>		
Health plan reserve (Page 5)	258,876	331,816
Dental plan reserve (Page 5)	257,294	351,010
Affordable housing reserve (Page 5)	88,781	98,599
Late night service reserve (Page 5)	42,452	42,987
Food bank reserve (Note 11)	28,168	28,206
Cannon.ca reserve (Note 13)	6,090	18,884
Bullring capital reserve (Page 5)	122,574	121,355
Net assets invested in capital assets (Page 5)	154,230	163,304
Unrestricted net assets (Page 5)	1,055,331	832,697
	2,013,796	1,988,858
	\$ 2,072,960	\$ 2,072,478

Approved on behalf of the Association:

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**The University Of Guelph Central Student Association**  
**Statement of Changes in Net Assets**

April 30	Externally Restricted Dental Plan Reserve	Externally Restricted Health Plan Reserve	Externally Restricted Affordable Housing Reserve	Externally Restricted Late Night Service Reserve	Internally Restricted Bullring Capital Reserve	Invested In Capital Assets	2017 Total	2016 Total
Balance, beginning of the year	\$ 351,010	\$ 331,816	\$ 98,599	\$ 42,987	\$ 121,355	\$ 163,304	\$ 1,941,768	\$ 1,895,966
Premiums collected in the year	1,788,211	3,147,136	-	-	-	-	4,935,347	4,589,017
Student fees collected	-	-	45,026	391,603	-	-	436,629	426,618
Bursaries and support payments	-	(31,000)	-	-	-	-	(31,000)	(62,000)
Interest earned	12,965	18,272	156	87	1,219	-	32,699	35,261
Premiums for the year	(1,882,642)	(3,190,181)	-	-	-	-	(5,072,823)	(4,597,751)
Administration fees	(12,250)	(17,167)	-	-	-	-	(29,417)	(33,038)
Excess (deficiency) of revenues over expenditures	-	-	-	-	-	(33,343)	213,560	75,021
Purchase of capital assets	-	-	-	-	-	24,269	-	-
Expenditures	-	-	(55,000)	(392,225)	-	-	(447,225)	(387,326)
<b>Balance, end of the year</b>	<b>\$ 257,294</b>	<b>\$ 258,876</b>	<b>\$ 88,781</b>	<b>\$ 42,452</b>	<b>\$ 122,574</b>	<b>\$ 154,230</b>	<b>\$ 1,979,538</b>	<b>\$ 1,941,768</b>

## The University Of Guelph Central Student Association Statement of Operations

For the year ended April 30 2017 2016

### Revenues

Council - general	\$ 124,571	\$ 128,665
Academic commissioner	37,946	39,142
External commissioner	37,865	38,000
Local affairs commissioner	35,390	35,800
Communications commissioner	46,535	45,200
Live entertainment	102,099	69,403
Films	21,767	22,073
Programmes	102,065	105,721
General programming (entertainment)	72,428	67,061
Administration (Note 8)	437,561	426,100
The Bullring	745,313	712,012
Promotional services	48,956	38,381
	<b>1,812,496</b>	<b>1,727,558</b>

### Expenses

Council - general	155,101	154,847
Academic commissioner	37,655	39,340
External commissioner	33,838	29,863
Local affairs commissioner	18,911	34,730
Communications commissioner	42,355	42,226
Live entertainment	73,331	44,949
Films	13,022	15,276
Programmes	96,812	99,232
General programming (entertainment)	71,617	70,724
Administration	389,141	385,582
The Bullring	624,936	697,427
Promotional services	42,217	38,341
	<b>1,598,936</b>	<b>1,652,537</b>
<b>Excess of revenues over expenditures</b>	<b>\$ 213,560</b>	<b>\$ 75,021</b>

The accompanying notes are an integral part of these financial statements.

## The University Of Guelph Central Student Association Statement of Cash Flows

For the year ended April 30	2017	2016
<b>Cash flow from operating activities</b>		
Excess of revenues over expenditures	\$ 213,560	\$ 75,021
Adjustments for		
Amortization	33,343	33,828
	<u>246,903</u>	<u>108,849</u>
<b>Changes in non-cash working capital balances</b>		
Accounts receivable	12,420	(38,775)
Prepaid expenses	(203,691)	(861)
Accounts payable and accrued liabilities	(24,951)	15,034
	<u>30,681</u>	<u>84,247</u>
<b>Cash flows from investing activities</b>		
Purchase of capital assets	(24,269)	(21,858)
<b>Cash flows from financing activities</b>		
Repayment of long-term debt	-	(15,046)
<b>Change in cash position during the year</b>	<u>6,412</u>	<u>47,343</u>
<b>Cash position, beginning of year</b>	<u>865,957</u>	<u>818,614</u>
<b>Cash position, end of year</b>	<u>\$ 872,369</u>	<u>\$ 865,957</u>

---

# The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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## 1. Summary of Significant Accounting Policies

**Nature of Business** The University of Guelph Central Student Association (the "Association") was incorporated without share capital, on May 31, 1979, under the laws of Ontario and provides services to the student body of the University of Guelph, on a not-for-profit basis.

The Association is a non-profit organization and, as such, is exempt from income tax.

**Basis of Accounting** The Association has prepared its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

These financial statements were prepared using the accrual basis of accounting. The accrual basis recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipts of goods and services and the creation of a legal obligation to pay.

**Capital Assets** Capital assets are recorded at cost. Amortization is based on the estimated useful life of the assets as follows:

Furniture and equipment - 10 years straight-line basis  
Computer equipment - 5 years straight-line basis  
Leasehold improvements - 12 years straight-line basis

**Revenue Recognition** The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

### 2. Cash and Short-term Investments

The Association's bank accounts are held at one credit union.

	2017	2016
Cash	\$ 718,237	\$ 703,520
Short-term investments	160,000	160,000
Due from health plan reserve fund	-	2,842
Due from food bank reserve fund	95	1,440
Due from late night service reserve fund	622	4,740
Due to Canon.ca reserve fund	(6,585)	(6,585)
	\$ 872,369	\$ 865,957

The cash balance earns interest at the rate of 0% to 1% (2016 - 0% to 1%).

Short-term investments consists of GICs that earn interest at rates of 2.48% and 2.50% and mature in April 2019 and April 2021, respectively.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to this risk through interest earned on its savings accounts and its guaranteed investments certificates. This risk has not changed since the previous period.

### 3. Accounts Receivable

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk relate primarily to accounts receivable. This risk has not changed since the previous period.

### 4. Capital Assets

	2017		2016	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	\$ 250,400	\$ 123,294	\$ 127,106	\$ 131,458
Computer equipment	17,763	11,052	6,711	6,683
Leasehold improvements	57,000	36,587	20,413	25,163
	\$ 325,163	\$ 170,933	\$ 154,230	\$ 163,304

During the year, amortization of \$33,343 (2016 - \$33,828) was recorded on capital assets.

## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

### 5. Health Plan and Health Plan Reserve Fund

The Association administers the student health plan. Use of health plan reserve funds is restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund.

	2017	2016
Savings	\$ 31,982	\$ 34,658
Short-term investment	300,000	300,000
Due to operations from health plan	(73,106)	(2,842)
	\$ 258,876	\$ 331,816

The short-term investment consists of a GIC that earns interest at a rate of 2.40% with a maturity date of April 2018. The savings accounts earn interest at the rate of 0.20% to 1% (2016- 0.20% to 1%).

