

AGENDA

Board of Directors Meeting # 2

June 19, 2024 – 6:00 pm



Agenda – June 19, 2024

2.0	Call to Order	
2.1	Land Acknowledgement	
2.2	Adoption of the Agenda 2.2.1 Approve the Agenda 2.2.2 Declarations of Conflicts	1
2.3	Ratifications and De-Ratifications 2.3.1	
2.4	Comments from the Chair 2.4.1 Introductions and Pronouns	
2.5	Approval of Past Minutes 2.5.1 Meeting # 18 – April 10, 2024 2.5.2 Meeting # 1 – June 5, 2024	2
2.6	Executive Committee Minutes 2.6.1 Meeting # 2 – May 31, 2024	3 4
2.7	Executive Updates 2.7.1 President – June 19, 2024 2.7.2 VP Student Experience – June 19, 2024 2.7.3 VP Academic – June 19, 2024 2.7.4 VP External – June 19, 2024	
2.8	Director Reports	
2.9	CSA Service Update and Report	
2.10	Committee Updates and Reports 2.10.1 Summary of Committee Appointments 2.10.2 Hiring Committee Report: Clubs Coordinator	7 9
2.11	Business 2.11.1 Appoint Finance Committee 2.11.2 Appoint Director to the Cannon.ca Operating Committee 2.11.3 Appoint Member to the Teaching and Learning Network (TLN) 2.11.4 Appoint Enrolment Crisis Task Force and Approve Terms of Reference 2.11.5 Letter to the Office of the University President re. Over-Enrolment 2.11.6 Appoint Director to Student Health and Dental Plan Committee	10 12 17 20 23 27
2.12	New Business	
2.13	Announcements	
2.14	In Camera Session	
2.15	Adjournment	28

Motion

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Item 2.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 2 on June 19, 2024, be approved as printed and distributed.

Moved:

Seconded:

Item 2.2.1 (b) Amend the Agenda

MOTION TO AMEND:

Moved:

Seconded:

Item 2.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 2 on June 19, 2024, be approved as amended with:

-

Motion

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Item 2.5
Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meetings:

2.5.1	CSA Board Meeting # 18	April 10, 2024
2.5.2	CSA Board Meeting # 1	June 5, 2024

Moved:
Seconded:

Motion

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Item 2.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
2.6.1	Meeting # 2	May 31, 2024

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #2 – May 31, 2024 – 1:00 pm

CSA Boardroom



Members: Hartej Singh (President, Chair), Harsimran Kalra (VP Student Experience, Secretary), Bawneet Singh (VP Academic), Natalie Wilkinson (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 1:03 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

Hello everyone, Let's get started with our 2nd ECM meeting!

4.0 Approval of the Previous Executive Committee Minutes

Meeting 32 and 1 Minutes were approved.

5.0 Executive Updates

5.1 President

- Going over all transition manuals and job descriptions of Core Staff.
- Attended the Transit Committee meeting.
- All the Core Staff and Executive are helping to manage the Front Office operations due to a staff vacancy.
- Attending all the training sessions and meetings along with other Executive team members.

5.1.1 Ongoing Projects:

- Updating the job description for the Front Office Coordinator. The hiring process will commence shortly.
- Seeking advice from the External HR Consultant on policies.
- Planning for policy reviews and amendments.
- Retirement planning for Business Manager.

5.1.2 Committees:

- Transit Committee meeting.
- Executive Committee Meetings.

5.1.3 Services:

- Bike Centre will be re-opening soon with a new Bike Centre Coordinator.
- FoodBank services are going smoothly, and we have a fridge that needs to be transported back to the company.

Minutes

Executive Committee Meeting (ECM)

Meeting #2 – May 31, 2024 – 1:00 pm

CSA Boardroom



5.2 VP Student Experience

5.2.1 Supervisory

- Supervising the Interim Clubs Coordinator

5.2.2 Committees

- Chairing the Clubs Coordinator Hiring committee

5.2.3 Miscellaneous

- Conducted the Interviews for Club Coordinator Position.
- Planning on expanding and promoting Boo lounge.
- Working on on-campus Resource Directory for our CSA website and social media.
- Signed up and Excited to Attend Skills Conference with other Executives.

5.3 VP Academic

5.3.1 Supervisory

- Continuing efforts to ensure smooth operations and compliance within the SHAC.

