

## AGENDA

Board of Directors Meeting # 3  
September 16, 2020 – 6:00 pm  
Microsoft Teams



- 3.0. Call to Order**
- 3.1. Land Acknowledgement**  
Manseerat Uppal
- 3.2. Adoption of the Agenda**
  - 3.2.1. Approve the Agenda
  - 3.2.2. Declarations of Conflicts
- 3.3. Ratifications and De-Ratifications**
  - 3.3.1. Ratification of Directors
- 3.4. Comments from the Chair**
  - 3.4.1. Introductions and Pronouns
- 3.5. Approval of Past Board Minutes**
- 3.6. Executive Committee Minutes** Page 17
- 3.7. Executive Updates**
  - 3.7.1. President Page 32
  - 3.7.2. VP Student Experience Page 34
  - 3.7.3. ~~VP Academic~~ [currently a vacant position]
  - 3.7.4. VP External Page 35
- 3.8. Director Reports**
- 3.9. CSA Services Update and Report**
- 3.10. Committee Updates and Reports** Page 37
  - 3.10.1. Director Committee Recruitment document review and future plan.
  - 3.10.2. Appoint CSA Directors to the Executive Evaluation Committee
  - 3.10.3. Appoint CSA Directors and Executive Officer to the Finance Committee
  - 3.10.4. Appoint CSA Directors and Executive Officer to the Petitions, Delegations and Representations (PDR) Committee
  - 3.10.5. Appoint CSA Board Members to the Policy & Bylaw Review Committee (PBRC)
  - 3.10.6. Appoint Directors and Executive Officers to the Capacity, Analysis, and Planning Committee (CAPCOM)
  - 3.10.7. Appoint Directors to the Student Health and Advocacy Centre (SHAC) Advisory Committee
  - 3.10.8. Appoint Directors to the Clubs Tribunal (CSA Clubs Conduct Tribunal)
  - 3.10.9. Appoint Directors to the Elections Appeals Board (EAB)
  - 3.10.10. Appoint Directors to the Standing Referendum Committee (SRC)
  - 3.10.11. Hiring Committee Report – Bike Centre Repair Coordinator
  - 3.10.12. Appoint Board of Director Members to the University Centre Board
- 3.11. Business**
  - 3.11.1. To co-host and endorse the All Out September 30th Strike Against Anti-Black & Anti-Indigenous Racism

## **AGENDA**

Board of Directors Meeting # 3  
September 16, 2020 – 6:00 pm  
Microsoft Teams

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**3.12. New Business**

3.12.1.

**3.13. Announcements**

**3.14. *In Camera* Session**

**3.15. Adjournment**



**Motion**

Board of Directors Meeting # 3  
September 16, 2020

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**Item 3.2.1.  
Approve the Agenda**

**MOTION:** That the agenda for the CSA Board of Directors Meeting on **September 16, 2020**, be approved as printed and distributed.

**Moved:**

**Seconded:**

**POSSIBLE AMENDMENT:**

**MOTION TO AMEND:** To add the following item(s):

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3  
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**Item 3.6.  
Executive Committee Minutes**

**MOTION:** That the Executive Committee Minutes be received as information for the following meetings:

- a) Meeting #5 - June 2, 2020
- b) Meeting #6 - June 9, 2020
- c) Meeting #9 - June 30, 2020
- d) Meeting #15 - September 1, 2020
- e) Meeting #16 - September 9, 2020

**Moved:** Sara Kuwatly, VP Student Experience

**Seconded:**



**Motion**

Board of Directors Meeting # 3

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**Item 3.7.  
Executive Updates**

**MOTION:** That the following Executive Updates be received as information:

- 2.7.1. President
- 2.7.2. VP Student Experience
- 2.7.3. ~~VP Academic~~
- 2.7.4. VP External

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3

September 16, 2020

**Item 3.10.2.**

**Appoint CSA Directors to the Executive Evaluation Committee**

**WHEREAS** CSA Appendix A, Section 2.3. requires the following membership for the Executive Evaluation Committee:

- 2 x College / At-Large Representatives (Directors)
- 1 x Student Organization Representative (Director)
- 2 x Non-Executive Committee Board Members (Directors)
- CSA Policy & Transition Manager (non-voting)

**RESOLVED** that the following Directors be appointed to the EEC:

	College / At-Large Representatives
	College / At-Large Representatives
	Student Organization Representative
	Non-Executive Committee Board Member
	Non-Executive Committee Board Member

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3  
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**Item 3.10.3.**

**Appoint CSA Directors and Executive Officer to the Finance Committee**

**WHEREAS** CSA Appendix A, Section 2.4. requires the following membership for the Finance Committee:

- President
- Second member of the Executive Committee
- Three members from the Board of Directors
- Business Manager

**RESOLVED**

- a) that the following Directors be appointed to the Finance Committee for the 2020-2021 academic year:


- b) that the following Executive Officer be appointed to the Finance Committee for the 2020-2021 academic year:

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**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3

September 16, 2020

**Item 3.10.4.**

**Appoint CSA Directors and Executive Officer to the  
Petitions, Delegations and Representations (PDR) Committee**

**WHEREAS** CSA Appendix A, Section 2.5. requires the following membership for the PDR Committee:

Maximum of 6 members in total:

- President
- One At-Large or College representative (Director)
- One Student Organization representative (Director)
- One additional Executive Officer
- Remaining seats may be filled by up to two members of the CSA Board of Directors