During the year, the Board approved a one-time loan of \$80,000 from the Bullring Capital Reserve account to the Health Plan Reserve account. This loan and any interest lost will be repaid during the next fiscal year.

### 6. Dental Plan and Dental Plan Reserve Fund

The Association administers the student dental plan. Use of dental plan reserve funds is restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund.

	2017	2016
Savings (indebtedness)	\$ (42,706)	\$ 51,010
Short-term investments	300,000	300,000
	\$ 257,294	\$ 351,010

The short-term investments consist of GIC's that earn interest at rates of 1.90% and 2.40% with maturity dates of May 2017 and April 2018. The savings accounts earn interest at the rate of 0.20% to 1% (2016 - 0.20% to 1%).

### 7. Affordable Housing Reserve Fund

The Association administers an affordable housing plan. Use of the affordable housing reserve funds is restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees. The funds are deposited in a savings account that earns interest at 0.20% (2016 - 0.20%).

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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### 8. Universal Bus Pass Revenue

Included in administration revenues is the net universal buss pass revenue, which is comprised of the following:

	2017	2016
Universal bus pass revenue	\$ 4,815,096	\$ 4,141,354
Universal bus pass expenses	(4,809,024)	(4,133,709)
Net	\$ 6,072	\$ 7,645

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### 9. Late Night Service and Late Night Service Reserve Fund

The Association administers late night bus service for use by the students. Use of any funds resulting from the excess of revenues over expenditures is restricted for the purpose of providing future late night bus services to the students. Revenues earned in the fund are generated from student fees.

	2017	2016
Savings	\$ 43,074	\$ 47,727
Due to operations from late night service reserve	(622)	(4,740)
	\$ 42,452	\$ 42,987

The savings account earns interest at the rate of 0.20% (2016 - 0.20%).

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### 10. Bullring Capital Reserve Fund

The Association administers a Bullring capital reserve fund. Use of the Bullring capital reserve fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund. The funds are held in a savings account and earn interest at 1% (2016 - 1%).

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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### 11. Food Bank Reserve

The Association administers a food bank plan. Use of the food bank reserve funds is restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees.

	2017	2016
Balance, beginning of the year	\$ 28,206	\$ 32,646
Add: Revenues	110,351	99,089
Less: Expenditures	(110,389)	(103,529)
Balance, end of the year	<u>\$ 28,168</u>	<u>\$ 28,206</u>

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### 12. Contingencies

On April 30, 2013, the Association entered into a Litigation Cooperation Agreement ("Agreement") with the Canadian Federation of Students ("CFS") and Canadian Federation of Students-Ontario ("CFS-O") through which the Association, the CFS and the CFS-O will together be seeking damages from the University of Guelph equivalent to all unpaid, unremitted and/or uncollected 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017 CFS and CFS-O membership fees. There is at this date no potential claim by the CFS or the CFS-O against the Association for unpaid or uncollected fees as a result of this Agreement. The Agreement is accessible of review by any of the Association's members upon request.

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

### 13. Cannon.ca Partnership

The Association has entered into a partnership agreement with the Guelph Campus Co-operative whereby the yearly income or loss of the Cannon.ca is to be divided equally amongst the two partners. Activity of the Cannon.ca is as follows:

	2017	2016
Revenues	\$ -	\$ 1,189
Expenses	25,588	34,819
	<u>\$ (25,588)</u>	<u>\$ (33,630)</u>
Net loss for the year		
Opening reserve balance	\$ 18,884	\$ 35,699
Association's 50% portion of the net loss for the year	(12,794)	(16,815)
Ending reserve balance	<u>\$ 6,090</u>	<u>\$ 18,884</u>
Due from operations	\$ 6,585	\$ 6,585
Due (to) from Guelph Campus Co-operative	(495)	12,299
	<u>\$ 6,090</u>	<u>\$ 18,884</u>

The Association's portion of the net income of Cannon.ca from inception to April 30, 2017 is included in a reserve account as this money is restricted for the purpose of financing future deficits of the partnership.

### 14. Commitments

The association has entered into an operating lease for one photocopier. The photocopier is leased at \$2,670 per quarter under a lease expiring in July 2019.

The minimum annual lease payments for the next three years are as follows:

2018	10,680
2019	10,680
2020	2,670
	<u>\$ 24,030</u>

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## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2017

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### 15. Source of Funds

The Association receives all of its student fees from the University of Guelph. These fees are essential to the continuing operation of the Association.

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BDO Canada LLP  
512 Woolwich Street  
Guelph ON N1H 3X7 Canada

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## Independent Auditor's Comments on Supplementary Financial Information

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To the Members of  
The University Of Guelph Central Student Association

We have audited the financial statements of the The University Of Guelph Central Student Association, which comprise the statement of financial position as at April 30, 2017 and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory information, and have issued our report thereon dated October 2, 2017 which contained a qualified opinion on those financial statements due to sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. The audit was performed to form an opinion on the financial statements as a whole. The supplementary financial information is presented for the purposes of additional analysis and is not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from the underlying accounting and other records used to prepare the financial statements.

The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such supplementary information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves.

### Other Matters

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the April 30, 2017 budget amounts included on pages 16 through 27 of the Supplementary Financial Information.

*BDO Canada LLP.*

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario  
October 2, 2017

To the Board of Directors:

As per the CSA Bylaw 2, section 2.2.5. The nomination period was opened again to try fill the remaining “at-large” seats. After the submission of a completed nomination package, the election office verifies the seconders and nominators of each candidate. The elections office has access to a list of the entire student body that includes their names and student numbers, the seconders are then matched with this list to verify that the seconders are from within the candidates constituency.

Below is a list of the nominees of each college as well as a written statement by the candidates:

**College of Arts:**

Aidan Paskinov

I’m a fourth-year History major and I’m very involved on campus. I’m running for this board seat on the CSA because I believe I can do a good job representing the views of my peers in the College of Arts. I’m accessible and willing to talk to any student in the College of Arts about how their needs can be better met by the CSA and how I can advocate for them. Furthermore I’m not afraid to step on toes and will ensure my personal agenda does not cloud my true purpose on the CSA Board. I am there to represent students in the College of Arts and make decisions that I feel would best benefit them.

Regards,

Mohammad Shallouf  
Chief Electoral Officer

**MOTION: to ratify the nomination of Aidan Paskinov for the At-Large College of Arts CSA Board Member position.**

**Moved:**

**Seconded:**

## Supplementary Material A

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

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### Agenda Item 9.10.5. Nominee's Interest Statement

#### College of Arts:

##### Aidan Paskinov

I'm a fourth-year History major and I'm very involved on campus. I'm running for this board seat on the CSA because I believe I can do a good job representing the views of my peers in the College of Arts. I'm accessible and willing to talk to any student in the College of Arts about how their needs can be better met by the CSA and how I can advocate for them. Furthermore I'm not afraid to step on toes and will ensure my personal agenda does not cloud my true purpose on the CSA Board. I am there to represent students in the College of Arts and make decisions that I feel would best benefit them.

## Supplementary Material B

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

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### Agenda Item 9.10.5. Bylaw 2 – Appointment Process

**Bylaw 2 – Electoral, Section 2.2 By-Elections, point 2.2.5. c) states:**

*“Following the CEO’s validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement; and”*

**Bylaw 2 – Electoral, Section 2.2. By-Elections, point 2.2.5. d) states:**

*“The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.”*

**(Action) Motion**

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

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**Action Item 9.10.6.**

**Motion Awareness of Sexual Assault and Prevention (ASAP) Committee**

**WHEREAS**, the Awareness of Sexual Assault and Prevention (ASAP) Committee is a committee of the CSA and its purpose can be found in the CSA Policy Manual, Appendix B – Internal CSA Policy, Section 2.3.2. (see Supplementary Material A).