5.3.2 Committees

- Student Food and Security Group: Currently exploring suitable locations for food markets to enhance accessibility to fresh produce for the University of Guelph community. Suggestions are welcome to further this initiative.
- Student Memorial Services: Preparations underway for the Fall event aimed at honoring the contributions of departed students. The initiative seeks to establish a lasting memorial in the campus arboretum.

5.3.3 Miscellaneous

- Hello Folks! I'm thrilled to be in the same position this year and eager to advance our shared priorities. As a quick recap, my key agendas include advocating for a late-night student space on campus, organizing a "Students vs Teachers" competition for collaborative engagement, and establishing a gaming room as a bookable space for student recreation. Your support and input are invaluable as we work together to enhance student life at the University of Guelph.

Minutes

Executive Committee Meeting (ECM)

Meeting #2 – May 31, 2024 – 1:00 pm

CSA Boardroom



5.4 VP External

5.4.1 Supervisory

- Foodbank: Floors got waxed and look great, another part of our summer Foodbank renovation updates. Our new fridges should come in at the end of the month (hopefully).
- Joseph, our Bike Centre coordinator started on June 3rd! We are super excited to get more members in our team and get it up and running to students again!

5.4.2 Committees

- Food Security Meeting: Met with folks from the committee and talked about great initiatives we had last year, including the Food Market, cooking classes and the grocery bus. These were all super successful and we are hoping to continue this for next year! We will start our meetings again in the fall unless urgent business items come up.

5.4.3 Miscellaneous

N/A

6.0 Business

N/A

7.0 New Business

N/A

8.0 In Camera

There was no camera session.

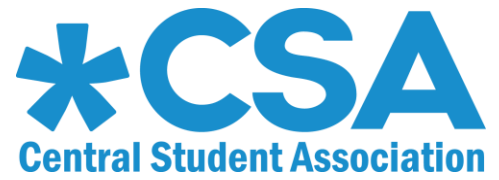
9.0 Adjournment @ 2:00 pm

Next Meeting: June 13, 2024

Information Report

Board of Directors Meeting # 2

June 19, 2024



Item 2.10.1

Summary of Committee Appointments

Motion: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

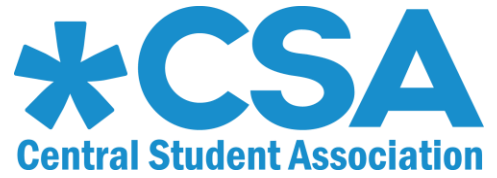
Moved:

Seconded:

Information Report

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The following Summary of Committee Appointments is provided as information:

Policy and Bylaw Review Committee

Appointed: June 5, 2024

Hartej Singh	President
Jake Levy	Director
Nate Broughton	Director
Naomi Amayaevbo	Director
Manpreet Rattan	Director
Chadha Gursimran	Director
Noel Johnston	Director

Hiring Committee Report

Clubs Coordinator

June 19, 2024



Item 2.10.2

Hiring Committee Report

Clubs Coordinator

Posting Date: May 1, 2024

Closing Date: May 15, 2024

Hiring Committee Members:

Simran Kalra, VP Student Experience

Lee Anne Clarke, Business Manager

Jack Fisher, Events Coordinator

Number of Applicants: 65

Number of Interviews: 3

Successful Candidate: Paraj Mongia

Start Date: June 17, 2024

MOTION: That the hiring of **Paraj Mongia** for the position of **Clubs Coordinator** be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Motion

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Item 2.11.1
Appoint Finance Committee

WHEREAS CSA Policy Appendix D, Section 6.3.1 requires the following membership for the Finance Committee:

- CSA President
- Second member of the Executive Committee
- Three Directors
- Business Manager

MOTION:

- a) That the following Directors be appointed to the Finance Committee for a term ending April 30, 2025:

[3 Directors]

- b) That the following members of the Executive Committee be appointed to the Finance Committee for a term ending April 30, 2025:

Hartej Singh, President
Simran Kalra, VP Student Experience

Moved: Hartej Singh, President

Seconded:

See next page for Finance Committee information.

Motion

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Finance Committee 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.