**RESOLVED**

a) that the following Directors be appointed to the PDR for the 2020-2021 academic year:

	At-Large or College representative
	Student Organization representative
	Director
	Director

b) that the following Executive Officer be appointed to the PDR for the 2020-2021 academic year:

**Moved:**

**Seconded:**





**Motion**

Board of Directors Meeting # 3  
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**Item 3.10.5.  
Appoint CSA Board Members to the  
Policy & Bylaw Review Committee (PBRC)**

**WHEREAS** CSA Appendix A, Section 2.6. requires the following membership for the PBRC:

- Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- Quorum shall be three ratified members, one of which must be a Director of the CSA

**RESOLVED**

- a) that the following CSA Board of Directors members be appointed to the Policy & Bylaw Review Committee for the 2020-2021 academic year:

	Director

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3

September 16, 2020

**Item 3.10.6.**

**Appoint Directors and Executive Officers to the Capacity, Analysis, and Planning Committee (CAPCOM)**

**WHEREAS** CSA Appendix A, Section 3.3. requires the following membership for CAPCOM:

Minimum of six members:

- 2 x Executive Officers
- 4 x Directors
- Additional members may be appointed by the committee from within the CSA membership and staff.

**RESOLVED**

- a) that the following Directors be appointed to CAPCOM for the 2020-2021 academic year:


- b) that the following Executive Officers be appointed to the Finance Committee:


**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3  
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**Item 3.10.7.  
Appoint Directors to the  
Student Health and Advocacy Centre (SHAC) Advisory Committee**

**WHEREAS** CSA Appendix A, Section 3.5. requires the following membership for SHAC:

Minimum of six members:

- VPA
- SHAC Coordinator
- 1 x SHAC volunteer
- 3 x Directors

**RESOLVED** that the following Directors be appointed to SHAC for the 2020-2021 academic year:


**Moved:**

**Seconded:**



**Motion**

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**Item 3.10.8.  
Appoint Directors to the Clubs Tribunal  
(CSA Clubs Conduct Tribunal)**

**WHEREAS** CSA Appendix F, Section 4.0. requires the following membership for Clubs Tribunal:

- VPSE
- 2 x Directors

**RESOLVED** that the following Directors be appointed to the Clubs Tribunal for the 2020-2021 academic year:


**Moved:**

**Seconded:**



**Motion**

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**Item 3.10.9.  
Appoint Directors to the Elections Appeals Board (EAB)**

**WHEREAS** CSA Appendix G, Section 27. requires the following membership for the EAB:

- 3 x Directors
- Two general members of the CSA in good standing as per the requirements in Bylaw 1, Section 1.5.

**RESOLVED** that the following Directors be appointed to the EAB for the 2020-2021 academic year:


**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3  
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**Item 3.10.10.**

**Appoint Directors to the Standing Referendum Committee (SRC)**

**WHEREAS** CSA Appendix G, Section 7. requires the following membership for SRC:

- Minimum of 2 x Directors
- Chief Returning Officer (CRO)

**RESOLVED** that the following Directors be appointed to SRC for the 2020-2021 academic year:


**Moved:**

**Seconded:**

**Motion**

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**Item 3.10.11.**

**Hiring Committee Report – Bike Centre Repair Coordinator**

**MOTION:** That the hiring of Anthony Yantha as Bike Centre Repair Coordinator for the remainder of the 2019-2020 term, be ratified as recommended by the Hiring Committee.

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3  
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**Item 3.10.12.**

**Appoint Directors to the University Centre (UC) Board**

**WHEREAS** the UC discusses policy, financial outcomes and outlooks, programming, HR matters, and other projects relating to the UC and makes recommendations to the UC staff on how to improve the center; and

**WHEREAS** the board is comprised of 10 students, 4 university appointees, 2 alumni, 2 clubs representatives including nine CSA representatives.

**RESOLVED**

- a) that the following five CSA Directors be appointed to UC Board for the 2020-2021 academic year:


- b) that the following four CSA Directors be appointed as 'alternates' to UC Board for the 2020-2021 academic year:


**Moved:**

**Seconded:**





## Motion

Board of Directors Meeting # 3  
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### Item 3.11.1.

#### To co-host and endorse the All Out September 30th Strike Against Anti-Black & Anti-Indigenous Racism

**WHEREAS** the CSA is an organization that is committed to an anti-oppressive mandate and constantly strives to amplify marginalized voices;

**WHEREAS** the CSA voted to support the Guelph Black Students Association's letter of demands addressed to the University of Guelph Administration at the CSA Board meeting on September 3rd 2020;

**WHEREAS** we are seeing movements and strike actions against anti-Black and anti-Indigenous taking place globally;

**WHEREAS** a group of Black, Indigenous, and Racialized student leaders, staff and faculty and allies from the University of Toronto Mississauga, University of Toronto Scarborough, York University alongside Black student organizations across the Greater Toronto Area have reached out to the CSA with an invitation to co-host/endorse the All Out September 30th Strike against anti-Black and anti-Indigenous racism; and

**WHEREAS** the strike demands include: A free and accessible education for all - with increased targeted grants & bursaries for Indigenous, Black & Racialized students, the implementation and prioritization of specialized programs, the implementation of race-based data province-wide, the recognition and implementation of orange shirt day province-wide, and campus-wide, the immediate removal of the Egerton Ryerson statue at Ryerson university, and to defund the police and demilitarize the police.