**WHEREAS**, at the time of its creation, the ASAP Committee was the only group at the University of Guelph that was focusing on sexual violence awareness and education.

**WHEREAS**, at this time there are several committees and groups that have arisen over the years that speak to all of the issues the ASAP Committee was created to address. As well, all of the membership of the ASAP Committee currently sit on these committees and groups.

**WHEREAS**, existent committees and sub-committees are responsible for reviewing the Sexual Violence Policies and Procedures, creating training for students, staff, and faculty, creating educational opportunities for students, and suggesting updates to the University Sexual Violence web-page.

**WHEREAS**, consultation was taken with a former CSA Executive who had once chaired the ASAP Committee, as well as a campus staff member who was involved in its creation.

**WHEREAS**, due to the fact that there are now committees that cover these areas, the ASAP Committee and its purpose is redundant. Quorum would be difficult to ever meet from a logistical standpoint as all of the membership currently sit on other committees and groups that deal with all of these matters.

**WHEREAS**, the membership of the ASAP Committee (see Supplementary Material A) is not open to CSA members, beyond the position of the Vice President Student Experience.

**WHEREAS**, the Vice President Student Experience is consulting with Brenda Whiteside, the Associate Vice President (Student Affairs) to ensure more student involvement in existent committees and groups dealing with these matters to ensure the student voice is represented.

**MOTION:** To remove the Awareness of Sexual Assault and Prevention (ASAP) Committee from policy as it is now redundant and its purpose is no longer relevant.

**BIRT** the Vice President Student Experience will work to expand student membership on Student Affairs' sexual violence committees to ensure the student voice is represented.

**Moved:** Emily Vance, VP Student Experience

**Seconded:**

**Motivated by:** Emily Vance, VP Student Experience

## CENTRAL STUDENT ASSOCIATION APPENDIX B – INTERNAL CSA POLICY

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### 2.3. Awareness of Sexual Assault and Prevention (ASAP) Committee

#### 2.3.1. Definition of Sexual Violence

The term is broad. Many of us think that rape only happens to other people and that rape is the only manifestation of sexual violence. However, sexual violence not only affects individuals of all ages, backgrounds, genders, ethnicities and experiences, but also occurs in many different forms. Sexual violence can include but is not limited to sexual assault, sexual abuse, stalking, dating and domestic violence, and verbal and physical harassment.

#### 2.3.2. Purpose

- 2.3.2.1. To provide members of the University community and Guelph community with an empowering and comprehensible understanding of sexual violence.
- 2.3.2.2. To bring together stakeholders of the University community and Guelph community to foster greater awareness on campus of sexual violence.
- 2.3.2.3. To plan and implement annual, sustainable and contextual campaigns pertaining to the visions and goals of ASAP.
- 2.3.2.4. To organize appropriate and up-to-date annual events that address issues of sexual violence on and off campus.
- 2.3.2.5. To respond directly when an issue of sexual violence occurs in the community.
- 2.3.2.6. To organize from a pro-survivor, compassionate, inclusive and anti-oppressive framework.
- 2.3.2.7. To ensure that the committee's meetings, events, and campaigns are accessible physically, mentally and financially.
- 2.3.2.8. To ensure that the committee's meetings, events and campaigns are inclusive. This includes but is not limited to ensuring that the committee is dedicated to the rights of women, racialized people, queer people, trans people, people with disabilities, and aboriginal people. This also includes but is not limited to ensuring that the committee is dedicated to the rights of all peoples and how they identify in terms of creed, ethnic origin, place of origin, gender identity and citizenship.
- 2.3.2.9. To work to continually recognize the positive and negative affects of the events and campaigns it will run due to the lived experiences of willing or unwilling participants. This means that ASAP committee, meetings, events and campaigns must be sensitive to the needs of sexual violence survivors and ensure that there is support for these survivors.
- 2.3.2.10. To continue to improve appropriate supports on campus and off campus for sexual violence survivors and to advocate for the improvement of these supports and services.
- 2.3.2.11. To use awareness, action, and accountability in order to foster a safer campus and surrounding community.

2.3.3. ASAP Committee will form a subcommittee to "prepare an annual report to the SOP Committee on programs and activities offered, as well as recommendations for the subsequent year. This report will be made public on the CSA, GSA and Student Affairs Websites. Recommendations will also be presented to the Student Rights and Responsibilities Committee." The CSA [Local Affairs Commissioner](#)/[Vice President Student Experience](#) must sit on this subcommittee and ensure the content gives a thorough overview of awareness activities and campaigns. The report will also review how all parties associated with the University of Guelph campus community have dealt with issues of sexual assault and gendered violence in a critical and analytical manner, including the CSA.

#### 2.3.4. Membership of the Committee

- 2.3.4.1. The ASAP Committee will be made up of representatives from the CSA ([Vice President Student Experience](#)/[Local Affairs Commissioner](#) and Central ASAP Committee Coordinator), the Wellness Centre (Committee Coordinator), The Human Rights and Equity Office (Committee Coordinator), Campus Police, the CSA Human Rights Office, the Guelph Resource Centre for Gender Empowerment and Diversity, the Graduate Students' Association, Off-Campus Living, Guelph Queer

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## CENTRAL STUDENT ASSOCIATION APPENDIX B – INTERNAL CSA POLICY

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Equality, the Munford Centre, the Office of Intercultural Affairs, Residence Life, Interhall, Centre for Students with Disabilities/Counseling Services and Guelph-Wellington Women in Crisis.

- 2.3.4.2. The ASAP Committee will make every effort to encourage the participation of the following groups: The CSA Accessibility Working Group, the Judicial Office, the Multi-Faith Resource Centre, CSA Safewalk, First Response, and Employee groups and bargaining units. Students and community members at large who can work within the terms of reference are welcome to join and must contact the central coordinator.
- 2.3.4.3. Student representation is important to this committee and therefore every effort will be made by the ASAP committee members to encourage student participation from the groups stated above and the student body at large.

### 2.3.5. Meetings

- 2.3.5.1. Quorum for ASAP Committee meetings will be seven committee members. The group will make decisions by consensus.
- 2.3.5.2. The [Vice President Student Experience](#) [CSA Local Affairs Commissioner](#) and the representatives from the Wellness Centre and the Human Rights and Equity Office will rotate the duties of chairing and scribing the ASAP Committee meetings.
- 2.3.5.3. The [Vice President Student Experience](#) [CSA Local Affairs Commissioner](#) will book space and time for the ASAP Committee meetings and establish a listserv for ASAP Committee members.
- 2.3.5.4. In order to operate, the ASAP Committee must be at least have representation from the CSA, the Wellness Centre, the Human Rights and Equity Office, the Guelph Resource Centre for Gender Empowerment and Diversity, Guelph-Wellington Women and Crisis, the Graduate Student Association and Residence Life.
- 2.3.5.5. If the ASAP Committee fails to meet at least 3 (three) times per semester, the [Vice President Student Experience](#) [Local Affairs Commissioner](#) will issue an apology letter to the board of directors, as well as all campus media, including the Peak and CFRU 93.3FM. This apology will also be issued to Women in Crisis via the Public Educator.