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Item 2.11.2

Appoint Director to theCannon.ca Operating Committee

WHEREAS theCannon.ca Operating Committee has updated their Terms of Reference to include a CSA Board of Directors representative for student representation; and

WHEREAS theCannon.ca had a new look launch that has reached many people but also is in a transition phase to fix any technical/students' issues that may arise;

BE IT RESOLVED that the following Board Director is appointed to theCannon.ca Operating Committee, effect immediately:

[one Director]

Moved: Hartej Singh, President

Seconded:

See next pages for theCannon.ca Operating Committee Terms of Reference

Motion

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theCannon.ca Operating Committee

Terms of Reference

1.0 Preamble

Thecannon.ca (hereafter referred to as “the Website”) is a joint venture of the Central Student Association and the Guelph Campus Coop.

Thecannon.ca Operating Committee is responsible to the Boards of Directors of the Central Student Association and the Guelph Campus Co-op (hereafter referred to as “the Partners”).

The union and subsequent responsibilities of these two Partners for the purpose of owning and operating the Website is legally bound in theCannon.ca Partnership Agreement (hereafter referred to as “the Partnership”)

A committee shall exist and it shall be called “thecannon.ca Operating Committee” (hereafter referred to as “the Committee”)

Meant to be an online meeting place for students, the Website is funded by student fees secured in a referendum with the following question:

“Since the fall of 2000, thousands of students have used Guelphbooks.com to buy and sell textbooks and other items. There are plans to transfer this service to theCannon.ca site, and expand its offerings. Provided that there are no transaction fees or external advertising on the site,

Do you support a refundable semesterly fee of \$1.00 per student (indexed to the cost of living) to go towards theCannon.ca?”

2.0 Purpose

- 2.1 To develop a vision for the Website
- 2.2 To ensure that the Website meets the expectations set out in the vision
- 2.3 To manage the day-to-day business affairs of the Website
- 2.4 To develop and adhere to the CSA Human Resources gospel and procedure, including but not limited to, hiring and supervision of thecannon.ca staff
- 2.5 To oversee the development of content for the Website
- 2.6 To enter into third party agreements relating to the Website
- 2.7 To prepare and adhere to an annual budget
- 2.8 To develop and adhere to policy, procedure and protocol, as approved by the Partners
- 2.9 To ensure completion of additional responsibilities of the Committee as required in the Partnership and as indicated in Section 4.0 of this document
- 2.10 To act as an appeal body for any decisions made by the staff of the Website

3.0 Membership of the Committee

- 3.1 The Operating Committee shall be made up of at least two voting representatives from each Partner
- 3.2 The voting representatives from the CSA shall be the CSA President, CSA VP Student Experience, CSA Promotional Services Coordinator, CSA Events Coordinator, and 1 Board of Director

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3.3 The voting representatives of the Guelph Campus Co-op shall be a GCC staff member and up to 4 GCC Board members

3.4 Non-voting members shall be appointed by the Committee as needed, however the following positions shall have permanent non-voting membership on the Committee: TheCannon.ca Moderator, CSA Business Manager, and the GCC Human

Resources and Finance Coordinator

3.5 Student members of the Committee shall be appointed for a term of one year, ending no later than April 30th of each year.

3.6 Under irregular circumstances, a leave of absence may be granted by the Partners to a voting member of the Committee at which point the responsible Partner must provide a substitute representative from its Board of Directors

3.7 A leave of absence may be requested by the member in question, the Committee, or a Partner

4.0 Responsibilities of the Committee

4.1 thecannon.ca Operating Committee will meet regularly once a month

4.2 The committee will choose a chair at the end of each meeting, and the chair will be responsible for the following for the next meeting:

4.1.1 Facilitate meeting

4.1.2 Create Agenda

4.1.3 Call meeting and book meeting place

4.1.4 Ensure adherence to the Terms of Reference

4.3 A scribe will be appointed by the chair at the beginning of each meeting. Their role will be to:

4.2.1 Take minutes

4.2.2. Circulate minutes to the committee

4.2.3 Ensure copy of minutes is sent to both GCC and CSA Business Office

4.4 If thecannon.ca is looking to hire staff or contract out work, Job Descriptions will be approved by a vote of the committee, and a hiring committee of three (3) members will be formed from the membership present.

4.5 Promotional aspects on thecannon.ca will fall to the CSA Promotional Services Coordinator to manage on a day-to-day basis and any major changes can be taken to the committee for a vote

4.6 The committee will be responsible for gathering relevant information from whichever business office is currently managing thecannon.ca's books and use this information to compile the report for each board on an annual basis

4.7 The committee is to present semesterly reports to each Board of Directors, the presentation sub-group will contain one representative from each Partner.