**RESOLVED** that the CSA co-host and endorse the All Out September 30th Strike against anti-Black and anti-Indigenous racism.

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 3  
September 16, 2020

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**Item 3.15.  
Adjourn**

**MOTION:** To adjourn the CSA Board of Directors Meeting of September 16, 2020  
at \_\_\_\_\_pm.

**Moved:**

**Seconded:**

**Agenda #5**

Executive Committee Meeting 2020-2021

June 2<sup>nd</sup>, 2020 @ 3:30pm – Teams

**3.0. Call to Order**

**3.1. Adoption of the Agenda**

3.1.1. Motion to Approve the Agenda

VPSE moved

VPE seconded

**3.2. Comments from the Chair**

**3.3. Approval of the Previous Executive Committee Minutes**

Approved on Friday May 29<sup>th</sup>

**3.4. Executive Updates**

3.4.1. President

3.4.1.1. Student Concerns re: Tuition Fees

President receiving emails from students with concerns about the quality of education and student experience under a “hybrid” model

3.4.1.2. International Student Fee Increase E-mail

A mass email to be sent to the CSA membership on June 15<sup>th</sup> (date is flexible)

3.4.1.3. Updated CDO Event Passwords/Usernames for our linktree

VPSE updated the information

3.4.2. Vice President Student Experience

- SHAC: discussions with Central Coordinator regarding plans for O-week & the fall semester

3.4.3. Vice President Academic

N/A

3.4.4. Vice President External

**Agenda #5**

Executive Committee Meeting 2020-2021

June 2<sup>nd</sup>, 2020 @ 3:30pm – Teams

Focusing on Black Lives Matter campaigns with GBSA & Student Experience

Still prioritizing International Student Tuition Fees campaign

**3.5. Business**

3.5.1. BLM Activities

3.5.1.1. Megaphone + UC Access

President to go to the office to grab a megaphone for the march on Saturday

3.5.1.2. Food? Difficult to provide, maybe we ask if there are other ways to support them (accommodation)

VPSE will try to get inclusive snacks

3.5.1.3. Water (truck unavailable, Oh Goodness Me Boxed Water skid?)

Flow boxed water (less plastic waste)

3.5.2. Response to Racially Insensitive Media Posts

Initial statement: “As for the racially insensitive media posts brought to light recently, the Central Student Association is disheartened to see members of our community distribute such hurtful and racist messages. We will continue to provide information and resources for BIPOC and work with groups both off and on campus to ensure that all students feel safe, valued, and heard.”

3.5.3. Initiative Planning Workshop (see attached form)

**3.6. New Business**

**3.7. Adjournment**



**Agenda #6**

Executive Committee Meeting 2020-2021

June 9<sup>th</sup>, 2020 @ 3:30pm – Teams

**Attendance: President, VPSE**

**Regrets: VPE (off)**

**3.0. Call to Order**

**3.1. Adoption of the Agenda**

3.1.1. Motion to Approve the Agenda

VPSE moved

President seconded

**3.2. Comments from the Chair**

**3.3. Approval of the Previous Executive Committee Minutes**

Approved

**3.4. Executive Updates**

3.4.1. President

3.4.1.1. Website Restructuring/Refresh

Meeting with Promo, Business Manager, Office manager regarding website

3.4.1.2. Transit Refund & Other Updates

Discussions with transit about CSA's contract with Guelph transit

3.4.1.3. Newsletter

Edited letter regarding International Student tuition fees to make it more concise and in the form of a newsletter

3.4.2. Vice President Student Experience

3.4.2.1. Clubs

LEAD/CSA Check-in

Alternative plan for S

3.4.2.2. SafeWalk

Responsibility transferred to President for the summer

3.4.2.3. SHAC

**Agenda #6**

Executive Committee Meeting 2020-2021

June 9<sup>th</sup>, 2020 @ 3:30pm – Teams

VPSE to discuss an alternative operation method for SHAC with the central coordinator

**3.4.2.4. Orientation Week**

Working on poposals & innovation fund applications for CSA events

**3.4.3. Vice President Academic****3.4.4. Vice President External****3.4.4.1. FoodBank**

President on behalf of VPE: Memorandum of Understanding with Alumni Association regarding gift cards

**3.4.4.2. GCUOF****3.4.4.3. Bike Centre****3.5. Business**

3.5.1. Newsletter for Summer students re: International Student Fee Increase, Bus Pass Refund

Decision to keep the email topic restricted to International Student Fee Increase & Bus Pass Refund

3.5.2. Student Memorial Service – Postponement vs. Modification

President to meet with the GSA regarding Student Memorial Service: postponement or modification

**3.6. New Business****3.7. Adjournment**

**Agenda #9**

Executive Committee Meeting 2020-2021

June 30<sup>th</sup>, 2020 @ 3:30pm – Teams**3.0. Call to Order****3.1. Adoption of the Agenda**

3.1.1. Motion to Approve the Agenda

VPSE moved

VPE seconded

**3.2. Comments from the Chair****3.3. Approval of the Previous Executive Committee Minutes**

Approved

**3.4. Executive Updates**

3.4.1. President

3.4.1.1. Transit

3.4.1.1.1. July 6<sup>th</sup> – End of Summer: Update

CSA submitted request to suspend contracts of F20 & W21 to  
Guelph Transit – response by July 15<sup>th</sup> after City Council meeting