### 2.3.6. Sub-Committees and Working Groups

- 2.3.6.1. The ASAP Committee may strike subcommittees such as ASAP Campaigns and Programming or ASAP Policy and Education.
- 2.3.6.2. The ASAP committee will create working groups to focus on issues of sexual violence that affect, but are not limited to, women, queer people, trans people, racialized people, aboriginal people, people with disabilities and international students.

### 2.3.7. Terms of Reference

- 2.3.7.1. The ASAP Committee Terms of Reference will be reviewed on an annual basis by the ASAP Committee membership.

## **(Action) Motion**

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442

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### **Action Item 9.10.7.**

#### **Motion Workplace Harassment and Violence Policy**

**WHEREAS**, the CSA has policies on Workplace Violence and Workplace Harassment in the CSA Policy Manual, Appendix D – CSA Human Resources Policy, Sections 23 and 24 (see Supplementary Material A).

**WHEREAS**, the CSA has been working with a certified Health and Safety consult to ensure its spaces, policies and training follow all legal and government regulated requirements for Health and Safety.

**WHEREAS**, it has been identified that the CSA's Workplace Violence and Workplace Harassment policies are in need of extensive updating to meet legal and government requirements.

**WHEREAS**, the Health and Safety consultant has created, in collaboration with the CSA President and Policy and Transition Manager, a Workplace Violence, Harassment and Sexual Harassment Statement of Commitment (see Supplementary Material B) and a Workplace Violence, Harassment and Sexual Harassment Program (see Supplementary Material C) to ensure the CSA is meeting all of its legal and government requirements.

**MOTION:** To consider the following motions omnibus:

**MOTION:** To suspend CSA Policy Manual, Appendix D – CSA Human Resources Policy, Section 23 Workplace Violence and Section 24 Workplace Harassment.

**MOTION:** To approve the Workplace Violence, Harassment and Sexual Harassment Statement and the Workplace Violence, Harassment and Sexual Harassment Program.

**BIRT** the statement and the program will be implemented in place of the suspended policies.

**BIFRT** a Working Group of PBRC will be struck to review the suspended policy sections (23 and 24).

**BIFRT** the Working Group will be composed of the following members:

- Chair, the Policy and Transition Manager;
- CSA Health and Safety Consultant;
- CSA President;
- One ratified member of PBRC to be selected by PBRC; and
- One Board Member to be appoint by the Board.

**BIFRT** \_\_\_\_\_ will sit on the Working Group.

**BIFRT** the Working Group will report to PBRC on an ongoing basis. The final report of the Working Group to PBRC should be provided the week of February 26, 2018.

**BIFRT** PBRC will report to the Board on this matter at the March 21<sup>st</sup>, 2018 Board Meeting.

**Moved:** Chelsea Mulvale, President

**Seconded:**

**Motivated by:** Chelsea Mulvale, President

## CENTRAL STUDENT ASSOCIATION

### APPENDIX D – CSA HUMAN RESOURCES POLICY

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#### 23. Workplace Violence

- 23.1. The CSA is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment.
- 23.2. Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all CSA staff, executive, volunteers and its Board of Directors and the dealings of these parties with external persons when in the workplace. Everyone is expected to uphold this policy and to work together to prevent workplace violence.
- 23.3. Workplace violence is defined as:
- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
  - An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
  - A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- 23.4. A person who has a personal relationship with a worker - such as a spouse or former spouse, current or former intimate partner or a family member - may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.
- 23.5. A worker can refuse to work or do particular work where they have reason to believe that:
- any equipment, machine, device or thing they will operate is likely to endanger themselves or another worker
  - the physical condition of the workplace or part thereof in which they work or will work is likely to endanger themselves.
- 23.6. Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's supervisor and the Human Resources & ~~Operations Commissioner~~ Services Manager who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of:
- a committee member who represents workers, if any;
  - a health and safety representative, if any; or
  - a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to present them who shall be made available and who shall attend without delay. Until the investigation is completed, the worker shall remain in a safe place near his or her work station.
- 23.7. When an incident of workplace violence occurs, Campus Police and Emergency services are to be contacted immediately. Incident reports must be submitted to the supervisor and the Human Resources & ~~Operations Commissioner~~ Services Manager immediately.
- 23.8. In addition if a workplace violence incident results in a person being killed or critically injured the Human Resources & ~~Operations Commissioner~~ Services Manager must:
- immediately notify, by direct means such as telephone, a ministry of Labour inspector, the joint health and safety committee or health and safety representative and union, if any; and
  - within 48 hours notify, in writing, a director of the Ministry of Labour, giving the circumstances of the incident and any information that may be prescribed.
- 23.9. Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. There will be no negative consequences for reports made in good faith. The CSA pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible. *The Complaint Resolution and Grievance Procedure* will be the primary means of doing this.
- 23.10. The CSA as the employer, specifically the ~~Human Resources and Operations Commissioner~~ President, will ensure that this policy and a supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the
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## CENTRAL STUDENT ASSOCIATION

### APPENDIX D – CSA HUMAN RESOURCES POLICY

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supporting program. Supervisors are responsible for ensuring that workers follow measures and procedures and that workers have the information that they need to protect themselves.

- 23.11. This policy will be implemented and annually reviewed by the [Human Resources and Operations Commissioner/Policy & Transition Manager](#) in collaboration with the Health & Safety Committee, Policy Bylaw and Review committee and staff representatives.

## CENTRAL STUDENT ASSOCIATION

### APPENDIX D – CSA HUMAN RESOURCES POLICY

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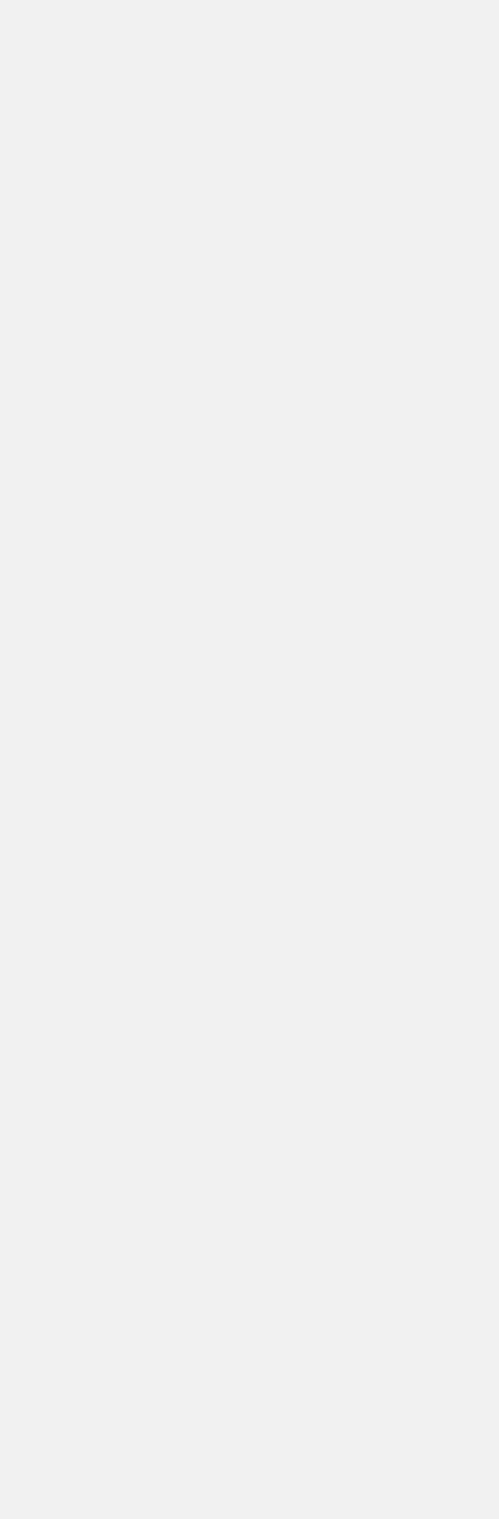
#### 24. Workplace Harassment