4.8 If and when technical support is required, the committee, through the CSA Promotional Services Coordinator shall reach out to Barking Dog Studios for support

5.0 Financial

5.1 The CSA Business Office OR the GCC Business Office shall have the following responsibilities:

5.1.1 Prepare annual budget

5.1.2 Review monthly financial statements and report any major concerns that may arise to the committee

5.1.3 Ensure approval of all expenditures receives due process

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5.1.4 Oversee preparation of audited statements

5.1.5 Oversee preparation of financial reports for Partners

6.0 Promotional Support

6.1 The CSA Promotion Services Coordinator shall have the following responsibilities:

6.1.1 Ensure development of promotional materials on an annual basis for the Website

6.1.2 Oversee development of ongoing innovative promotional strategies for the Website

6.1.3 Assist Website staff and volunteers with general promotions of the Website as needed

7.0 Technical Support

7.1 thecannon.ca Operating Committee will contract Barking Dog Studios to assist with the following:

7.1.1 Ensure ongoing maintenance and development of technical components of the Website

7.1.2 Oversee purchasing of equipment, fonts and other technical components as needed in collaboration with the CSA Promotional Services Coordinator

7.1.3 Ensure maintenance and security of operations on the website

8.0 Meetings

8.1 Meetings shall be held as required - monthly

8.2 Quorum for meetings must be at least one voting member from each Partner, to a total of at least four.

8.3 Meetings discussing the day-to-day operations of the Website may take place without quorum being met, provided any discussions are ratified at a later date at a meeting where quorum is achieved

8.4 Day-to-day operational meetings where quorum is not met are not able to bind the Partnership, approve expenditures, or make other similar decisions affecting the business affairs of the Partnership

8.5 Meetings shall be open to the public

8.6 The standing agenda will be as follows:

Scribe assignment

Introductions

Financial overview

Promotion review

Editorial

Operations overview

New Business

Chair assignment

Adjournment

9.0 Reports

9.1 The Committee shall prepare an annual report for submission to both Partners for their approval

9.2 The report must be presented to each Partner's board no later than March 30th

9.3 Each report must contain a summary of actions/minutes of the Committee for the Partners to ratify

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9.4 The report shall include:

9.4.1 A review of the management and performance of the Website

9.4.2 A review of any Human Resources matters

9.4.3 A review of operating policy, procedure and protocol of the Website

9.4.4 A review of future revenue requirements from student fees for the Website

9.4.5 The audited financial statements for the Website for the previous year

9.4.6 The annual operational budget

9.4.7 Any financial management arrangements that have been made for the upcoming fiscal year, including but not limited to the provision of bookkeeping and payroll services, and compensation for such services, audit fees, location of Head Office, and all other incidental activities which may be carried on in connection with the Business and are not the responsibility of the Operating Committee

9.4.8 The present thecannon.ca Operational Committee Terms of Reference

10.0 Appeals

10.1 The Committee shall act as an appeal body for any decisions made by the Website staff or members of the Committee

10.2 In the case of an appeal, the Committee member whose decision is under review may not be present during deliberations

10.3 Appeals for decisions of the Committee must be submitted to both Partners in writing by way of the Committee

10.3.1 If each Partner comes to a conflicting decision, a subcommittee is struck with members of each Partner's board to come up with a final decision. Any member of the board who is also on the committee would have a conflict of interest and may not participate as a voting member of the subcommittee

11.0 Amendments

11.1 The Terms of Reference must be approved annually by both Partners no later than April 1st of each year

11.2 Amendments to the Terms of Reference may be made at any point by the Committee, but must be approved by both Partners

11.3 The Committee must review the Terms of Reference in March of each year

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Item 2.11.3

Appoint Member to the Teaching and Learning Network (TLN)

Note: Per instructions from the TLN, if there is interest from multiple individuals, each person should complete a self-nomination application and submit it to the TLN Chair.

WHEREAS the University of Guelph Teaching and Learning Network (TLN) is an initiative from the Office of the Provost that aims to build educational leadership capacity, and recognize, value, and celebrate teaching and learning; and

WHEREAS the TLN has expanded its' membership to include an additional undergraduate student representative alongside the CSA VP Academic;

BE IT RESOLVED that the following undergraduate student be appointed to the Teaching and Learning Network:

[one undergraduate student]

Moved: Bawneet Singh, VP Academic

Seconded:

Teaching and Learning Network Undergraduate Student Representative – Expectations and Criteria for Self-Nomination

The [University of Guelph Teaching and Learning Network \(TLN\)](#), an initiative from the Office of the Provost, launched in September 2022. We are currently inviting self-nominations for an additional undergraduate student representative to be part of the network. Please see below for information about the TLN and the undergraduate student representative role expectations and criteria.