Guelph Transit agreed to supplying a Post-Secondary pass for  
UofG students at similar rates to the Youth pass starting July 6<sup>th</sup> until the  
F20 semester commences

Guelph Transit to release press release regarding the Post-  
Secondary bus pass

3.4.2. Vice President Student Experience

3.4.2.1. Clubs

Meeting with Office Manager, Business Manager, and CSA president to  
discuss staff contracts

3.4.2.2. SafeWalk

3.4.2.3. SHAC

Office hours reduced from 30 hrs/week to 15 hrs/week

Central Coordinator hours reduced from 15 hrs/week to 12 hrs/week

Assistant Coordinators hours reduced from 10 hrs/week to 6 hrs/week

## Agenda #9

Executive Committee Meeting 2020-2021

June 30<sup>th</sup>, 2020 @ 3:30pm – Teams

### 3.4.2.4. Innovation Fund changes

- Round 1 new application deadline: July 7<sup>th</sup> at 11:59 pm, decisions released approximately July 24<sup>th</sup> at 4:30 pm
- Round 2 new application deadline: August 3<sup>rd</sup> at 11:59 pm, decisions released approximately August 21<sup>st</sup> at 4:30 pm
- Setting aside 25% of the fund for W21 for groups to host events in January for first year students.

### 3.4.3. Vice President Academic

### 3.4.4. Vice President External

#### 3.4.4.1. FoodBank

#### 3.4.4.2. Bike Centre

#### 3.4.4.3 GBSA

Working with GBSA to address Black students' needs

3.4.4.4. Setting up a meeting with Mike Schreiner and Lloyd Longfield to address student concerns around COVID & Transit

3.4.4.5. Lobbying with GSA at the City councillors meeting re: CSA & GSA contract with Guelph Transit

3.4.4.6. Panel around International Student issues

3.4.4.7. Planning a response for tuition fees in F20

## 3.5. Business

### 3.5.1. Year-at-a-Glance Meetings

3.5.1.1. Current date Monday, July 6<sup>th</sup>

### 3.5.2. Conflict Resolution Workshop + HR Policy Review

Planning with Office Manager & PTM





**Agenda #9**

Executive Committee Meeting 2020-2021

June 30<sup>th</sup>, 2020 @ 3:30pm – Teams

3.5.3. Post-Secondary Bus Pass communication

Beginning Thursday July 2<sup>nd</sup>

**3.6. New Business**

3.6.1. START International involvement

CSA executive team to get involved in START International: introduce CSA to International Students

3.6.2. Survey to Undergraduate students re: tuition fees & quality of education

**3.7. Action Items:**

3.7.1 Set up a meeting to discuss tuition fees & quality of education survey

**3.8. Adjournment**

**Agenda #15**

Executive Committee Meeting 2020-2021

September 1st, 2020 @ 2:30pm – Teams

**1.0 Call to Order****2.0 Adoption of the Agenda**

2.1 Motion to Approve the Agenda

VPSE moved

VPE seconded

**3.0 Comments from the Chair****4.0 Approval of the Previous Executive Committee Minutes**

Approved

**5.0 Executive Updates**

5.1 President

5.1.1 Board Meeting Thursday, September 3<sup>rd</sup>

- Agenda to be sent by PTM by 6:00 PM tonight (September 1<sup>st</sup>)
- Board meetings to be held on Wednesdays moving forward

5.2 Vice President Student Experience

5.2.1 Clubs

- Virtual Clubs Days: September 16<sup>th</sup> - 18<sup>th</sup> - on Teams Live.
- VPSE & Jay (from Student Experience): in charge of virtual help desk at Clubs Days
- Clubs Coordinators: working on virtual office link
- Participating in Resource Fair

5.2.2 SafeWalk

5.2.3 SHAC

- Participating in Virtual Clubs Days and Virtual Resource Fair
- Setting up virtual office hours
- Staff training on Tuesday September 1<sup>st</sup>

5.2.4. Orientation Week

**Agenda #15**

Executive Committee Meeting 2020-2021

September 1st, 2020 @ 2:30pm – Teams

- Trivia Night: Teams live
- Sexy Bingo: Teams live
- CSA purchased a CrowdPurr subscription (a trivia platform): large student organizations are going to use to host their trivia events

## 5.3 Vice President Academic

## 5.4 Vice President External

## 5.4.1 FoodBank

## 5.4.2 Bike Centre

## 5.4.3 Transit

## 5.4.4. CFS:

## 5.4.4.1. Ontario General Meeting took place last week:

- Agenda was amended - motions to be moved to the Ontario Executive Committee

## 5.4.5. Website Updates:

- Updating the Campaigns section

## 5.4.6. International Student Advocacy:

- Spoke with the office of VP Academic at the University: concerns of international students about time zones with synchronous learning. Students are encouraged to reach out to their program counsellor if they need accommodations.

## 5.4.5. Local Government:

- Public consultations currently taking place about City Council composition and ward boundaries
- Consultation period is running from August 17th to September 4th. It will be over and done before students return to school, either physically or virtually.

## Agenda #15

Executive Committee Meeting 2020-2021

September 1st, 2020 @ 2:30pm – Teams

- Student populations have not been included in the Ward population counts.