- 24.1. The CSA is committed to providing a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.
- 24.2. Workplace harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.
- 24.3. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. This may include harassment related to race, national or ethnic origin, citizenship, colour, religion (creed), age, ancestry, sex (including pregnancy and gender identity), sexual orientation, marital status, family status, disability, receipt of public assistance and pardoned conviction.
- 24.4. This policy applies to all CSA staff, executive, volunteers and its Board of Directors and the dealings of these parties with external persons when in the CSA workplace. Everyone is expected to uphold this policy and to work together to prevent workplace harassment.
- 24.5. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.
- 24.6. Situations that do NOT constitute harassment can include, but not limited to:
- Appropriate direction of the work force (job assignments) or appropriate disciplinary action.
  - Assessment or appropriate criticism of any employee's work efforts, even if they are adverse or if the employee does not agree.
  - individual incidences of rudeness unless extreme
- 24.7. Staff, executive, volunteers and board members are encouraged to report any incidents of workplace harassment. *The Complaint Resolution and Grievance Procedure*, as outlined in the CSA Human Resources Policy, should be the first step and primary mechanism. The Human Resources & ~~Services Manager~~~~Operations Commissioner~~, or another executive if a conflict of interest exists, will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.
- 24.8. Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.
- 24.9. Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace harassment and to report any incidences to the Human Resources & ~~Operations Commissioner~~~~Services Manager~~. There will be no negative consequences for reports made in good faith. The CSA pledges to investigate and deal with all incidents and complaints of workplace harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible. *The Complaint Resolution and Grievance Procedure* will be the primary means of doing this.
- 24.10. The CSA as the employer, specifically the Human Resources ~~and Operations Commissioner~~ & ~~Services Manager~~, will ensure that this policy and a supporting program are implemented, maintained and that all workers and supervisors have the appropriate information and instruction to protect them from harassment in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that workers follow measures and procedures and that workers have the information that they need to protect themselves.
- 24.11. This policy will be implemented and annually reviewed by the ~~Human Resources and Operations Commissioner~~~~Policy & Transition Manager~~ in collaboration with the Policy Bylaw and Review committee and staff
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CENTRAL STUDENT ASSOCIATION  
APPENDIX D – CSA HUMAN RESOURCES POLICY

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representatives.



The Central Student Association (CSA) is committed to the prevention of workplace violence and harassment. We will take every reasonable step to protect employees from workplace violence, harassment and sexual harassment by or against management, employees, students, independent contractors and/or anyone else who has a relationship with the association.

Workplace violence, harassment and sexual harassment will not be tolerated from anyone and such actions are considered a serious offence for which immediate action will be taken.

The CSA has developed a workplace violence, harassment and sexual harassment program to implement this policy. It includes definitions, measures and procedures to protect employees from workplace violence and harassment, the means of requesting assistance and the process for reporting incidents of workplace violence or harassment. A copy of the program can be found on CSA's website.

Supervisors have a responsibility to assess the risk of violence to employees, minimizing those risks where necessary or reasonably possible and informing any affected employee of such risk or potential risk. Supervisors must act respectfully towards others and ensure that all employees have been appropriately trained to recognize the potential for violence or harassment, the procedures and policies to minimize risk and how to respond and report incidents of workplace violence and harassment. The management and executive team will investigate and deal with incidents of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned parties as appropriate.

Employees have the responsibility to act respectfully towards others and to inform a manager of any violence, potential violence or harassment that they experience or witness free from negative consequences for reports made in good faith. Employees are responsible for attending any training or information sessions provided by the employer and co-operating with any efforts to investigate and resolve matters pertaining to this program.

The CSA is committed to a workplace free of violence, harassment and sexual harassment.

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Chelsea Mulvale  
President 2017-2018  
Central Student Association

# Workplace Violence, Harassment and Sexual Harassment Program

## Purpose

The Central Student Association (CSA) is committed to building and preserving a safe, productive, and healthy working environment based on mutual respect for its employees. In pursuit of this goal, the CSA does not condone and will not tolerate acts of violence, discrimination, harassment, sexual harassment, or bullying against or by any CSA employee.

Our Workplace Violence, Harassment, and Sexual Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds inoffensive, others may not. Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver that determines whether the potentially offensive message is acceptable or not; be it spoken, gestural, pictorial, or some other form of communication that may be deemed objectionable or unwelcome.

## Application of this Program

This program applies to all individuals working for the CSA and its subsidiaries, including full-time employees, part-time employees, and temporary employees, volunteers, contract service providers, contractors, supervisors, officers, and directors.

All CSA employees are personally accountable and responsible for enforcing this program and must make every effort to prevent discrimination, violent, or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

## Program Highlights

- a) The CSA has a zero tolerance stance on all forms of discriminating, harassing, and violent behaviour. Examples of such behaviour can be found in [Appendix A](#).
- b) Any incidences should be reported to Executive Supervisors or the CSA President



and these will be investigated quickly and fairly. Appendix B sets out reporting an incidence.

- c) The CSA will perform a risk assessment and communicate information relating to a person with a history of violence, as appropriate.
- d) The CSA commits to no reprisal and to maintain confidentiality under this program.
- e) Employees can refuse work where they feel it is unsafe and employees must inform their supervisor, Executive Supervisor or CSA President of Special Circumstances.

## Definitions

Workplace violence or bullying: workplace violence or bullying is the exercise, statement, or behaviour of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee, such as:

- a) Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a employee);
- b) Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- c) Disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing at a colleague).

Domestic violence: within the context of this Program, domestic violence is considered workplace violence. It is behaviour used by a person who has a personal relationship with an employee, such as a spouse or former spouse, current or former intimate partner or a family member, and who may physically harm, or attempt or threaten to physically harm, that employee at work.

Workplace Harassment: workplace harassment is defined as i) engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome; or ii) workplace sexual harassment.

Workplace Sexual Harassment: workplace sexual harassment can be further defined as i) engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or ii) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Note:** For the purposes herein, any further reference to Harassment includes Sexual Harassment.

Further detail and examples of what can constitute Workplace Harassment can be found in **Appendix A**.

For the purposes of this program, violence and harassment can occur:

- a) At the workplace;
- b) At employment-related social functions;
- c) In the course of work assignments outside the workplace;
- d) During work-related travel;
- e) Over the telephone or electronically, if the conversation is work-related; or
- f) Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

## Guidelines

The CSA is committed to creating a supportive environment in which to resolve concerns of harassment and discrimination and in addition, an environment free from violence and threats of violence.

To accomplish this, the CSA has designed the following guidelines:

- a) The CSA has adopted a zero tolerance stance on all forms of discriminating, harassing, and violent behaviour in the workplace from its employees, volunteers, contractors, clients and visitors;
- b) All incidents shall be investigated promptly, fairly and effectively. Individuals who believe that they have been victims of discrimination, harassment and/or violence are strongly encouraged to file a complaint with their Executive Supervisor or the CSA President. If a concern is raised involving an Executive Supervisor, individuals are strongly encouraged to file a complaint with the CSA President. If a concern is raised involving the CSA President, individuals are strongly encouraged to file a complaint with the Diversity and Human Rights Office at the University of Guelph, as an external body. The process for filing a complaint and the investigation process can be found in **Appendix B**;
- c) It is also a violation for anyone to knowingly make a false complaint of violence or harassment or to provide false information about a complaint. Individuals who violate this program are subject to disciplinary and corrective action, up to and including termination of employment;
- d) This program prohibits reprisals against individuals acting in good faith who report incidents of workplace violence and harassment or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. No reprisals will be made in any form against any individual who reports a complaint. Reprisal is defined as any act of retaliation, either direct or indirect;
- e) Counselling, performance appraisal, work assignment, and the implementation of disciplinary actions are not forms of harassment, and this policy does not restrict a supervisor's or supervisor's responsibilities in these areas;
- f) If it is determined by the CSA that any employee has been involved in a violent behaviour, unacceptable conduct, or harassment of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve mediation, a formal warning, or dismissal;
- g) All records of harassment and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law;
- h) The CSA will ensure that all employees are trained and educated on violence and harassment and that they are clear about their roles and responsibilities, as well as with the program, and all workplace procedures. In addition, a copy of the Workplace

Violence, Harassment and Sexual Harassment Commitment Statement will be posted and made available to all employees;

- i) This program has been written in consultation with the Joint Health and Safety Committee.

### **Violence Risk Assessment**

The CSA will conduct an annual risk assessment of the work environment to identify any issues related to potential violence that may affect the operation, and will institute measures to control any identified risks to employee safety. This information will be provided to the Joint Health and Safety Committee or safety representative.

The risk assessment may include review of records and reports: e.g., security reports, employee incident reports, employee perception surveys, health and safety inspection reports, first aid records, or other related records.

The CSA will communicate information relating to a person with a history of violence where:

- a) Employees may reasonably be expected to come into contact with the person in the performance of their job duties; and
- b) There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The company will only disclose personal information that is deemed reasonably necessary to protect the employee from physical harm.

## **The Right to Refuse Unsafe Work**

The Occupational Health and Safety Act (OHSA) gives an employee the right to refuse work that he or she believes is unsafe to himself/ herself or another employee. An employee who believes that he or she is endangered by workplace violence may also refuse work. For more information, refer to the CSA's Work Refusal Procedure.

## **Special Circumstances**

Any personal situations that could affect the safety of the workplace must also be reported to the employee's immediate supervisor, Executive Supervisor, or the CSA President. Should an employee have a legal court order (e.g., a restraining order, or "no-contact" order) against another individual, the employee is encouraged to notify his or her supervisor and to supply a copy of that order to the CSA President. This will be required so that the CSA may take all reasonable actions to protect the employee in instances where the employee strongly feels that the aggressor may attempt to contact that employee at work in direct violation of the court order. Such information shall be kept confidential and protected in accordance with all applicable legislation.

In cases where criminal proceedings are forthcoming, the CSA will assist the proper authorities to the fullest extent possible.

## Confidentiality

The CSA will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The CSA will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

## Policy Review

As required by the OHSA, the CSA will review this program annually and will post a copy of the Workplace Violence, Harassment, and Sexual Harassment Statement of Commitment on all of the Health and Safety Boards.

# Appendix A - Examples of what can constitute Workplace Harassment

The following provides further detail and examples of what can constitute Workplace Harassment. It includes any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual, bigoted, ethnic, or racial connotation and can be typified as:

- a) Behaviour that is hostile in nature, or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation;
- b) Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- c) Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person;
- d) Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;
- e) Suggestive or offensive remarks;
- f) Offensive jokes or comments of a sexual nature about an employee;
- g) Unwelcome language related to gender;
- h) Displaying of pornographic or sexist pictures or materials;
- i) Leering (suggestive persistent staring);
- j) Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- k) Sexual assault;
- l) Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means;
- m) Unwelcome remarks, jokes, or innuendos about a person's racial or ethnic origin, colour, place of birth, citizenship, or ancestry;

- n) Displaying racist or derogatory pictures or other offensive material;
- o) Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment; and
- p) Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

## Appendix B: Reporting and Investigating Incidents of Violence and Discrimination, Harassment or Bullying

### Reporting Incidents of Violence

Campus Police and Emergency Services are to be contacted immediately if any incident or act of violence has occurred or if an employee is believing there is a threat of imminent harm or physical violence and feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor, client or customer.

If you are either directly affected by or witness to any violence or domestic violence in the workplace, it is imperative for the safety of all CSA employees that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to Executive Supervisors or the CSA President.

Incident reports must be submitted to the Executive Supervisor and the CSA President.

### Reporting Incidents of Discrimination, Harassment or Bullying

#### Informal Procedure

Steps to consider if an employee thinks he/she is being subjected to discrimination or harassment:

- a) **Ask the person to stop.** Inform the person that the behaviour is unwelcome. An individual may or may not realize that such behaviour is offensive. If he/she refuses to co-operate, remind him/her that such behaviour is against CSA's practice.
- b) **Speak with your supervisor or another member of Management team,** if you do not feel comfortable talking directly with the person. You can ask management to assist and speak with the alleged directly. If you are satisfied with the resolution after this occurs, in many cases no further action will need to be taken. The situation and actions taken must be summarized in writing by the

supervisor involved, with a copy to the employee file. Should further issues arise, a formal complaint would need to be filed.

- c) **Keep a record of the incident.** Make notes of what happened, where and when, whether there were any witnesses, threats of reprisal, how you were affected, and so forth. If the behaviour has been expressed in writing, email or on voicemail, save the paper or the message. You may register a complaint without such a record; however, the record will serve to reinforce the complaint.
- d) **Seek advice and assistance** from your Executive Supervisor, the CSA President of the office of Diversity and Human Rights at the University of Guelph.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to their supervisor, Executive Supervisor or the CSA President. If a concern is raised involving an Executive Supervisor, individuals are strongly encouraged to file a complaint with the CSA President. If a concern is raised involving the CSA President, individuals are strongly encouraged to file a complaint with the Diversity and Human Rights Office at the University of Guelph, as an external body.

## Formal Procedure

If you believe you have been personally harassed or discriminated against, you may make a written complaint. The written complaint must be delivered to The Human Resources and Service Manager. Your complaint should include:

- a) The approximate date and time of each incident you wish to report;
- b) The name of the person or persons involved in each incident;
- c) The name of any person or persons who witnessed each incident; and
- d) A full description of what occurred in each incident.

An investigation will be conducted based on the process outlined below.

## Investigating Reports of Violence, Discrimination or Harassment

Once a written complaint has been received, the CSA will complete a thorough investigation. Acts of Violence or Harassment should not be ignored, as silence can and often is interpreted as acceptance. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

The CSA will ensure that all information obtained during the course of an investigation will not be disclosed, unless the disclosure is necessary for the purposes of investigating or taking corrective action, or is otherwise required by law.

For the purposes of this section the following definitions apply:

Complainant: the person who has made a complaint about another individual whom they believe committed an act of violence, discrimination, or harassment against them.

**Respondent:** the person whom another individual has accused of committing an act of violence, discrimination, or harassment.

## **The Investigation Process**

The company will appoint an investigator, who may be internal or external, as appropriate to the situation.

The investigation will include:

- a) Interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- b) Interviewing witnesses, if any;
- c) Reviewing any related documentation; and
- d) Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report. A summary of the findings will also be provided to the complainant and respondent.

If it is determined that harassment, discrimination or violence in the workplace in any form has occurred, appropriate disciplinary measures and corrective actions will be taken as soon as possible.

## **Potential Outcomes of a Complaint**

### ***It is determined that discrimination, violence or harassment as occurred:***

Disciplinary action may include (but is not limited to):

- a) Verbal warning;
- b) Written warning;
- c) Suspension; and/or
- d) Termination.

### ***It is determined that discrimination, violence or harassment has not occurred:***

In the event an investigation determines that discrimination, violence or harassment has not occurred, no information should be placed in the reported individual's employee file. Documentation regarding the matter may, if requested by the complainant, be placed in his/her file.

### ***It is discovered to be a false complaint:***

Knowingly making a false complaint is a serious matter and will result in appropriate disciplinary action up to and including termination of employment.

## **Additional Requirements for Investigating Reports of Violence**

In addition to the investigation process noted above, for incidents of violence or bullying, CSA shall:

- a) Investigate all reported acts and incidents of violence, and consult with other parties as appropriate for the situation (e.g., legal counsel, health and safety consultants, JHSCs, employee assistance provider, human rights office, local police services);
- b) Take all reasonable measures to eliminate or mitigate risks identified by the incident;
- c) Document the incident, its investigation, and corrective action taken;
- d) Submit a report of the incident to the Ministry of Labour where an employee incurs a lost time injury as a result of violence in the workplace;
- e) Review this policy and hazard assessment annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed;
- f) Review annually, in conjunction with review of the hazard assessment, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to procedures, as required.

The Joint Health and Safety Committee will:

- a) Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence;
- b) Review all reports forwarded to the Joint Health and Safety Committee regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement;
- c) Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm);
- d) Recommend corrective measures for the improvement of the health and safety of employees;
- e) Respond to employee concerns related to workplace violence and communicate these to Management.

In addition, Joint Health and Safety Committees may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.



## Agenda Item 9.10.8.

### University of Guelph White Paper - Fall Study Break Expansion

October 2017

#### Introduction

In 2014, the University of Guelph struck a Mental Health Advisory Committee (MHAC) with a special sub-committee to review and assess the impact of academic policies and procedures on student mental health. In addition to the sub-committee's review of existing policies, they also considered the impact of the current Schedule of Dates on student wellness and mental health and this led to a further study on the impact and feasibility of an extended Fall Study Break.

The current approach for the Fall Study Break is to avoid scheduling classes on the Tuesday after the Thanksgiving long weekend. The sub-committee suggested that the University could consider adding three additional days to the Break such that no classes would be scheduled for the entire week after Thanksgiving Monday, thereby giving students a study break of four days instead of one. While the sub-committee did not endorse this proposal, as they felt there was not enough evidence to indicate it would improve student mental health, they also did not dismiss the proposal entirely and provided recommendations on factors to consider in the implementation of a Fall Study Break.

The report was considered by the Working Group on Academic Policies and Procedures who decided that a recommendation for an expanded Fall Study Break should be forwarded for further consultation in order to determine whether the proposal should go to Senate for approval. **Solution Constraints**

In order to introduce an expanded Fall Study Break as described above, three additional days will need to be found in the Schedule of Dates. As evidenced by the principles used to establish the Schedule of Dates, the guidelines and other constraints are as follows:

- Move-in is on the Saturday before Labour Day
- Classes start the Thursday after Labour Day
- Observing Thanksgiving Monday
- Allowing for a one-day Fall Study Break immediately following Thanksgiving Monday
- Two study days between the end of classes and the start of the final exam period
- No Sunday exams
- Minimum eleven days for exams

- Complete exams by December 22<sup>nd</sup> in order to allow for an exam day cancellation
- No classes on Saturdays
- Final grades should be provided to students before the beginning of the next semester.

Due to the vagaries of the Gregorian Calendar, there are seven possible Labour Day Mondays. When Labour Day falls September 1 to September 5, the addition of three Study Break days is manageable. Exams will end on December 22<sup>nd</sup> in the case of a September 5<sup>th</sup> Labour Day, the latest of these five scenarios.

When Labour Day falls on September 6<sup>th</sup>, an additional day must be found in the schedule so that exams end on December 22<sup>nd</sup>. When Labour Day falls on September 7<sup>th</sup>, two days must be found in the schedule.

### **Drawbacks of an Expanded Fall Study Break**

As the MHAC sub-committee noted, there is currently no empirical evidence linking study breaks to improved mental health for students.

The expansion of the Fall Study Break will result in the later completion of the final examination period in all Labour Day scenarios. This will reduce the time students and faculty have off between terms. It will also mean that students will receive their final grades a little later than they do currently, although it is expected that they would still receive them before the next term begins.

There may be other drawbacks to the proposed expansion that will come out during the consultation phase.

### **Benefits of an Expanded Fall Study Break**

Although there is currently no empirical evidence linking study breaks to improved mental health for students, a number of schools have been studying the impacts of their Fall Study Breaks and have presented qualitative evidence from their students to support the inclusion of the Break<sup>1</sup>. A Doctoral student at Brock has conducted the most academic work on the subject as part of her dissertation.<sup>2</sup> Her findings strongly support that the perception amongst students is that a Fall Study Break was helpful. For example, 91% of Brock students strongly agreed or agreed that the Fall Study Break was useful in reducing school related stress levels.

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<sup>1</sup> Wilfrid Laurier University used survey results from students to support the regularization of their Fall Break in 2016. It had previously been approved as a three-year pilot.

<sup>2</sup> Pilato, Kelly. Exploring the Impact of a Fall Break on Student Mental Health Outcomes: Year 2 Undergraduate Student Affairs Committee DRAFT REPORT. April 29, 2015

All of the universities in Ontario now have a Fall Study Break composed of two or more days of cancelled classes, with the majority of them providing a break made up of four cancelled classes (see appendix A). The University of Guelph stands alone as having the shortest break in Ontario, with only one cancelled class day. This does not seem to be in keeping with our mission as a student-centred university<sup>3</sup>. Our one-day break may be sending the wrong message to prospective and current students as to our concern for student wellness, especially in comparison to other institutions. Expanding our Fall Study Break would address this concern.

The shortness of our Fall Study Break has a particular impact on students who come to us from afar. An expanded Break would give them a greater opportunity to go home than currently exists.

An additional minor benefit is that the proposed approach will not require confusing replacement days (ex. a Friday with a Monday schedule in effect), resulting in better balancing in the term of lectures and labs.

There may be other benefits to the proposed expansion that will come out during the consultation phase.

### **Fall Break Options**

Assuming that an expanded fall break is supported, the following are the options that can be considered for implementation.

#### **1. Thanksgiving Week with Current Schedule of Dates and Sunday Exams**

The University does not currently schedule final examinations on Sundays but one would be required when Labour day falls on September 6<sup>th</sup> and two Sunday exams would be required when Labour Day fall on September 7<sup>th</sup> in order to end exams by December 22<sup>nd</sup>. The drawback of such an approach is that there would be no guaranteed days off for students, staff and faculty during the exam period in these years. Also, a Sunday exam may cause a religious conflict. As is the case with any scheduled requirement, an individual could ask for religious accommodation if a Sunday exam were an issue for them.

#### **2. Thanksgiving Week with Tuesday Start to Classes \*\*\*\*\***

The University currently begins classes on the Thursday following Labour Day. If classes were to begin on the Tuesday following Labour Day instead of the Thursday, exams would end on December 22<sup>nd</sup>, even in the case of a September 7<sup>th</sup> Labour Day, without needing Sunday exams. The drawback of such an approach is that

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<sup>3</sup> "We are known for our ability to support the education and well-being of the whole person." Strategic Framework: Charting Our Path. 2016.

orientation would be reduced by two full days. Research indicates that a fulsome orientation period aids in student success. A variation on this could be to have an earlier move-in so as to allow a longer orientation period. It would be challenging to do this on a week-day before Labour Day weekend due to the lack of parking on campus and a move-in the weekend before Labour Day weekend would make for a very long orientation period.

### 3. Thanksgiving Week with Wednesday Start to Classes and One Sunday Exam

Similar to option 2, the university could start classes on Wednesday instead of Thursday, thereby gaining one additional day in the schedule. In this scenario, only one Sunday exam would be required during a September 7<sup>th</sup> Labour Day semester. The drawback of this approach is that it would reduce orientation by one day and require one Sunday exam in the late Labour Day scenario.

### 4. Two Day Break in Late October with Current Schedule\*\*\*\*

This option presents a break that falls later in the fall term. It is a shorter break than proposed above but is perhaps placed better for student success in terms of workload in the term. The downside is that it could impact lab scheduling and would prevent midterm exams on Fridays and Saturdays.

For calendar illustration of these options during a September 7<sup>th</sup> Labour Day year, see Appendix B.

## Appendix A – Survey of Fall Study Breaks at Ontario Universities

Institution	Length of Break <sup>4</sup>	Timing of Break
Algoma University	Four Days	Following Thanksgiving
Brock University	Four Days	Following Thanksgiving
Carleton University	Five Days	Late October
Lakehead University	Four Days	Following Thanksgiving
Laurentian University	Four Days	Following Thanksgiving
McMaster University	Four Days	Following Thanksgiving
Nipissing University	Four Days	Following Thanksgiving
Ontario College of Art & Design University	Four Days	Following Thanksgiving
Queens University	Two Days	Late October
Ryerson University	Four Days	Following Thanksgiving
Trent University	Five Days	6th week of term

<sup>4</sup> Measured in number of cancelled class days beyond Thanksgiving Monday.

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Board of Directors Meeting  
 October 25, 2017 @ 6:00pm – UC 442



University of Ottawa	Five Days	Varies depending on Thanksgiving
University of Guelph	One Day	Following Thanksgiving
University of Ontario Institute of Technology	Two Days	7th week of term
University of Toronto	Four Days	Following Thanksgiving
University of Waterloo	Two Days	Following Thanksgiving
University of Windsor	Four Days	Following Thanksgiving
Western University	Two Days	Late October
Wilfrid Laurier University	Four Days	Following Thanksgiving
York University	Two Days	Late October

**Appendix B – Calendar Examples of Expanded Fall Break on Late Labour Day**

**Option 1 – Thanksgiving Week with Current Schedule and Sunday Exams**

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	1	2	3	4	5 Move-In
Sep 2020	6	7 Labour Day	8	9	10 Start of Classes	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
Oct 2020	4	5	6	7	8	9	10
	11	12 Thanksgiving	13 Fall Study Day	14 Fall Study Day	15 Fall Study Day	16 Fall Study Day	17

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October 25, 2017 @ 6:00pm – UC 442



	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Nov 2020	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
Dec 2020	6	7	8	9 Last Day of Classes	10 Pre-Exam Study Day	11 Pre-Exam Study Day	12 Exams Start
	13 Sunday Exam	14	15	16	17	18	19
	20 Sunday Exam	21	22 Exams End	23	24	25	26
	27	28	29	30	31	1	2

Option 2 – Thanksgiving Week with Tuesday Start to Classes

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	1	2	3	4	5 Move-In (or earlier as a variation)

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Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442



<b>Sep 2020</b>	6	7 Labour Day	8 Start of Classes	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
<b>Oct 2020</b>	4	5	6	7	8	9	10
	11	12 Thanksgiving	13 Fall Study Day	14 Fall Study Day	15 Fall Study Day	16 Fall Study Day	17
	18	19	20	21	22	23	24
<b>Month</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
	25	26	27	28	29	30	31
<b>Nov 2020</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
<b>Dec 2020</b>	6	7 Last Day of Classes	8 Pre-Exam Study Day	9 Pre-Exam Study Day	10 Exams Start	11	12

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Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442



	<b>13</b> No Sunday Exam	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	<b>20</b> No Sunday Exam	<b>21</b>	<b>22</b> Exams End	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>

Option 3 – Thanksgiving Week with Wednesday Start to Classes and One Sunday Exam

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>30</b> Move-In?	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Move-in
<b>Sep 2020</b>	<b>6</b>	<b>7</b> Labour Day	<b>8</b>	<b>9</b> Start of classes	<b>10</b>	<b>11</b>	<b>12</b>
	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Oct 2020</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	<b>11</b>	<b>12</b> Thanksgiving	<b>13</b> Fall Study Day	<b>14</b> Fall Study Day	<b>15</b> Fall Study Day	<b>16</b> Fall Study Day	<b>17</b>
	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>



<b>Nov 2020</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
<b>Dec 2020</b>	6	7	8 Last Day of Classes	9 Pre-Exam Study Day	10 Pre-Exam Study Day	11 Exams Start	12
	13 Sunday Exam	14	15	16	17	18	19
	20 No Sunday Exam	21	22 Exams End	23	24	25	26
	27	28	29	30	31	1	2

Option 4 – Two Day Break in Late October with Current Schedule

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	1	2	3	4	5
<b>Sep 2020</b>	6	7 Labour Day	8	9	10 Start of Classes	11	12
	13	14	15	16	17	18	19

**(Presentation) University of Guelph White Paper**

Board of Directors Meeting

October 25, 2017 @ 6:00pm – UC 442



	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
<b>Oct 2020</b>	4	5	6	7	8	9	10
	11	12 Thanksgiving	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29 Fall Break	30 Fall Break	31
<b>Nov 2020</b>	1	2	3	4	5	6	7
	8	9 40 <sup>th</sup> class day	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
<b>Dec 2020</b>	6	7 Last Day of Classes	8 Pre-Exam Study Day	9 Pre-Exam Study Day	10 Exams Start	11	12
	13 No Sunday Exam	14	15	16	17	18	19

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	20 No Sunday Exam	21	22 Exams End	23	24	25	26

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	27	28	29	30	31	1	2

This document was created by the Registrar and VP Student Affairs and has been brought to various committees on campus for discussion, including SLAM, the working group on Academic Policies and Procedures, etc. Consultations will continue this month. The sections that are highlighted above, options 2 and 4, are most likely not in the running since the registrar has begun consulting with students, faculty, and staff. For this reason, it is advisable that you focus on numbers 1 and 3 as you bring the options before your student membership for consideration. This will be brought before the November 27th Senate to a vote, and so it is highly encouraged that you discuss this with your students as soon as possible in order for feedback to be taken into consideration.

**In addition**, while this option is not included in this document, it is up for discussion:

Consider the following: in terms of Sunday exams, would you be in favour of having Sunday exams not *just* on years where Labour Day falls later in the week, but consistently? **If Sundays became a regular part of exam scheduling, and it meant the winter holiday break would be slightly longer in the wake of a fall reading week, would you be opposed or in favour?**

Thank you for reading and getting this out to your students. We will discuss this in more detail at board.

Becca Cheskes, CSA VP Academic