Currently, the CSA VP Academic sits on the network as an undergraduate student representative. An additional undergraduate student representative is necessary to ensure consistent representation of student voices and participation in the network's activities.

What is the Teaching and Learning Network?

[The Teaching and Learning Network](#) is a centralized group with the following goals:

1. **Build educational leadership capacity and recognition** across and within Colleges, Campuses and institutional units.
2. **Collaborate on cross-College and institutional teaching and learning projects** involving knowledge inventorying, creation, and mobilization. The Network also initiates and plans strategic projects each year, reflective of the goals of the institution and members.
3. **Identify or collect information about faculty, instructors and instructional team needs and priorities** related to teaching and learning to inform the creation of programming/resources and institutional planning.
4. **Exchange ideas and resources** to encourage, support and promote evidence-based, innovative, experimental and/or promising teaching and learning practices.
5. **Facilitate and coordinate communication and marketing** of teaching and learning events and resources.

The Teaching and Learning Network is chaired by a representative from the Office of Teaching and Learning, and includes a representative from OpenEd, one faculty representative from each College and Campus, and a graduate and undergraduate student.

Undergraduate student representative expectations, responsibilities and criteria

The undergraduate student representative should demonstrate interest in teaching and learning discussions and initiatives. They may also already be involved in committees, groups, or discussions related to teaching and learning at the University.

The undergraduate student representative is expected to:

- Share information about student needs related to teaching and learning programming, resources, etc.
- Share information about teaching and learning resources/programming with relevant audiences.
- Provide input on planned teaching and learning programming, resources, etc.
- As appropriate, partner with other network members to market teaching and learning events.
- As appropriate, participate in Network-organized opportunities related to teaching and educational leadership.

The undergraduate representative will serve a minimum of one year on the TLN, ideally 2 years if possible. The TLN meets approximately 10 times per year and will be involved in other work, as planned by the Network.

Self-Nomination and Selection Process

If there is interest from multiple individuals, each person should complete a self-nomination application and send it to Christie Stewart, TLN Chair, at cstew@uoguelph.ca **no later than 1 week after the first summer board meeting of the CSA in May 2024.**

Self-nominations should be 1-page maximum and include the following information:

- Name, College, Department
- A max. 350 word description of why you are interested in serving on the TLN and how you fit with the expectations listed above.
- A statement of confirmation that you can meet the time and service commitment for this role

All submissions will be thoroughly reviewed.

Please reach out with any questions to Christie.

Sincerely,

Christie Stewart, PhD

Teaching and Learning Network Chair

Educational Developer

Office of Teaching and Learning

University of Guelph

207 Day Hall

cstew@uoguelph.ca

Motion

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Item 2.11.4

Appoint Enrolment Crisis Task Force and Approve Terms of Reference

WHEREAS the University of Guelph has experienced a significant increase in student enrolment for the Fall 2024 cohort (admitting at least 7,000 new students, a 53% increase from F23, and even a nearly 20% increase from 2022), with some programs experiencing up to an 85% increase in first-year cohort size, and over 1300 students on the residence waitlist as of June 10, 2024;

WHEREAS the impacts of over-enrolment are detrimental to the quality of education, student welfare, and overall student experience, necessitating immediate attention and action; and

WHEREAS there is a need for a formal mechanism to assess, advocate, and facilitate effective communication between the student body and the University administration regarding over-enrolment;

BE IT RESOLVED THAT an ad hoc committee, the *Enrolment Crisis Task Force* be established under the auspices of the CSA Board of Directors;

FURTHER, that the following CSA Board Directors/Executives be appointed to the Enrolment Crisis Task Force:

[One Director minimum]

FURTHER, that the following CSA Board Director and Executive be appointed as members & Co-Chairs of the Enrolment Crisis Task Force:

Nate Broughton, CSA Director
Bawneet Singh, CSA VP Academic

FURTHER that the Board of Directors receive the committee Terms of Reference, as included in the Board Agenda Package, as information;

AND FURTHER that the Board of Directors approve the Terms of Reference, as included in the Board Agenda Package.