## 6.0. Business

### 6.1 Petitions, Delegations, and Representations:

- Usually used by student groups for events
- Potentially changing the application process to accommodate online events

### 6.2. Enrollment:

- About 25000 undergraduate and graduate students are currently registered
- President & VPE to work on a survey that will be included in a newsletter to solicit feedback from students to the University

## 7.0 New Business

### 7.1. Orientation Week

#### 7.1.1 Pick up Day

- CSA Executive team was invited by Student Experience to help out during Orientation Week

### 7.2. Information Technology Student Advisory Committee:

- Seeking representation from CSA
- The position will be offered to board members



**Agenda #15**

Executive Committee Meeting 2020-2021

September 1st, 2020 @ 2:30pm – Teams

**8.0 Adjournment**

**Agenda #16**

Executive Committee Meeting 2020-2021

September 9th, 2020 @ 10:30am – Teams

**1.0 Call to Order****2.0 Adoption of the Agenda**

2.1 Motion to Approve the Agenda

VPSE moved

VPE seconded

**3.0 Comments from the Chair****4.0 Approval of the Previous Executive Committee Minutes**

Approved

**5.0 Executive Updates**

5.1 President

5.1.1 Board Meeting Tonight to finalize policy/bylaws (re: elections)  
brought to previous meeting

5.1.2 Experiential Learning Hub

- Meeting with EL Hub today (September 9<sup>th</sup>) to discuss tracking students' learning experiences on campus – Experiential Learning record

5.1.3 UC Operations

- UC is open for students from 6:30 AM – 10:30 PM seven days a week
- No access to administrative areas of the building
- Student study spaces: basement, main floor, second floor, & third floor – a total of about 150 seats for students to study in
- Services that have reopened: Brass Taps (dine-in & take-out), UC Pharmacy, UC Offices, Click signs, Chiropractor, dentist, Anderson's photography, Student health and dental office, UC

## Agenda #16

Executive Committee Meeting 2020-2021

September 9th, 2020 @ 10:30am – Teams

Vision, phone repair service, Center six, Starbucks, Subway, Campus mail office, The Ontarion.

- Fair November to be hosted virtually
- Booking space within the UC for in-person activities has to be approved by a department head or delegate
- CSA President is working on an applications to have select staff work from campus on select days

5.2 Vice President Student Experience - been very busy planning & executing O-week events

5.2.1 Clubs

5.2.2 SafeWalk

5.2.3 SHAC:

Starting office hours next week (week of the 14<sup>th</sup>)

5.2.4. O-Week: both of our O-week events were a success!

- Trivia Party w/ DJ Roshanie (on MS Teams Live): started with over 360 attendees and we had 18 winners in total. There were some technical difficulties that couldn't be avoided, but overall the event was successful and there was great feedback from students.
- Sexy Bingo w/ Fluffy Souffle (on Zoom): our host Athena McQueen couldn't make it due to personal reasons, so I hosted the Sexy Bingo portion of the event with the help of Fluffy Souffle. We switched over to Zoom to avoid the technical difficulties we were having with Teams. Overall, the event was a success and the feedback from students was great.

5.3 Vice President Academic

5.4 Vice President External

5.4.1 FoodBank

- Meeting today (Sept 9<sup>th</sup>) to prepare for re-opening

## Agenda #16

Executive Committee Meeting 2020-2021

September 9th, 2020 @ 10:30am – Teams

### 5.4.2 Bike Centre

- Meeting soon with committee and core staff for input on how to move forward with the Bike Centre re-opening
- Working on a safety plan to be sent to Carrie Chassels

### 5.4.3 Transit

- Glitches in communication with Guelph Transit regarding Post-secondary bus pass distribution – resolved
- Right communication has been made with students about where to acquire a bus pass

### 5.4.4. International Student Advocacy

- Working with ISO and OPIRG to solicit feedback from students on the digital post-secondary experience. The event will highlight the struggles (academic & financial) that international students face

### 5.4.5. Campaigns

- Education for All campaign: working on getting the campaign up and running again

## 6.0. Business

### 6.1 Review of O-Week Events

#### 6.1.1 What did we do well?

- Allowing student engagement
- Events were well advertised
- Giving away free stuff



**Agenda #16**

Executive Committee Meeting 2020-2021

September 9th, 2020 @ 10:30am – Teams

- Incorporating CSA info into the events
- CSA execs participation in the events

**6.1.2 What could improve the student experience?**

- VPSE working on feedback survey from attendees
- Research different platforms (e.g. Twitch)
- Consider about time zones for future events – especially for international students

**6.2 Written statement on recent student death**

- CSA to release a statement

**6.3 Consultation with ISS (Indigenous Student Society, formerly ASA)**

- Looking to setting up a meeting with ISS and finalizing consultation with ISS for next ECM

**7.0 New Business****8.0 Adjournment**

## CSA President Update: September 16<sup>th</sup> CSA Board Meeting

Hello CSA Board,

Thank you everyone for the patience you've had over the past three weeks as we navigate this tricky online environment. Our staff have been working hard to make things better, and I hope your classes have started off on a good note too! Please see my update below for further information.