Moved: Nate Broughton

Seconded:

Motion

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Enrolment Crisis Task Force

The Enrolment Crisis Task Force (“the Committee”) is an ad hoc committee of the CSA Board of Directors that is tasked with actively advocating for the University of Guelph to address the challenges brought by over-enrolment in the 2024 cohort.

Purpose

- To identify and highlight the deficits in resources and support due to over-enrolment, and to advocate for urgent remedial action.
- To serve as the primary advocacy group representing student concerns regarding over-enrolment directly to the University administration, bringing student voices forward to influence the University’s decision-making processes.
- To monitor the University’s responsiveness to the over-enrolment situation and to push for timely and effective changes in policy and practices.
- To act as an advisory body to any sub-committees of this Committee.

Mandate

- The Committee is empowered to correspond directly with the University administration and engage with all relevant stakeholders on the issue of over-enrolment. It has the authority to:
 - Independently issue communications, including open letters and position statements regarding over-enrolment.
 - Issue press releases and speak to the media as approved by the CSA President.
 - Represent the CSA Membership in communications with the University administration and externally.
 - Propose policies relating to managing over-enrolment and monitor their implementation, reporting and discrepancies or failures back to the Board.
- The Committee shall consistently uphold and integrate the CSA Mandate in its activities, ensuring that every action taken is aligned with the broader objectives and values of the CSA.
- The Committee shall actively seek feedback and collaborate with relevant campus groups, including faculty, staff, unions, employee groups, and student organizations, where applicable and appropriate.

Membership

- The Committee shall be open to all members of the CSA, members of the CSA Board of Directors, members of the GSA, and, subject to approval by the Committee, faculty and staff who are committed to addressing and advocating for resolutions to the issues arising from over-enrolment.

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- Any individual seeking membership must express their interest to the Chair(s) via email. New members shall be ratified at the first Committee meeting they attend.
- Any stakeholders who are not members of the Committee but wish to contribute information, insights, or statements pertinent to the Committee's objectives, may submit these to the Chair(s).

Structure

- The Chair(s) shall be appointed by the CSA Board of Directors at the time of the Committee's formation, and will be responsible for scheduling meetings, drafting the agenda, and circulating the agenda as required. The Chair(s) shall also be responsible for liaising directly with the University administration where necessary.
- Members shall be entitled to request meetings and submit agenda items to be considered.
- Quorum shall be three ratified members, one of which must be a Director of the CSA.
- A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.
- Decision-making shall be primarily by consensus; where consensus cannot be reached, the Committee will vote following Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.
 - Any decisions or recommendations made by the Committee under a formal vote that do not achieve at least two-thirds support from its members shall be submitted to the Board of Directors for further deliberation and approval.

Reporting

- The Committee shall issue a comprehensive report to the CSA Board of Directors at the end of each semester. These reports will include a summary of activities, a summary of communications and negotiations with the University administration, and any other items at the Committee's discretion. The report shall be written by the Committee's Chair(s).
- All major communications, such as formal recommendations to the University, policy proposals, open letters, and public statements, shall be forwarded to the CSA Board of Directors promptly after issuance.

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Item 2.11.5

Letter to the Office of the University President re. Over-Enrolment

WHEREAS the University of Guelph has experienced a significant increase in student enrolment for the Fall 2024 cohort (admitting at least 7,800 new students, a 53% increase from F23);

WHEREAS the University's residence waitlist sits at 1304 students as of June 13, 2024;
and

WHEREAS the University has failed to consider the impacts of this enrolment on the already existing housing crisis in the City of Guelph, in addition to failing to even notify the City of Guelph of the situation;

BE IT RESOLVED that the Board of Directors receives the following statement issued by the Mayor of the City of Guelph on June 13, 2024 as information;

FURTHER that the Board of Directors receives the following letter addressed to President Charlotte Yates as information;

AND FURTHER that the CSA will deliver the following letter to the Office of the President, cc: Patrick Kelly (Director, Residence Life), Gwen Chapman (Provost & Vice-President Academic), Melinda Scott (Vice-Provost, Student Affairs) within one (1) week.

Moved: Nate Broughton

Seconded: Natalie Wilkinson, VP External



Statement from Mayor Guthrie about University of Guelph 2024 Fall semester housing options

Guelph, Ont., June 13, 2024

Like many students and parents of those accepted into the 2024 Fall semester at the University of Guelph, I too was only informed of the potential impacts of first-year residence options this past week.