### Important Dates:

- Fall By-Election: Nominations THIS WEEK! (Sept. 14-18<sup>th</sup>)
- Campaigning Sept. 21<sup>st</sup>-Oct. 1<sup>st</sup>
- Voting September 28<sup>th</sup>-Oct. 1<sup>st</sup>

### Ongoing Projects:

- Return to CSA Office Framework for select staff
- FoodBank Reopening
- CSA Budget (2020-2021)
- Human Resource Policy Development

### Committees:

#### Open and Affordable Course Content Task Force\*

The OACCTF will initiate a Fall 2020 "TextbookBroke" survey to determine the impediments to accessing quality course content materials for students. The CSA will help distribute these surveys as in 2018.

#### Fall Return-to-Campus Committee

This committee has overseen the guiding principles of the return to campus application and plan set by the University of Guelph. In this committee, I have been enlightening the issue of student study spaces and accessing student organizations on campus. Most recently, formal applications have been created and a process finalized for organizations to inquire for access to spaces on campus following proper COVID-19 health and safety procedures.

#### Experiential Learning Record Task Force\*

The Experiential Learning Hub is looking to make both curricular and non-curricular experiential learning opportunities more fruitful for students by making a record visible to potential employers or institutions (if the student chooses to do so). A framework is being created to apply to the various organizations in the CSA, giving student staff and leaders the ability to be recognized for their involvement on campus outside of it.



Equity, Diversity, & Inclusion Enhancement Fund

The EDI Enhancement Fund is a fund available for organizations that would like to better the equity, diversity, and inclusivity of the University of Guelph campus through various means. The committee releases funds to organizations that apply based on a number of criteria to best fit our campus.

Judicial Committee

The Judicial Committee is a University of Guelph Committee that oversees student misconduct. I will be undergoing training for this committee and sitting on it alongside the VP Student Experience.

Health & Dental Committee

The Health and Dental committee will be meeting on Thursday, September 17<sup>th</sup> to plan for the next year and discuss service updates with our insurer, Gallivan. This year, we saw a number of service improvements and expansion (at no extra cost to the CSA or our members) including the new coverage for international students living abroad who are required to pay the health and dental fee.

AND MORE!

**\*I sit on a number of committees traditionally under the portfolio of the VP Academic as the seat is currently vacant. Many CSA President committees are going to be struck in CSA Board meetings.**

**Services:**

- The Bullring IS NOW OPEN! Mon-Fri, 10:00am-2:30pm
- Our Front Office remains closed

**Other:**

N/A



VP Student Experience Board Updates – Wednesday September 16<sup>th</sup>

Not a whole lot of updates since last week!

- Student Help and Advocacy Center: started office hours this week!
- Clubs: also starting office hours this week! Clubs accreditation officially started on Monday September 14<sup>th</sup> (applications have been opened for about two weeks now). Clubs Days are happening this week too;
  - Wednesday, September 16<sup>th</sup> 10:00 AM – 12:00 PM
  - Thursday, September 17<sup>th</sup> 2:00 PM – 4:00 PM
  - Friday, September 18<sup>th</sup> 6:00 PM – 8:00 PM

Clubs Days are going to take place over GryphLife and Microsoft Teams. On GryphLife, students will be directed to Microsoft Teams Live Events where they can talk to clubs executives and sign up etc.

- This week I'm working on sending out feedback surveys to students who attended our O-week events. Because this is our first time hosting online virtual events, it would be helpful to hear what students liked and didn't like so we can improve our future events.
- I am also working on finalizing the prizes and such for the trivia & bingo winners!

September 16<sup>th</sup> 2020 - CSA VP External Board Update

Hello directors, good to see you all! I hope the fall semester is off to a good start. I've been super busy this week, with lots going on! Below are some updates and some highlights for you. Let me know if you ever have any questions or would like to get involved with any campaigns!

## **SERVICES UPDATE**

### FOODBANK

The FoodBank is in the process of getting their Safety Plan approved so we can start operating before the end of this month! We will be implementing an appointment based system where visitors book appointments ten minutes apart. Health and safety is a priority, which has delayed things a little.

### BIKE CENTRE

The last Bike Centre Committee met Wednesday September 16<sup>th</sup> to chat about future plans for the Bike Centre. At the last Board meeting, a Board member was appointed to the Bike Centre Committee. If there are any other members that are interested in joining the committee, let me know!

## **TRANSIT UPDATES**

There was no Bus Pass Distribution this year. Students who require a bus pass will have to purchase an OnYourWay card from Guelph Transit. Guelph City Hall and Guelph Transit are the two locations where you can purchase a bus pass.

## **CAMPAIGNS**

### FAIRNESS FOR INTERNATIONAL STUDENTS

Throughout the summer, international students have been sharing their personal stories with me around the impacts of COVID-19 and the tuition fee increases. Over the next few weeks I will be continuing to share these stories as a part of our fairness for international Students campaign. If you haven't already, you can head to our website to send a letter to the university administration to reverse the international tuition fee increases immediately, to put a freeze on international tuition fees, and to provide more grants, and financial support to international students.

### EDUCATION FOR ALL

Education for All is a new CFS campaign outlining the financial hardships that have been exacerbated by the COVID-19 pandemic. This campaign is calling for lower tuition fees, more grants and free education for all. We hope to mobilize and organize around this campaign as we begin the fall semester. As a part of this campaign, the International Students Organization (ISO), OPIRG, and the CSA are hosting a Back to

School and Online Learning Forum to hear from students. Some issues we'll be focusing on include financial barriers to Post-Secondary Education, accessibility and academic concerns. If you have concerns around any of these topics, please come on out to this event!

### SOLIDARITY/ANTI-BLACK RACISM

A group of Indigenous, Black and Racialized student leaders from the GTA have reached out to the CSA to join a solidarity action taking place September 30<sup>th</sup>. This strike will be taking place to challenge anti-Black and anti-Indigenous Racism. The strike demands include:

- A free and accessible education for all - with increased targeted grants & bursaries for Indigenous, Black & Racialized students
- The implementation and prioritization of specialized programs
- The implementation of race-based data province-wide
- The recognition and implementation of orange shirt day province-wide, and campus-wide
- The immediate removal of the Egerton Ryerson statue at Ryerson university
- Defund the police. demilitarize the police.

### **POLITICAL UPDATES**

#### MUNICIPAL

The City of Guelph is in the process of reviewing city council composition and ward boundaries. Public consultations around the council composition (phase one of the project) ended September 4th, before students could even return to UofG. Even if it's unintentional, a stakeholder group comprising of nearly 30,000 students has kind of been left out of this very important decision. Ward 5 councillors have decided to continue to solicit feedback from students and have put the survey questions up on their website. Please check it out send Leanne Piper an email sharing your concerns! Here's the link

[https://www.ward5.ca/home/your-councillor-your-voice/council-composition-review?fbclid=IwAR22z9xs1IKQFZCkk6aB854JM\\_wz6A4c3kkxURN05zVm7XVjRoIBS67vnqo](https://www.ward5.ca/home/your-councillor-your-voice/council-composition-review?fbclid=IwAR22z9xs1IKQFZCkk6aB854JM_wz6A4c3kkxURN05zVm7XVjRoIBS67vnqo)

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# 2020-2021

## Director Committee Recruitment

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September 14, 2020  
Pete Wobschall, Policy & Transition Manager

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## More Information

More information on most committees can be found in the associated [policies and bylaws found here](#).

### Appendix A – Internal CSA Policy

#### **2.0. Standing Committees**

- 2.2. Executive Committee
- 2.3. Executive Evaluation Committee
- 2.4. Finance Committee
- 2.5. Petitions, Delegations and Representations (PDR) Committee
- 2.6. Policy and Bylaw Review Committee (PBRC)

#### **3.0. Operational Committees**

- 3.1. Accessibility Working Group (AWG)
- 3.2. Bike Centre Committee
- 3.3. Capacity, Analysis, and Planning Committee (CAPCOM)
- 3.4. FoodBank Committee
- 3.5. Student Health and Advocacy Centre (SHAC) Advisory Committee

## Executive Evaluation Committee

### **Policy Reference**

Full information: Appendix A, Section 2.3.

### **Membership**

6 members in total:

- 2 x College / At-Large Representatives (Directors)
- 1 x Student Organization Representative (Director)
- 2 x Non-Executive Committee Board Members (Directors)
- CSA Policy & Transition Manager (non-voting)

### **Mandate**

The Executive Officer positions are of great value to the CSA. Elected at-large by the general student body and reporting directly to the CSA Board of Directors, the Executive Officers work full-time for a one-year term. Each Executive Officer has a specific portfolio with unique responsibilities and their performance is of critical importance to the CSA. It may be challenging for a Board of Directors, that generally meets bi-weekly, to provide supervision, guidance and feedback on the day-to-day performance of each Executive Officer.

The Executive Evaluation policy is meant to increase the level of accountability and support between each Executive Officer and the CSA Board of Directors.

This policy will support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.



## Finance Committee

### Policy Reference

Appendix A – Section 2.4.

### Membership

6 members in total:

- President
- Second member of the Executive Committee
- Three members from the Board of Directors
- Business Manager

### Mandate

The Finance Committee is a standing committee of the CSA Board of Directors that is responsible for monitoring the CSA's finances and providing input into the budgeting process.

Purpose:

- To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.
- To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.
- To provide input to the budgetary process before it is presented to the Board of Directors.
- To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

## Petitions, Delegations and Representations (PDR) Committee

### Policy Reference

Appendix A – Section 2.5.

[More information can be found on this page.](#)

### Membership

Maximum of 6 members in total:

- President
- One At-Large or College representative (Director)
- One Student Organization representative (Director)
- One additional Executive Officer
- Remaining seats may be filled by up to two members of the CSA Board of Directors

## **Mandate**

The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

The Petitions, Delegations and Representations Committee is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding PDR requests.

Groups or individuals are encouraged to come before the PDR Committee to request support or sponsorship of any event, program, or campaign. Requests for various types of support may include, but are not limited to, promotion, volunteer recruitment, financial aid, technical assistance, resources, office space and transportation. PDRs are not usually granted for operational costs, salaries, honoraria, or alcohol costs.

As per PDR policy, CSA Staff members, or programs may not submit requests. This includes any event or initiative co-sponsored by the CSA.

In fairness to all organizations, no group will be awarded more than \$1000.00 in any fiscal year (May to April). In order to qualify for future funding all recipients must present a written report to the Communications & Corporate Affairs within one month of the event or initiative.

## **Purpose**

- To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.
- To maintain a standardized PDR request form or method.
- To make recommendations to the Finance Committee for annual funding for PDR lines.
- To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

## **Policy and Bylaw Review Committee (PBRC)**

### **Policy Reference**

Appendix A – Section 2.6.

### **Membership**

- Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- Quorum shall be three ratified members, one of which must be a Director of the CSA

### **Mandate**

- To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.

- To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

## Capacity, Analysis, and Planning Committee (CAPCOM)

### Policy Reference

Appendix A – Section 3.3.

### Membership

Minimum of six members:

- 2 x Executive Officers
- 4 x Directors
- Additional members may be appointed by the committee from within the CSA membership and staff.

### Mandate

The mandate of this Committee is to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, Executive, permanent staff, student staff, and students. The mandate is not to recommend one course of action, but alternative courses of action to address the identified core issues and perceived problems.

The Capacity, Analysis and Planning Committee is an ad hoc committee that may be formed at the discretion of the Board and the Executive, to address issues based on annual priorities.

### Responsibilities

- To review the final report created by the previous year's CAPCOM
- To produce an initial report to be submitted to the Board of Directors by the first Board meeting of the Fall semester. This document will contain the following:
  - A list of goals addressing the identified core and perceived structural issues
  - A summary of the problem and the desirable outcomes
  - A timeline of progress and completion of dates.
- To make regular reports to the Board on the committee's progress
- To produce a final report to be submitted at the second last Board meeting of the Winter semester. This document will include the following:
  - A summary of goals, what has been achieved, and the progress made.
  - What did not work and what barriers are to blame
  - Reflection of committee effectiveness
  - Suggestions for next year's CAPCOM
- At the final CAPCOM meeting of each academic year, the committee will review the terms of reference.

# Student Health and Advocacy Centre (SHAC) Advisory Committee

## Policy Reference

Appendix A – Section 3.5.

## Membership

Minimum of six members:

- VPA
- SHAC Coordinator
- 1 x SHAC volunteer
- 3 x Directors

## Mandate

The objective of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, SHAC staff, SHAC volunteers and students.

This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF.

## Purpose

The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester. This document will contain the following:

- A summary of findings from its consultative review.
- A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.
- An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

## Clubs Tribunal (CSA Clubs Conduct Tribunal)

### Policy Reference

Appendix F, Section 4.0.

### Membership

- VPSE
- 2 x Directors

### Mandate

The CSA Clubs Conduct Tribunal will be responsible for reviewing accreditation status of a CSA accredited club to deem whether a student club's accreditation status or club privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations as referenced in Appendix F, Section 3.4. Punitive Action, and Appendix J, Section 2.0: Space Infractions.

Should a CSA accredited club's actions endanger their accreditation status as outlined in Appendix F, Section 3.4. Punitive Action, the Clubs Administrative Coordinator will be responsible for informing the subject club by e-mail and a written letter delivered to the club's mailbox. The CSA Clubs Conduct Tribunal policy will be referenced in the aforementioned email and letter.

The decision of the CSA Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. In the case of an appeal to the Board of Directors, its decision will be final.

The CSA Clubs Conduct Tribunal will meet on an as-needed basis at the request of the Clubs Administrative Coordinator.

## Elections Appeals Board (EAB)

### Policy Reference

Appendix G, Section 27.

### Membership

Advertising to and the selected process of general members of the CSA to sit on the EAB shall take into consideration candidate equity. A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities, and international students.

Makeup of the EAB shall consist of no less than 40% women identified individuals.

- Three Board members, who are not Executive

- Two general members of the CSA in good standing as per the requirements in Bylaw 1, Section 1.5.

## **Mandate**

The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over matters regarding minor campaigning infractions on behalf of the Board, defined as:

- Any infraction levied against a candidate that will not result in disqualification of the candidate.
- Any infraction levied against a referendum that will not result in the discarding of a referendum question.

Any appeals to be discussed following elections week and scheduled meetings of the EAB will be sent directly to the Board of Directors.

- The EAB will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.

In accordance with Bylaw 2, Section 8 (Penalties for Campaign Infractions), the EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.

The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

## **Standing Referendum Committee (SRC)**

### **Policy Reference**

Appendix G, Section 7.

### **Membership**

- Chief Returning Officer
- Minimum of two Directors.

### **Mandate**

The SRC shall:

- a) Be comprised of the Chief Returning Officer and at least two Directors.
- b) Receive all submitted referendum questions from the CSA Elections Office.
- c) Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.
- d) Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- e) Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

## theCannon.ca Operating Committee

### Policy Reference

Appendix B, Section 2.

### Membership

- President
- VPSE
- CSA Programmer

### Mandate

TheCannon.ca is a website jointly owned by the CSA and the Guelph Campus Co-op. This operation is bound by a Partnership Agreement signed by both parties in August 2003 and where this policy manual and the Partnership Agreement differ, the Partnership Agreement shall take precedence.

This Policy outlines the responsibilities of the CSA within this Partnership Agreement. It is the responsibility of the President and Vice President, Student Experience to ensure this policy and the Partnership Agreement are upheld.

All regular activities of the Website shall be overseen by theCannon.ca Operating Committee. The responsibilities of the Operating Committee shall be listed in a Terms of Reference for the Committee and in the Partnership Agreement.

The CSA Board of Directors must meet bi-annually to ratify the following items: The Operating Committee's Terms of Reference and Website Operations report, any operating policies and procedures that are developed by the committee, the operational budget, and the audited financial statements of theCannon.ca

From time to time, it may be necessary for members of the Board of Directors for the CSA and Guelph Campus Co-op to meet to discuss the Partnership.

Quorum for such a meeting shall be 3 members from each of the Board of Directors. Notice for such a meeting must be given 15 days in advance and must state the reason for the meeting.