As you can imagine, I am quite disappointed with what may occur if solutions are not immediately found, not only for the impacts to first-year students but to the greater Guelph community with the planned over-recruitment tactic employed by the University. Currently, more than 1,300 students are without a place to live on campus, and the ripple effects will be considerable and compounding for our community for years to come. It is completely unacceptable.

Housing costs will most certainly rise, making it harder not just for students scrambling for accommodations, but for current residents and newcomers to Guelph and other individuals already struggling to find housing in our community. Guelph already has one of the lowest rental vacancy rates in the province along with high rental rates. I'm also concerned about capacity issues for our transit systems, our community services, bylaw, and more.

I have made it clear to the University leadership that I am disappointed, and I expect them to actively participate in finding solutions.

A handwritten signature in black ink, appearing to read 'Cam Guthrie'.

Cam Guthrie
Mayor

Office of the Mayor

City Hall
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President Yates,

The CSA Board of Directors is writing to you regarding the housing crisis that incoming students have been forced into due to the University's massive over-enrolment. The Ontario Universities Application Centre (OUAC) reports 7,111 confirmed postsecondary Ontario students, and an additional 738 "other applicants". This totals 7,849 incoming students, a 52.6% increase from last year.

With less than three months until the beginning of their studies at the University of Guelph, incoming students have found themselves on a residence waitlist of over 1300. Many of these students feel misled by the University, having been told by representatives that they were "confident" that first-year students would get into residence. This misleading language has led students and their families to make critical decisions and investments based on false assurances.

The University has been aware of this year's large enrolment numbers for a long time. However, this crucial information was not made clear to prospective students and their families. The fact that the size of the waitlist was not publicized until after the OUAC response deadline is shameful and deceptive. For many students, housing is a key factor in deciding which university to attend. We have heard from countless students saying they would have chosen a different university had they known they would not be able to secure a place in residence.

The University's housing study is woefully inadequate at best and completely fictitious at worst, making it a waste of money. The assertion that the University is "consistently accommodating all first-year student requests" is utterly ridiculous. If this were the case, why did the University have to use the Days Inn as a residence in 2022? Why does the University need to implement its expanded space strategy again, after saying it wouldn't? Why are there 1350 students currently on the waitlist? The idea that this study serves as a reference for the University's entire housing strategy going forward is frightening.

Our questions to you are very simple:

1. What is the University's plan to support these 1300+ incoming students?
 - Where will they be housed?
 - How will their success be ensured?
2. What are the backup plans for students who cannot be accommodated in residence?
 - What alternative resources are being made available to these students
 - Considering the current housing crisis, what measures are being taken to secure off-campus housing options?

We demand transparency and accountability from the University administration. It is imperative that the University provides a clear and actionable plan addressing the housing crisis it has greatly contributed to.

Not only is the over-enrolment impacting student housing, but it is also impacting all the supports that students can access on this campus, support that is already understaffed and underfunded.

How does the University plan on supporting all these services? How does the University plan on supporting the staff in these services?

We ask you: how do you plan on remaining “committed to academic excellence” and providing a “unique student experience” when students are already feeling disappointed in the University they have invested in?

Sincerely,

The CSA Board of Directors

cc: Patrick Kelly (Director, Residence Life), Gwen Chapman (Provost & Vice-President Academic), Melinda Scott (Vice-Provost, Student Affairs)

Motion

Board of Directors Meeting # 2
June 19, 2024



Item 2.11.6
Appoint Director to Student Health and Dental Plan Committee

WHEREAS the Student Health and Dental Plan Committee is responsible for, but not limited to, appointment of broker for the health and/or dental plan, signing of contracts, changes to benefit coverage, setting annual premium rates, determining appropriate financial management of reserve accounts, and communicating pertinent information to the student body; and

WHEREAS the membership of the Student Health and Dental Plan includes one CSA Director as a voting member;

MOTION: That the following Director be appointed to the Student Health and Dental Plan Committee for the 2024-2025 academic year:

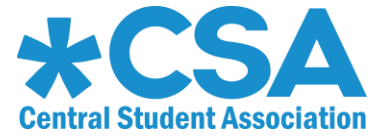
[1 Director]

Moved: Hartej Singh, President
Seconded:

Motion

Board of Directors Meeting # 2

June 19, 2024



Item 2.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 2 on June 19, 2024 be adjourned at pm.

Moved:

Seconded: