

## AGENDA

Board of Directors Meeting # 13

March 10, 2021 – 6:00 pm

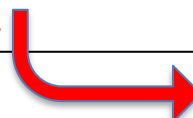
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<b>13.0 Call to Order</b>		
<b>13.1 Land Acknowledgement</b> Anum Anjum		
<b>13.2 Adoption of the Agenda</b> 13.2.1 Approve the Agenda 13.2.2 Declarations of Conflicts		Pg. 2
<b>13.3 Ratifications and De-Ratifications</b> 13.3.1 N/A		
<b>13.4. Comments from the Chair</b> 13.4.1 Introductions and Pronouns		
<b>13.5 Approval of Past Board Minutes</b> 13.5.1 Meeting # 12 – February 24, 2021		Pg. 3
<b>13.6 Executive Committee Minutes</b> 13.6.1 Meeting # 36 Minutes – February 19, 2021 13.6.2 Meeting # 37 Minutes – February 24, 2021		Pg. 26 Pg. 30
<b>13.7 Executive Updates</b> 13.7.1 President 13.7.2 VP Student Experience 13.7.3 VP Academic [position currently vacant] 13.7.4 VP External		Pg. 34 Pg. 36 Pg. 38
<b>13.8 Director Reports</b>		
<b>13.9 CSA Services Update and Report</b> 13.9.1 N/A		
<b>13.10 Committee Updates and Reports</b> 13.10.1 Executive Evaluation Committee & Organizational Planning 13.10.2 MINUTES: PBRC Meeting # 4 – February 4, 2021 13.10.3 Appoint Hiring Committee: Student Events & Risk Management Coordinator		Pg. 41 Pg. 43 Pg. 52
<b>13.11 Business</b> 13.11.1 2021-2022 Board Meeting Schedule		Pg. 53
<b>13.12 New Business</b> 13.12.1.		
<b>13.13 Announcements</b>		
<b>13.14 In Camera Session</b>		
<b>13.15 Adjournment</b>		Pg. 56

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**Motion**

Board of Directors Meeting # 13

March 10, 2021



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**Item 13.2.1**  
**Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 13 on **March 10, 2021** be approved as printed and distributed.

**Moved:**

**Seconded:**

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**1<sup>st</sup> POSSIBLE AMENDMENT**

**MOTION TO AMEND:** To reorder the agenda so that:

- Items ... follows item ... above.

**Moved:**

**Seconded:**

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**2<sup>nd</sup> POSSIBLE AMENDMENT**

**MOTION TO AMEND:** To add item ... under New Business items.

**Moved:**

**Seconded:**

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**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 13 on **March 10, 2021** be approved as amended:

- a)

**Moved:**

**Seconded:**

**MINUTES**

Board of Directors Meeting # 12

February 24, 2021 – 6:00 pm

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## Attendance for February 24, 2021, Board of Directors Meeting #12:

<b>Board of Directors</b>			
<b>At-Large (Elected) Representatives</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Areej Amer	College of Arts Student Union		
Bella Harris	College of Arts Student Union	Present	
Katy Oada	College of Biological Science Student Council	Present	
Maya Persram	College of Biological Science Student Council	Present	
Laura Wilson	College of Social and Applied Human Sciences Student Alliance		
Jessica Krawitz	College of Social and Applied Human Sciences Student Alliance		
Haley Bilokraly	Gordon S. Lang School of Business and Economics		
Jas Rubab Singh	Gordon S. Lang School of Business and Economics	Present	
VACANT	Ontario Veterinary College Central Veterinary Student Association		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Manseerat Uppal	College of Arts Student Union	Present	
Kristine Sondergaard	College of Biological Science Student Council	Present	
Olivia Parker	College of Engineering and Physical Sciences Student Council		
Bailey Hussey	College of Social and Applied Human Sciences Student Alliance	Present	
Tori Wakeford	Gordon S. Lang School of Business and Economics Student Association	Present	
Kendra Cornelissen	Ontario Agricultural College Student Federation		
VACANT	Ontario Veterinary College Central Veterinary Student Association		
<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Jena-Lee Ashley	Aboriginal Student Association		
Debbie Aturamu	Guelph Black Students Association	Present	

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Alan Negrin	Guelph Queer Equality		
Jaskiran Sethi	Guelph Resource Centre for Gender Empowerment and Diversity		
Lori-Ann Grossett	International Student Organization	Present	
Anum Anjum	Interhall Council	Present	
VACANT	Guelph Campus Co-op		
Blakeney Smith	Ontario Public Interest Research Group (OPIRG)		
Sooraj Modi	Student Senate Caucus	Present	
Michael Pacheco	Board of Governors	Present	
<b>Executive (Ex-officio, non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived/ Departed</b>
Tyler Poirier	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Sean Mitchell	Vice President Academic	Present	
Horeen Hassan	Vice President External	Present	

<b>Guests</b>	<b>Affiliation</b>
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<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

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## Summary of Significant Resolutions:

### 12.5.1 Meeting # 10 – January 27, 2021

**MOTION** that the Minutes be approved for CSA Board Meeting # 10 – January 27, 2021.

**Motion carried.**

### 12.5.2 Special Elections Meeting # 10a – February 3, 2021

**MOTION** that the Minutes be approved for CSA Special Elections Board Meeting # 10a – February 3, 2021.

**Motion carried.**

### 12.5.3 Meeting # 11 – February 10, 2021

**MOTION** that the Minutes be approved for CSA Special Elections Board Meeting # 11 – February 10, 2021.

**Motion carried.**

### 12.6.1 Executive Committee Minutes

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

- 12.6.1 Meeting # 34 Minutes - February 3, 2021
- 12.6.2 Meeting # 35 Minutes - February 10, 2021

**Motion carried.**

### 12.7 Executive Updates

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

- 12.7.1 President
- 12.7.2 VP Student Experience

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- 12.7.3 VP Academic
- 12.7.4 VP External

**Motion carried.**

### 12.10.1 Appoint Hiring Committee – Foodbank Assistant Coordinator

#### MOTION:

**WHEREAS** the CSA recognizes the need to fill a vacancy in the position of the Foodbank Assistant Coordinator;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

**WHEREAS** Appendix A, Section 14.5.3 of the CSA Policies states that the Vice President External is to supervise the Guelph Student Foodbank staff;

**WHEREAS** the Foodbank Assistant Coordinator position was amended from the Foodbank Volunteer Coordinator position due to COVID-19 restrictions preventing volunteers from performing their duties at the Guelph Student Foodbank;

**WHEREAS** the Guelph Student Foodbank's operation is expected to continuously be impacted by COVID-19 into the next academic year; and

**WHEREAS** the Guelph Student Foodbank will seek to return to regular operations when the University of Guelph resumes its own operations.

#### RESOLVED:

- a) That the following CSA Director be appointed to the hiring committee for the position of Foodbank Assistant Coordinator:  
Member Persram
- b) That the Foodbank Coordinator be appointed to the hiring committee for the position of Foodbank Assistant Coordinator
- c) That the Vice President External be appointed to the hiring committee for the position of Foodbank Assistant Coordinator

**Motion carried.**

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**12.10.3 Amendment to Appendix C – Human Resources, Section 8.1.1**

**Notice of this motion was provided at the February 10, 2021 CSA Board Meeting.**

**MOTION:**

**WHEREAS** Appendix C – Human Resources, Section 8.0 Extension of Staff Contracts indicates that it benefits the CSA to have an employee remain in their position for longer than a one-year term upon favourable evaluation;

**WHEREAS** Appendix C, Section 8.0 also indicates that the extension of staff contracts provides the employee with the opportunity to apply training and develop their skills for a longer time, benefiting the organization and the employee;

**WHEREAS** Appendix C, Subsection 8.1.1 does not indicate that the SHAC Assistant Coordinator is a part-time position eligible for a contract extension;

**WHEREAS** the COVID-19 pandemic creates difficulties in transition from 2020-2021 to 2021-2022 for our services and staff; and

**WHEREAS** at their meeting on March 11, 2020, the CSA Board of Directors amended Appendix C, Subsection 8.1.1 by adding the Foodbank Volunteer Coordinator and the Bike Centre Volunteer Coordinator positions to the list of part-time staff permitted to have their contracts extended by one-year.

**RESOLVED** that:

- a) Appendix C – Human Resources, Section 8.1.1 be amended to only ‘Part-time support staff members who hold a fixed-term contract may have their contract extended.’
- b) The Policy & Bylaw Review Committee (PBRC) review Appendix C – Human Resources, Section 8.0 and report back to the Board by the end of the 2020-2021 academic year with recommendations on whether all, some, or none of the CSA’s part-time staff should be explicitly listed within this section.

**Motion carried.**

**12.11.1 Election Results**

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**AMENDED MOTION:****RESOLVED** that:

- a) The results of the CSA Winter 2021 General Election, as reported by the Chief Returning Officer, be ratified, and declared official.
- b) The Health Plan Referendum: Winter 2021 question be invalidated as it failed to meet the quorum threshold of '20% of the general membership' as required in Bylaw 2-Electoral, Subsection 3.2.

FINAL CSA Health Plan Referendum: Winter 2021  
December 8, 2020 PM

**Preamble**

The University of Guelph Central Student Association (CSA) has operated a Universal Group Health Insurance Program offering affordable care for full time and part time students for more than 30 years. The current premium for the mandatory student health plan is \$140 per policy year and may increase annually by the Consumer Price Index as recognized by the University of Guelph (2.1% in 2020-21). The plan started as a universal plan and therefore did not provide an opt-out option.

In the interest of ensuring students are receiving the best combination of services at an affordable cost, the CSA is considering changing the plan design, effective September 2021, to one that provides an opt-out option for students who have comparable health coverage. The cost for the same benefit plan, with an opt-out option is XXXX per policy year. To cover premium and administrative adjustments, this fee may increase up to 4% per policy year. The cost will continue to be reviewed annually by the CSA /GSA Health and Dental Plan Committee.

Students who opt-out and subsequently lose their comparable coverage will be permitted to re-enroll on the student health plan.

In the event the majority of students do not support replacing the universal health plan with one that offers an opt-out option, the current plan will remain in place.

**Question:**

Are you in favour of replacing the current plan which has the following features:  
Group Health Insurance Program, which DOES NOT have an opt-out option, is priced at an annual cost of \$140 per policy year, and has the potential to increase annually by the Consumer Price Index.



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FOR THE FOLLOWING MODIFIED PLAN EFFECTIVE SEPTEMBER 2021:  
 Group Health Insurance Program which DOES have an opt-out option for full time and part time students with alternative coverage, is priced at an annual cost of XXXX per policy year, and has the potential to increase annually by a maximum of 4%?

Yes                                  No

c) The following Members be ratified as 2021-2022 CSA Executive:

<b>President</b>	Nicole Walker
<b>VP Student Experience</b>	Sara Kuwatly
<b>VP Academic</b>	Lisa Kazuhara
<b>VP External</b>	Shilik Hama

d) The following Undergraduate Members be ratified as At-Large College Representatives on the 2021-2022 CSA Board of Directors:

<b>College of Arts</b>	Bella Harris
<b>College of Biological Sciences</b>	Leilani Rocha Maya Persram
<b>Lang Business School</b>	Leila Stevens Joshua Vito
<b>College of Social and Applied Human Sciences</b>	Laura Wilson Alyssa Ahmed

**Amended Motion carried.**

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**Agenda – February 24, 2021:**

- 12.0 Call to Order**
- 12.1 Land Acknowledgement**
  - Bailey Hussey
- 12.2 Adoption of the Agenda**
  - 12.2.1 Approve the Agenda
  - 12.2.2 Declarations of Conflicts
- 12.3 Ratifications and De-Ratifications**
  - 12.3.1 N/A
- 12.4. Comments from the Chair**
  - 12.4.1 Introductions and Pronouns
- 12.5 Approval of Past Board Minutes**
  - 12.5.1 Meeting # 10 – January 27, 2021
  - 12.5.2 Special Elections Meeting # 10a – February 3, 2021
  - 12.5.3 Meeting # 11 – February 10, 2021
- 12.6 Executive Committee Minutes**
  - 12.6.1 Meeting # 34 Minutes - February 3, 2021
  - 12.6.2 Meeting # 35 Minutes - February 10, 2021
- 12.7 Executive Updates**
  - 12.7.1 President
  - 12.7.2 VP Student Experience
  - 12.7.3 VP Academic
  - 12.7.4 VP External
- 12.8 Director Reports**
- 12.9 CSA Services Update and Report**
  - 12.9.1 N/A
- 12.10 Committee Updates and Reports**
  - 12.10.1 Appoint Hiring Committee – Foodbank Assistant Coordinator
  - 12.10.2 NOTICE: Executive Evaluation Committee & Organizational Planning
  - 12.10.3 Amendment to Appendix C – Human Resources, Section 8.1.1
- 12.11 Business**
  - 12.11.1 Election Results
- 12.12 New Business**
  - 12.12.1.
- 12.13 Announcements**
- 12.14 In Camera Session**
- 12.15 Adjournment**

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## Minutes – February 24, 2021:

### 12.0 Call to Order

Meeting is called to order at 6:07 pm.

### 12.1 Land Acknowledgement

It is important that we acknowledge the ways that an individual identifies as a person and as a collective community. This is an imperative first step in developing a healthy and supportive relationship with our Indigenous neighbours. The first thing we can do is identify those who lived and continue to live in the lands in which we reside and work. The University of Guelph resides on the Treaty Lands and Territory of the Mississauga's of the Credit. We acknowledge the significance of the Dish with One Spoon Covenant, while supporting our Indigenous neighbours and respecting the relationship that they have with this land. With great respect, I encourage you to research the history of the land you are residing in, whether it may be in Guelph or elsewhere. I acknowledge the Chippewas of Georgina who have resided and continue to reside in my secondary place of residence, Georgina. I would particularly like to acknowledge the Chippewas of Georgina Island as well as other Indigenous neighbours. Thank you.

Bailey Hussey

College of Social and Applied Human Sciences Student Alliance

### 12.2 Adoption of the Agenda

#### 12.2.1 Approve the Agenda

**MOTION** that the agenda for the CSA Board of Directors Meeting # 12 on **February 24, 2021** be approved as printed and distributed.

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

**Seconded:** Maya Persram

**Motion carried.**

#### 12.2.2 Declarations of Conflicts

The following Members declared a conflict of interest with election-related agenda items as they indicated they ran in the elections:

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- Sara Kuwatly,
- Maya Persram, and
- Bella Harris

### 12.3 Ratifications and De-Ratifications

No ratifications or de-ratifications.

### 12.4. Comments from the Chair

Good evening everyone, we only have a few items on the agenda, so hopefully we will be able to get through them quickly. Please remember to raise your hand if you have a point of order, point of information, point of parliamentary procedure, or a point of personal privilege. If anyone is having issues accessing the poll, please raise your hand so we can help you out.

#### 12.4.1 Introductions and Pronouns

All Members introduce themselves by sharing their pronouns and organizations that they represent.

### 12.5 Approval of Past Board Minutes

#### 12.5.1 Meeting # 10 – January 27, 2021

**MOTION** that the Minutes be approved for CSA Board Meeting # 10 – January 27, 2021.

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

**Seconded:** Maya Persram

**Motion carried.**

#### 12.5.2 Special Elections Meeting # 10a – February 3, 2021

**MOTION** that the Minutes be approved for CSA Special Elections Board Meeting # 10a – February 3, 2021.

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

**Seconded:** Lori-Ann Grossett

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**Motion carried.**

**12.5.3 Meeting # 11 – February 10, 2021**

**MOTION** that the Minutes be approved for CSA Special Elections Board Meeting # 11 – February 10, 2021.

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

**Seconded:** Maya Persram

**Motion carried.**

**12.6 Executive Committee Minutes**

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

12.6.1 Meeting # 34 Minutes - February 3, 2021

12.6.2 Meeting # 35 Minutes - February 10, 2021

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

**Seconded:** Bella Harris

**Motion carried.**

**12.7 Executive Updates****12.7.1 President**

Hello everyone. Elections have now wrapped up; it was an incredible amount of work and I am thankful we got through it. We did not make quorum for the referendum, but we did make quorum for the Executives, which I am thankful for. Moving forward, most of my job will involve planning for next year. I will be reviewing many of our part-time positions as well as student staff positions. I encourage you to reach out to me if you have any specific questions or concerns about services for next year or if you are curious about the budget.

As well, today I attended the Board of Governors meeting, where the Student Budget Committee presented some recommendations to the Finance Committee of the University of Guelph. Many of those recommendations were about protecting students and their experiences with any financial impact due to Covid-19. I am looking forward to seeing the

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ways in which the budget from the University of Guelph is accommodating to students. That is all the information I have right now, let me know if you have any questions.

### 12.7.2 VP Student Experience

Hello Friends. Tomorrow there is an event at the Bullring. We have Bob from Bob's Dogs performing, he will be performing some hit songs and then a song he wrote for students. Afterwards, I will be doing an interview with him which I am really excited about. All of this will be happening tomorrow on Twitch. On Friday, there is a trivia event with a DJ, so please come to my event, it will be lots of fun. As well, I did a stay at home challenge on Instagram over Reading Week, which was super fun and successful. After the two events are over from this week, I will be focusing on updating the Club's Handbook with a lot of new changes and working on the menstrual hygiene initiative boxes. That's it for me right now.

### 12.7.3 VP Academic

Hi everyone, I hope I find everyone well tonight. As of last week, I accepted a new job offer to work outside of the CSA, which means my last day is next Tuesday. This means I have had to wrap up things at the CSA rather quickly and prepare for transition. That is what I have been focusing on recently. In addition to this, the last few weeks have been quite productive. I participated in the National Lobby Week and had some productive meetings with Members of Parliament on behalf of the CSF. It was overall a really great time.

Submissions for the Teaching Excellence Award will close on Friday. I will be meeting with Members Harris and Bilokraly to award two Teaching Excellence Awards to Faculty at the University of Guelph. I just finished working on a lobby document for the University of Guelph Admin with VP External. We are really pleased with that, and I look forward to present that sometime soon.

I have also been doing some committee work. Most notably, the Provost Task Force continues to work on some exciting stuff, which will probably impact how things go in the Fall. I had a meeting with the Library today. They are still working on their renovations, and hopefully they will be done in September. There will be over one hundred new study spaces on the fourth floor. I saw some pictures of what it would look like and it looks great, so that is exciting. If anyone has any questions, please let me know.

### 12.7.4 VP External

Hello everyone. I have a few highlights from my update. As Sean mentioned, we are finally done our lobby document, which took quite some time. I am so happy it has come to an end. The Campus Coalition will be meeting tomorrow to chat more about the lobby

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document. It essentially highlights students' concerns when it comes to quality of education, accessibility, mental and physical health, safety, and plans around a safe return to campus. I know a few of you were on the SLAM meeting today and a lot of concerns were raised around academic concerns. All these concerns and issues have been outlined in the lobby document. We are hoping to present a united form to the University Administration. We are trying to get the entire Campus Coalition to sign this document, which includes the GSA, all Special Status Groups, TAs and whatnot. If your group is interested in signing on, please reach out to me, and I can send you the document. Tomorrow we will be discussing plans to meet with the University to address these concerns and work in a collaborative way to come up with solutions. I am excited to see where that goes.

The CSF Provincial Lobby Week is happening next week. I will be meeting with MPPs around some of the issues students have been having, which are impacted by provincial decisions. As well, the Sustainability Office and the CSA have been working together to collaborate on two events which are happening during sustainability month. The first event is on March 8<sup>th</sup>; it is a panel discussion on climate justice through an intersectional feminist lens. This event occurs on International Women's Day, which is why there is a big gender focus. The second event will be a workshop on eco-anxiety and burnout, which will be taking place on March 15<sup>th</sup>. Please mark your calendars, I would love to see you there.

The CSA and Speed River Bicycle are collaborating to give 50 students an opportunity to receive 40% on any bike repair or bike part purchase. I believe there are still 7 spots available; if anyone is interested you should definitely register. That is all for me, please let me know if you have any questions.

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

- 12.7.1 President
- 12.7.2 VP Student Experience
- 12.7.3 VP Academic
- 12.7.4 VP External

**Moved:** Tyler Poirier, President

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

**Motion carried.**

**12.8 Director Reports**

No Director Reports.

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**12.9 CSA Services Update and Report**

No CSA Services Updates or Reports.

**12.10 Committee Updates and Reports**

No Committee Updates and Reports.

**12.10.1 Appoint Hiring Committee – Foodbank Assistant Coordinator****MOTION:**

**WHEREAS** the CSA recognizes the need to fill a vacancy in the position of the Foodbank Assistant Coordinator;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

**WHEREAS** Appendix A, Section 14.5.3 of the CSA Policies states that the Vice President External is to supervise the Guelph Student Foodbank staff;

**WHEREAS** the Foodbank Assistant Coordinator position was amended from the Foodbank Volunteer Coordinator position due to COVID-19 restrictions preventing volunteers from performing their duties at the Guelph Student Foodbank;

**WHEREAS** the Guelph Student Foodbank's operation is expected to continuously be impacted by COVID-19 into the next academic year; and

**WHEREAS** the Guelph Student Foodbank will seek to return to regular operations when the University of Guelph resumes its own operations.

**RESOLVED:**

- a) That the following CSA Director be appointed to the hiring committee for the position of Foodbank Assistant Coordinator:  
Member Persram
- b) That the Foodbank Coordinator be appointed to the hiring committee for the position of Foodbank Assistant Coordinator



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- c) That the Vice President External be appointed to the hiring committee for the position of Foodbank Assistant Coordinator

**Moved:** Tyler Poirier, President

**Seconded:** Lori-Ann Grossett

Maya Persram volunteered for Committee.

**Motion carried.**

### 12.10.2 Executive Evaluation Committee & Organizational Planning

#### **NOTICE:**

**WHEREAS** the CSA transitioned from a Commissioner-based organizational model, and adopted an Executive-based hierarchical organizational model at their 2018 AGM;

**WHEREAS** the Executive Evaluation Committee is a CSA Standing Committee as per Bylaw 1 – Organizational, Section 8.0. Standing Committees; which was established under the former CSA Commissioner-based organizational model and has proven to be ineffective under the adopted hierarchical organizational model;

**WHEREAS** Appendix C – Human Resources, Section 16.1 establishes a Human Resources (HR) Support Team to address human resources-related issues;

**WHEREAS** Bylaw 1 – Organizational, Section 5.7.2 states that the President of the CSA shall 'Report and be accountable to the Board of Directors';

**WHEREAS** the CSA currently does not employ a standardized process for high-level organizational planning or reporting between the President and Board of Directors; and

**WHEREAS** it is important to re-establish and maintain the original mandate of EEC: '[to] support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.'

**RESOLVED** that:

- a) Bylaw 1- Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing "b) Executive Evaluation Committee".

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- b) Appendix A – Internal CSA Policy be amended by removing Subsection 2.3 Executive Evaluation Committee.
- c) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 committee members be de-ratified effective immediately.
- d) The CSA President establish an Organizational Planning and Reporting Process including all associated templates in collaboration with staff, the Executive Committee, and other subject matter experts as determined by the President; and
  - i. The proposed Organizational Planning and Reporting process be presented to the Board of Directors at their meeting on March 24, 2021.
- e) The Policy and Bylaw Review Committee (PBRC) provide recommendations to the CSA Board of Directors by the end of the 2021 calendar year that establishes a Standing Committee that fulfills the current mandate of the EEC, is consistent with the mandate and processes of the HR Support Team, and the newly implemented Organizational Planning and Reporting.

**Notice of this item was provided, for consideration at the next meeting.**

### **12.10.3 Amendment to Appendix C – Human Resources, Section 8.1.1**

**Notice of this motion was provided at the February 10, 2021 CSA Board Meeting.**

#### **MOTION:**

**WHEREAS** Appendix C – Human Resources, Section 8.0 Extension of Staff Contracts indicates that it benefits the CSA to have an employee remain in their position for longer than a one-year term upon favourable evaluation;

**WHEREAS** Appendix C, Section 8.0 also indicates that the extension of staff contracts provides the employee with the opportunity to apply training and develop their skills for a longer time, benefiting the organization and the employee;

**WHEREAS** Appendix C, Subsection 8.1.1 does not indicate that the SHAC Assistant Coordinator is a part-time position eligible for a contract extension;

**WHEREAS** the COVID-19 pandemic creates difficulties in transition from 2020-2021 to 2021-2022 for our services and staff; and

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**WHEREAS** at their meeting on March 11, 2020, the CSA Board of Directors amended Appendix C, Subsection 8.1.1 by adding the Foodbank Volunteer Coordinator and the Bike Centre Volunteer Coordinator positions to the list of part-time staff permitted to have their contracts extended by one-year.

**RESOLVED** that:

- c) Appendix C – Human Resources, Section 8.1.1 be amended to only ‘Part-time support staff members who hold a fixed-term contract may have their contract extended.’
- d) The Policy & Bylaw Review Committee (PBRC) review Appendix C – Human Resources, Section 8.0 and report back to the Board by the end of the 2020-2021 academic year with recommendations on whether all, some, or none of the CSA’s part-time staff should be explicitly listed within this section.

**Moved:** Tyler Poirier, President

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

Tyler Poirier, President: I want to note that this is in reaction to the strains that Covid has put on our staff. This will allow us to provide some consistency with the services that we do currently have staff for, for the next academic year. Having experienced staff will be a huge benefit, as all staff will need to be adaptable as we may be transitioning from online to in person in the next academic year. I wanted to preface this before voting takes place.

**Motion carried.**

**12.11 Business****12.11.1 Election Results**

**MOTION:**

**RESOLVED** that:

- a) The results of the CSA Winter 2021 General Election, as reported by the Chief Returning Officer, be ratified and declared official.

**MINUTES**

Board of Directors Meeting # 12  
 February 24, 2021 – 6:00 pm  
 Microsoft Teams



- b) The Health Plan Referendum: Winter 2021 question be invalidated as it failed to meet the quorum threshold of '20% of the general membership' as required in Bylaw 2- Electoral, Subsection 3.2.
- c) The following Members be ratified as 2021-2022 CSA Executive:

<b>President</b>	Nicole Walker
<b>VP Student Experience</b>	Sara Kuwatly
<b>VP Academic</b>	Lisa Kazuhara
<b>VP External</b>	Shilik Hama

- d) The following Undergraduate Members be ratified as At-Large College Representatives on the 2021-2022 CSA Board of Directors:

<b>College of Arts</b>	Bella Harris
<b>College of Biological Sciences</b>	Leilani Rocha Maya Persram
<b>Lang Business School</b>	Leila Stevens Joshua Vito
<b>College of Social and Applied Human Sciences</b>	Laura Wilson Alyssa Ahmed

**Moved:** Sean Mitchell, VP Academic  
**Seconded:** Katy Oada

Tyler Poirier, President: I noticed in the results included in the package that the Referendum section did not include the referendum question. I feel as though it would be best to include the referendum question inside the results that we are ratifying today.

**MOTION TO AMEND:** To add in the Preamble and Referendum Question to section b) in 12.11.1 Election Results

**Moved:** Tyler Poirier, President  
**Seconded:** Lori-Ann Grossett

**MINUTES**

Board of Directors Meeting # 12  
February 24, 2021 – 6:00 pm  
Microsoft Teams



**Motion to amend carried.**

**AMENDED MOTION:**

**RESOLVED** that:

- a) The results of the CSA Winter 2021 General Election, as reported by the Chief Returning Officer, be ratified and declared official.
- b) The Health Plan Referendum: Winter 2021 question be invalidated as it failed to meet the quorum threshold of '20% of the general membership' as required in Bylaw 2-Electoral, Subsection 3.2.

FINAL CSA Health Plan Referendum: Winter 2021  
December 8, 2020 PM

**Preamble**

The University of Guelph Central Student Association (CSA) has operated a Universal Group Health Insurance Program offering affordable care for full time and part time students for more than 30 years. The current premium for the mandatory student health plan is \$140 per policy year and may increase annually by the Consumer Price Index as recognized by the University of Guelph (2.1% in 2020-21). The plan started as a universal plan and therefore did not provide an opt-out option.

In the interest of ensuring students are receiving the best combination of services at an affordable cost, the CSA is considering changing the plan design, effective September 2021, to one that provides an opt-out option for students who have comparable health coverage. The cost for the same benefit plan, with an opt-out option is XXXX per policy year. To cover premium and administrative adjustments, this fee may increase up to 4% per policy year. The cost will continue to be reviewed annually by the CSA /GSA Health and Dental Plan Committee.

Students who opt-out and subsequently lose their comparable coverage will be permitted to re-enroll on the student health plan.

In the event the majority of students do not support replacing the universal health plan with one that offers an opt-out option, the current plan will remain in place.

**Question:**

Are you in favour of replacing the current plan which has the following features:



**MINUTES**

Board of Directors Meeting # 12  
February 24, 2021 – 6:00 pm  
Microsoft Teams

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**Amended Motion carried.**

**12.12 New Business**

No New Business.

**12.13 Announcements**

Bailey Hussey: I volunteer with Canadian Blood Services. There is a Gryphons give blood day on Friday of this week. You can sign up from the give blood app and if you have three people in your household that are willing to donate with you, you can qualify for a free cab to the Silver Creek Clinic in Guelph. You could also go to the give blood app to find some locations near you.

Bella Harris: That is cool, I want to give blood so thank you so much, Bailey. My housemates are out of the house for the week, which means I have had a lot more freedom which has made me really productive.

Tyler Poirier, President: Last week I got an offer from the University of Waterloo for a Master's Program, which I have now accepted. I am excited to be back to school in September.

Sean Mitchell, VP Academic: This is my last Board Meeting, so I am feeling a bit nostalgic. I have roughly attended 50 meetings as both a Director and an Executive, so it has been really great. Thanks everyone, I wish you all the best in the future.

Horeen Hassan, VP External: I have two questions to pose to the Board. First, which is better Bullring or Brass Taps? And my second question, do I make a mocha cheesecake, or do I make a classic cheesecake?

Sara Kuwatly, VP Student Experience: I am excited to come back for another year next year. I am sad I was not able to see you folks in person but am hopeful I will be able to see some of you back next year. Please come to my events tomorrow and Friday.

Anum Anjum: I am returning back to Interhall Council as an Executive, but this time I will not be VPC, but will be VP Finance, so I will be around just not on the Board any longer.

Jas Rubab Singh: Our team has made some new combos for merch, there is a great deal going on. If you want to buy merch and support hospitality please check out our page, the link is in our bio.

**MINUTES**

Board of Directors Meeting # 12

February 24, 2021 – 6:00 pm

Microsoft Teams



Katy Oada: I sit on the Hospitality Board and today we received really great news, about renovations in the UC. There will be bubble tea on campus next year and it should be available in the fall.

Maya Persram: I made my sister a cake on Monday. I spent four and a half hours making it and I am super proud of it. If we were in person I would have brought some for you all.

Michael Pacheco: It is good to be back. We had a SLAM meeting today; where we had a productive discussion about international students and time zone differences. We also discussed the social media storm about reporting sexual assaults to anonymous pages. We discussed ways we could improve our services. In terms of me personally, I am rerunning for Board of Governors and Student Senate.

Sooraj Modi: We are currently doing a search for next Provost and Vice President Academic. The next two weeks we will have public presentations from the candidates. If you have some free time, I highly recommend joining these sessions.

Tori Wakeford: I was elected as President of next year LANG Student Association. We are getting executive hiring this week. If you have any friends who are in business and may want to join please direct them to our Instagram as applications open tomorrow.

**12.14 In Camera Session**

No in Camera Session.

**12.15 Adjournment**

**MOTION** to adjourn the CSA Board of Directors Meeting of **February 24, 2021** at 7:10 pm.

**Moved:** Tyler Poirier, President

**Seconded:** Sooraj Modi

**Motion carried.**



**Motion**

Board of Directors Meeting # 13

March 10, 2021



**Item 13.5.1**

**Approval of Past Board Minutes – February 24, 2021**

**MOTION** that the Minutes be approved for CSA Board Meeting # 12 – February 24, 2021.

**Moved:**

**Seconded:**

## **1.0 Call to Order**

**Regrets:** Sara Kuwatly

## **2.0 Adoption of the Agenda**

VPE Moved

VPA Seconded

## **3.0 Comments from the Chair**

## **4.0 Approval of the Previous Executive Committee Minutes**

VPA Moved

VPE Seconded

## **5.0 Executive Updates**

### 5.1 President

#### 5.1.1 HR/Operations Update

The SHAC Coordinator, Clubs Administrative Coordinator, and Clubs Programming Coordinator positions have been posted, and the newsletter sent on February 22<sup>nd</sup> will promote those. An additional hiring committee for the Foodbank Assistant Coordinator position will be struck at the board meeting on February 24<sup>th</sup> as we prepare for next year.

#### 5.1.2 Elections

Unofficial results have been posted, we did reach quorum for all executive and director positions, but we did not for the referendum question.

#### 5.1.3 Student Budget Committee

Presenting the SBC Recommendations on Wednesday, February 24<sup>th</sup>

### 5.2 Vice President Student Experience

#### 5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

### 5.3 Vice President Academic

#### 5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

Will be sitting on the SHAC hiring committee unless they are held after departure from CSA

#### 5.3.2 Lobbying

Working towards federal lobby week and the lobby document, discussions with MPs that have been productive

#### 5.3.3 Transition

The VP Academic has announced they will be departing from the CSA on March 2<sup>nd</sup>, 2021 to pursue a position initially slated to begin May 1<sup>st</sup>.

#### 5.3.4 AWG

Will be having one more AWG meeting including a guest from an on-campus organization that relates to support dogs

#### 5.3.5 Teacher's Excellence Award

Will be wrapping up before March 2<sup>nd</sup>, have received a high number of applications to the TEA this year, and two awards will be given rather than one.

### 5.4 Vice President External

#### 5.4.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

#### 5.4.2 Lobbying

Preparing document work, hoping to touch base with Laura McClure next week to reflect the worker's demands in the document. Want to vocalize some

issues to administration as well

#### 5.4.3 Education for All campaign

Collaborating with the Campus Coalition to advocate for the quality of education and affordable post-secondary experiences.

#### 5.4.4 NewMode Account

Investigating the email letter tool “NewMode” to send letters on behalf of an individual with a list of demands to support advocacy work

#### 5.4.5 BIPOC Students Coalition

Promotional material being created to promote the coalition and it’s advocacy work

#### 5.4.6 OPIRG Symposium on February 27<sup>th</sup>

#### 5.4.7 Suppliers Code of Ethical Advisory Committee

Looking to invite the VP Finance from UofG to present recommendations while introducing them to the work of the committee.

## 6.0. Business

### 6.1 Summer Board Meetings May-August 2021

A discussion surrounding the schedule for S21 board meetings occurred. President, VPE, and VPA saw benefits in holding S21 board meetings, but on an amended schedule to fit four board meetings (in accordance with Bylaw 4.1.2). This allows Directors and new Executives some time to build their discussion skills before the academic year begins. This will also provide some guidance for Executives during the summer. A schedule with board meetings every approximately 3 weeks between May 1<sup>st</sup> and August 10<sup>th</sup> will be discussed with the Policy & Transition Manager who is responsible for organizing such meetings.

## **7.0 New Business**

### 7.1 LevelUp

Federal government funding is available for student-based projects of many types to promote job opportunities during COVID-19. May be effective over the next year for specific projects in the upcoming year, assuming they fall out of service-related work. It was discussed that LevelUp should send a reminder e-mail in May when the CSA is more prepared to consider opportunities with LevelUp.

## **8.0 Adjournment**

**Agenda #37**

Executive Committee Meeting 2020-2021

February 24th, 2021 @ 11:30am – Microsoft

Teams



**1.0 Call to Order**

**2.0 Adoption of the Agenda**

VPSE motioned

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 HR/Operations Update

- Currently working on the budget and hiring for service positions with multiple applications for each position
- Bike auction brainstorming and planning
- Board meeting schedule for 2021-2022 has been created and will be brought to the Board. The schedule includes four meetings in the summer semester.
- Student Budget Committee is presenting its report to the BoG today.

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

Clubs: hiring

- Hiring committee established and will be meeting soon

5.2.2. Events

- Livestock from the Bullring Feb 25<sup>th</sup> at 7PM: Live performance with Bob (Bob's Dogs) followed by an interview
- Trivia Party with DJ Roshanie Feb 26<sup>th</sup> at 7PM

### 5.3 Vice President Academics

#### 5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

##### SHAC:

- Hiring committees

#### 5.3.2. Transition:

- Working on transition documents

#### 5.3.3. Teaching Excellence Award

- two professors will be awarded

### 5.4 Vice President External

#### 5.4.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

#### 5.4.2. Lobby document

- Completed and sent to the coalition for their signatures
- President of CUPE 1334 expressed their support

#### 5.4.3. Sustainability Events

- Still looking for panelists
- Hoping to start social media promo soon

#### 5.4.4. Lobby Week

- Starts next week, will be at training next week

## 6.0. Business

### 6.1 VP Academic Transition:

- SHAC hiring committees
  - Assistant Coordinator hiring committee: recommended VPSE if available

**Agenda #37**

Executive Committee Meeting 2020-2021

February 24th, 2021 @ 11:30am – Microsoft

Teams



- Head Coordinator hiring committee: currently chaired by Sean - if able to complete all the interviews and final decisions before Sean's departure on Tuesday. Or have VPSE chair it if available.
- Committees:
  - Some of these committees are currently covered by the incoming VPA.
  - President volunteered to cover some of the other ones and delegate to the other executives if needed if needed
  - OACCTF at 1PM next Wednesday (March 3) to be covered by Tyler
  - Student Success Committee next Thursday (March 4) at 2PM to be covered by Horeen.
- Transition document:
  - Planning to complete the document and send it to President and PTM by Monday

## 6.2 Events

6.2.1 Livestock from the Bullring (Thursday, February 25<sup>th</sup> @7pm)

6.2.2 Trivia Party (Friday, February 26<sup>th</sup> @7pm)

6.2.3 Intersectional Sustainability Panel (Estimate - March 8<sup>th</sup>)

6.2.4 Eco-Anxiety/Burnout Workshop (Estimate – March 15<sup>th</sup>)

## 7.0 New Business

## 8.0 Adjournment



**Motion**

Board of Directors Meeting # 13

March 10, 2021



**Item 13.6**

**Executive Committee Minutes**

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

13.6.1 Meeting # 36 Minutes - February 19, 2021

13.6.2 Meeting # 37 Minutes - February 24, 2021

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

**Seconded:**



## ***CSA President Update: CSA Board Meeting #13 March 10<sup>th</sup>, 2021***

Hello Board of Directors,

The CSA is wrapping up its business for the 2020-2021 academic year, and with that we have a plethora of hiring committees and administrative work. I've been working on establishing transition materials for the VP Academic portfolio considering the seat will be vacant between March 3<sup>rd</sup> and April 30<sup>th</sup>. I'm looking forward to welcoming the incoming Executive team who I know will be incredibly successful.

I will be taking on a few committees over for the VP Academic portfolio and delegating to other Executives as needed. The VP Academic's portfolio is alive as ever at the end of the year, and so we will continue to emphasize ensuring students' perspectives are reflected in various UofG decisions and academic policies.

### ***Important Dates:***

- CSA Annual General Meeting: Tuesday, March 16<sup>th</sup> @ 5pm
- Final PDR Deadline Thursday, March 25<sup>th</sup>
- March 23<sup>rd</sup> and 24<sup>th</sup>: Student Choice Initiative Appeal

### ***Ongoing Projects:***

- Hiring & Planning for 2021-2022
- CSA Budget 2021-2022
- PDRs
- Transition Preparation
- CSA Bike Auction: March 2021

### ***Committees:***

#### **Petitions, Delegations, & Representations Committee**

The CSA PDR Committee met on Tuesday, March 2<sup>nd</sup> to discuss the second round of Winter 2021 PDRs. We had a total of 6 applications come in for the February 25<sup>th</sup> deadline (capturing applications after the January 21<sup>st</sup> deadline). The grants line of the budget is easily able to accommodate most applications, and the committee has a final deadline of March 25<sup>th</sup> to allow some straggling applications from organizations on campus who need funding for events/initiatives.

#### **CSA/GSA Health & Dental Plan Committee**

As the Health Plan Referendum question did not meet quorum, the current plan will remain in effect, however the fee is updated each year as per the negotiations between the insurer and



the CSA. The committee met on Thursday, March 4<sup>th</sup> and finalized fees for the 2021-2022 Health & Dental policy year.

### ***Services:***

#### **Guelph Student Foodbank**

The University of Guelph was incredibly generous once again and provided a donation to support the Guelph Student Foodbank throughout the rest of the Winter 2021 semester. This will allow clients to continue receiving excellent support.

### ***Other:***

#### **CSA Bike Auction**

The CSA will be hosting a virtual bike auction in support of the Guelph Student Foodbank and to ensure students get back on the road this summer. The auction will be held virtually from March 25<sup>th</sup>-27<sup>th</sup>.

#### **CSA Transition Preparation**

I am currently preparing for Executive transition at the end of my term and I am working with the Policy & Transition Manager and the Office Manager & Executive Support to develop a training plan. We are hoping to establish a plan that can be reused moving forward, including some useful aspects that should allow the incoming Executive teams to feel confident in fulfilling their duties.

#### **Student Choice Initiative**

The Student Choice Initiative was a piece of legislation introduced in 2019 that forced non-tuition fees to be optional, and created a lot of issues for the CSA & other student groups on campus who were unable to plan for a year where their budget was not clear. It also meant that referendums that created compulsory fees for students were no longer how students could create and alter fees they supported. The SCI was repealed after an appeal was made by CFS, but the Ontario government has appealed that decision and a court case is set for late March. If the Ontario government wins the case, the CSA and all other student groups' funding model will be disrupted, impacting students. It will also mean that referendum questions will be very different. We'll be keeping our eyes peeled for the decision.

### ***Sara – CSA VP Student Experience***

Hi friends! Hope you're all having a wonderful week!! The past couple of weeks have been so busy for me with hiring committees and interviews. We wrapped up hiring for the Clubs Office and the SHAC Head Coordinator. Currently working on hiring the SE&RM Coordinator and the SHAC Assistant Coordinator. I'm hoping to share with you the names of the new staff at our next Board Meeting!

Here are some other things that I've been up to:

- Clubs: our programming coordinator, Taylor, has been working on doing a second "Clubs Days" of sorts on Instagram. She has already reached out to clubs, so if you got an email and would like to participate go for it!!!
- Sexy Bingo: I rescheduled Sexy Bingo from March 5<sup>th</sup> to March 12<sup>th</sup> so that it falls during SHINE Week.
- Trivia Party: the Trivia Party event I held on February 26<sup>th</sup> was super successful, we had just over 65 students in attendance and gave out lots of prizes.
- Accessible Space Committee: this committee met on Wednesday, March 3. Justin Selby from Physical Resources gave a general update on the construction happening on campus over the next academic year.
  - Adding an accessible entrance to the Library tied to Massey Hall. This new entrance will be completed over the next 8-12 months.
  - Automatic door operators have been added to all classrooms in Rozanski Hall using the accessibility fund.
  - There will be lots of major construction happening on campus this summer because they are fixing the underground tunnels. The digging sites are as following:
    - MacDonald Hall area
    - J Hall area
    - Walkway from Lang way to East Road leading to East Residence



**Your Undergraduate  
Student Voice at Guelph**  
Local 54 Canadian Federation of Students

- Walkway in front of Rozanski Hall and Crop Science Buildings – the sidewalks will still be accessible
- Massey Hall (2022)
- Alumni Walk (2022)

March 10th 2021 - CSA VP External Board Update

Hello directors, I hope you're all doing well! It has come down to the last two months at CSA for me. We have our AGM around the corner and transition planning will soon be underway. I'm currently in the process of wrapping up a few projects and starting a few new ones before I hand off my position to our incoming VP External! Below are a few highlights and updates of the things I've been working on.

For your reference, my job, duties, and responsibilities are outlined in Policy Manual, Appendix A, Section 14.6. – Vice President External Affairs.

## **CAMPAIGNS/COALITIONS**

### Education for All

The campus coalition's lobby document is finally complete and has been sent to the University. There have been some delays with the document and we're still in the process of arranging a time to meet with the University. I've also been collecting testimonies from students to go with the various demands outlined in our lobby document. Feel free to reach out if you're interested in sharing your testimony.

## **SERVICES**

### Bike Centre

There are only five spots remaining for the Speed River \$40 discount towards purchasing any parts or bike repairs. In addition, CSA is also in the process of hosting a Bike Auction near the end of the month. More details to come.

## **CANADIAN FEDERATION OF STUDENTS**

### CFS Ontario

- **Lobby Week**  
This year's provincial lobby week took place from March 1<sup>st</sup> – March 5<sup>th</sup>, with training on February 26<sup>th</sup>. Last week, I had the opportunity to meet with MPPs Laura Mae Lindo, Mike Schreiner, Jill Andrew, and Mike Harris. The demands outlined in the Ontario Lobby Document included a freeze on OSAP payments, a 25% reduction in tuition fees for the next 4 years, OHIP for international students, elimination of differential fees for international students, and an immediate repeal of the Student Choice Initiative Policy.
- **Student Choice Initiative Update**  
The Student Choice Initiative (SCI) is a policy directive created by the Ontario government back in January of 2019 aimed to defund student unions and other equity organizations under the guise to "save students money". Fortunately, the Canadian Federation of Students (CFS) and the York Federation of Students (YFS) were able to challenge this policy with the support from our labour partners. In November 2019, the SCI was deemed unlawful by the Divisional court. This court

ruling is now being appealed by the Ontario Government on March 23<sup>th</sup> – 24<sup>th</sup>. In addition, the University of Toronto, Queens University, the University of Ottawa, the University of Waterloo and the University of Western Ontario have joined the SCI challenge as intervenors in support of the CFS and YFS.

## **SOLIDARITY/EQUITY**

### BIPOC Students Coalition

The BIPOC Students Coalition meets every week on Thursdays from 12:30pm – 1:30pm. This coalition is a safe space for any BIPOC student to connect with the CSA to socialize, build relationships, and share concerns.

## **CAMPUS COLLABORATIONS**

### Sustainability Office

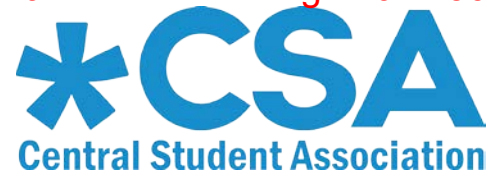
The CSA and the Sustainability Office have been working together to plan two collaborative events for Sustainability Month. Our first event is an international Women's Day Panel on Climate Justice happening on March 8<sup>th</sup> at 6:30pm. We will be hosting three panelists including Lauren Bannerman-Maxwell, Rav Singh, and Elaina Cox. You can register at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=K6Fivq0soUml-oX08xVqfVOEXF5mLgxGtwQ4ovtliwZUQjJBUIJJRlpUQIQyNIJIM0VHskFVUU1RVi4u>  
Our second event is a workshop on Eco-Anxiety and Burnout and will be taking place March 15<sup>th</sup>.

**Motion**

Board of Directors Meeting # 13

March 10, 2021



**Item 13.7  
Executive Updates**

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

- 13.7.1 President
- 13.7.2 VP Student Experience
- 13.7.3 VP Academic
- 13.7.4 VP External

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 13  
March 10, 2021

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Notice of this motion was provided at the February 24, 2021 CSA Board Meeting.

**Item 13.10.1.****Executive Evaluation Committee & Organizational Planning**

**WHEREAS** the CSA transitioned from a Commissioner-based organizational model, and adopted an Executive-based hierarchical organizational model at their 2018 AGM;

**WHEREAS** the Executive Evaluation Committee is a CSA Standing Committee as per Bylaw 1 – Organizational, Section 8.0. Standing Committees; which was established under the former CSA Commissioner-based organizational model and has proven to be ineffective under the adopted hierarchical organizational model;

**WHEREAS** Appendix C – Human Resources, Section 16.1 establishes a Human Resources (HR) Support Team to address human resources-related issues;

**WHEREAS** Bylaw 1 – Organizational, Section 5.7.2 states that the President of the CSA shall ‘Report and be accountable to the Board of Directors’;

**WHEREAS** the CSA currently does not employ a standardized process for high-level organizational planning or reporting between the President and Board of Directors; and

**WHEREAS** it is important to re-establish and maintain the original mandate of EEC: ‘[to] support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.’

**RESOLVED** that:

- a) Bylaw 1- Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing “b) Executive Evaluation Committee”.
- b) Appendix A – Internal CSA Policy be amended by removing Subsection 2.3 Executive Evaluation Committee.
- c) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 committee members be de-ratified effective immediately.
- d) The CSA President establish an Organizational Planning and Reporting Process including all associated templates in collaboration with staff, the Executive Committee, and other subject matter experts as determined by the President; and



**Motion**

Board of Directors Meeting # 13

March 10, 2021

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- i. The proposed Organizational Planning and Reporting process be presented to the Board of Directors at their meeting on March 24, 2021.
  
- e) The Policy and Bylaw Review Committee (PBRC) provide recommendations to the CSA Board of Directors by the end of the 2021 calendar year that establishes a Standing Committee that fulfills the current mandate of the EEC, is consistent with the mandate and processes of the HR Support Team, and the newly implemented Organizational Planning and Reporting.

**Moved:**

**Seconded:**

**MINUTES**

Policy & Bylaw Review Committee (PBRC)

Meeting # 4 – Feb 4, 2021 – 10:30 am

Microsoft Teams



**Attendance**

**Members**

Pete Wobschall, Chair	Policy & Transition Manager	Present
Alan Negrin, Vice-Chair	Director	Present
Jena Ashley	Director	Regrets
Tyler Poirier	President	Present
Horeen Hassan	VP External	Regrets
Sean Mitchell	VP Academic	Present

**Guests**

N/A		
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**Scribe**

Pete Wobschall	Policy & Transition Manager
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<p><b>4.0. Call to Order</b> Meeting called to order at 10:33 am.</p>
<p><b>4.1. Adoption of the Agenda</b>                      4.1.1. Approve the Agenda                      No agenda items added or re-arranged.                      4.1.2. Declarations of Conflicts                      No conflicts declared.</p>
<p><b>4.2. Ratifications and De-Ratifications</b>                      4.2.1. N/A</p>
<p><b>4.3. Comments from the Chair</b>                      4.3.1. N/A</p>

**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 4 – Feb 4, 2021 – 10:30 am

Microsoft Teams

**4.4. Approval of Past Minutes**

4.4.1. PBRC Meeting # 3 – December 7, 2020

Approved.

**4.5. Working Group Updates and Reports**

4.5.1. N/A

**4.6. Business****4.6.1. EEC Next Steps**

The group reviewed and discussed the proposed motion and made some minor revisions. Motion is included below and has been approved to be recommended to the board.

The group discussed the timelines in the motion and determined that they are tight, but achievable, and if more time is required, then it can be requested to the board at that time.

**4.6.2. Town Halls**

Sean shared his thoughts while reflecting on this issue in between meetings:

- Likes that town halls are currently open ended and flexible
- Town halls can be about a lot of different things and can be focused on vague or specific issues
- Could add something regarding town halls in policy that is purposely vague and identifies that town halls are a good way to consult the general membership without having a 'formal' meeting
- Sometimes town halls might be a glorified communications meeting (re campaigns, stances, etc.)
- By nature Town halls are vague
- Ensure that the forum is not restricted to in-person or online – if in-person make it accessible in all formats including online.

Tyler agrees with Sean's statements.

Pete suggested that if something regarding town halls was added to policy, it could be added as new Section in Bylaw 1 – Organizational such as:

9.0. Members Meetings

9.1. Annual and Other Meetings of the Members

9.2. Error or Omission in Notice

**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 4 – Feb 4, 2021 – 10:30 am

Microsoft Teams

**9.3. Town Halls**

The group discussed the benefits and challenges of adding town halls to policy and/or bylaws and agreed that something should be added, that reflects Sean's thoughts from above.

Tyler's suggested the following wording, which was revised by the group:

The Executive Committee may use informal meetings, otherwise known as town halls, to promote communication with undergraduate students. Such meetings are not restricted in topic or format but must be accessible for all students.

The group discussed where the policy should be added, and weighed the benefits and challenges of adding it to a policy, or a bylaw. Or both. The group agreed that the best place to insert a new policy on Town Halls would be to add a section to Bylaw 1- Organizational, Section 9.0 Member Meetings, as Subsection 9.3 Town Halls.

In an effort to maximize meeting efficiency, the group agreed to move on to the next item and return to this item if time permits, or to add to the next PBRC meeting agenda to complete discussions.

**ACTION:** PTM to craft a proposed policy for review at the next PBRC meeting.

**4.6.3. Proposed Division of Appendix A**

The PTM presented the proposed division of current Appendix A into Appendix A – Executive Portfolios, Appendix J - CSA Committees, and Appendix K - Internal CSA Policy.

Rationale:

- Appendix A is quite long and referencing information within this policy would be easier if it were split into separate appendices by major topic.
- Executive Portfolios is arguably the most important policy appendix at the CSA, and are quite long, so it should be maintained, on its own, as Appendix A – Executive Portfolios
- There has been some discussion this semester of the function of committees, and some question as to what classification of committees mean: e.g. what is a 'standing' committee? What's the difference between a 'standing' and an 'operational' committee? Are committees decision-making entities, etc. The CSA would benefit from separating committees, a very important aspect of CSA governance, into its own policy appendix (it is also quite long).
- Any remaining sections of the current Appendix A – Internal CSA Policy would remain in the renamed Appendix K – Internal CSA Policy.

**MINUTES**

Policy & Bylaw Review Committee (PBRC)

Meeting # 4 – Feb 4, 2021 – 10:30 am

Microsoft Teams



<p>Tyler and Alan were supportive of splitting as proposed and agreed with the rationale presented.</p> <p>Sean expressed that it didn't much matter to him, and he cautioned against to casually moving sections or re-organizing appendices. In this case he agreed that if it provided benefit to others by dividing appendix a, then he does not object.</p> <p><b>ACTION:</b> PTM to provide the 3 revised policies to PBRC members and members will review Appendix J – Committees, Section 1.0 Committees Overview section in detail prior to the next meeting in preparation for discussion; paying particular attention to how committees have been categorized, and the purpose and mandate of each classification.</p> <p><b>4.6.4. AWG Policy Revisions</b></p> <p>The group reviewed and discussed AWG policy revisions re Subsection 3.1.5.1. Removal of Members.</p> <p>The group agreed that:</p> <ul style="list-style-type: none"> <li>• There are two possible scenarios for member removal: 1. Removal from a meeting, and 2. Removal from the AWG as a member.</li> <li>• The Chair or Vice Chair should be able to remove a disruptive member from a meeting.</li> <li>• The Chair and Vice Chair should determine if a member is to be removed as a member of the AWG.</li> <li>• 2 processes are required: the first to remove a member from a meeting, and the second to determine if the member will be removed from the AWG.</li> </ul> <p>The group also identified subsection 3.2.6.2. stating 'No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.' It was agreed that quorum should include either the Chair or Vice Chair being present.</p> <p><b>ACTION:</b> The PTM will draft policy revisions for discussion at the next PBRC meeting based on the discussion points above.</p>
<p><b>4.7. New Business</b></p> <p>4.7.1.</p>
<p><b>4.8. In Camera Session</b></p>
<p><b>4.9. Adjournment</b></p> <p>Meeting adjourned at 11:44 am.</p>

**MINUTES**

Policy & Bylaw Review Committee (PBRC)

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Microsoft Teams



**Upcoming PBRC Meeting Agenda Items**

- Committee reporting, minutes, and publishing (on website) and availability consistency.
- Elections Bylaw 2 and Appendix G revisions from Elections Team.
- Bylaw 1 – Organizational formatting revisions.
- Appendix C – HR Policy review with PTM, Operations Manager and Business Manager.
- Requirement for Directors to sit on two committees – info in Transcripts and Director Responsibilities – should this be rearranged, so it’s easier to find?

**Outstanding Business List (OBL)**

Date (Assigned to OBL)	Action / Follow-up
Nov 16, 2020	Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting.
Nov 16, 2020	<b>ACTION:</b> PTM to develop a brief educational piece outlining the role of committees for inclusion on outreach materials such as the website. Ensure to include the importance of quorum is validating the work of the committee in the info piece.

**Supplementary Notes**

**4.6.1. EEC Next Steps Motion**

**Executive Evaluation Committee & Organizational Planning**

**WHEREAS** the CSA transitioned from a Commissioner-based organizational model, and adopted an Executive-based hierarchical organizational model at their 2018 AGM;

**WHEREAS** the Executive Evaluation Committee is a CSA Standing Committee as per Bylaw 1 – Organizational, which was established under the previous CSA Commissioner-based organizational model and has proven to be ineffective under the adopted hierarchical model;

**WHEREAS** Appendix C – Human Resources, Section 16.1 establishes a Human Resources (HR) Support Team to address human resources-related issues;

**MINUTES**

Policy & Bylaw Review Committee (PBRC)

Meeting # 4 – Feb 4, 2021 – 10:30 am

Microsoft Teams



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**WHEREAS** Bylaw 1 – Organizational, Section 5.7.2 states that the President of the CSA shall ‘Report and be accountable to the Board of Directors’;

**WHEREAS** the CSA currently does not employ a standardized process for high-level organizational planning or reporting between the President and Board of Directors; and

**WHEREAS** it is important to re-establish and maintain the original mandate of EEC: ‘[to] support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.’

**RESOLVED** that:

- a) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 committee members be de-ratified effective immediately;
- b) The CSA President establish an Organizational Planning and Reporting Process including all associated templates in collaboration with staff, the Executive Committee, and other subject matter experts as determined by the President; and
  - i. The proposed Organizational Planning and Reporting process be presented to the Board of Directors at their meeting on March 24, 2021.
- c) The Policy and Bylaw Review Committee (PBRC) provide recommendations to the CSA Board of Directors by the end of the 2021 calendar year that establishes a Standing Committee that fulfills the current mandate of the EEC, is consistent with the mandate and processes of the HR Support Team, and the newly implemented Organizational Planning and Reporting.



**MINUTES**

Policy & Bylaw Review Committee (PBRC)

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Microsoft Teams



**Proposed CSA Committee Classifications**

For discussion at next meeting with the proposed Appendix J – CSA Committees.

External committees have been separated out for formatting purposes.

All committees listed include the participation of at least one CSA Executive.

Standing	Operational	Internal (same as Operational?)	Wider Community? Student Community?
2.2. Executive Committee	3.1. Accessibility Working Group (AWG)	Clubs Tribunal (CSA Clubs Conduct Tribunal)	Guelph Campus Coalition? (could be Internal, wait on TOR from Horeen)
2.3. Executive Evaluation Committee	3.2. Bike Centre Committee	Elections Appeals Board (EAB)	BIPOC Students Coalition?
2.4. Finance Committee	3.3. Capacity, Analysis, and Planning Committee (CAPCOM)	Standing Referendum Committee (SRC)	
2.5. Petitions, Delegations and Representations (PDR) Committee	3.4. FoodBank Committee	Ethical Purchasing Committee	
2.6. Policy and Bylaw Review Committee (PBRC)	3.5. Student Health and Advocacy Centre (SHAC) Advisory Committee	Student Space Ad Hoc Committee	
		Bullring Committee	
		Affordable Housing Initiative	

External	
CSA/GSA Transit Committee	Sexual Violence Committee
University of Guelph’s Information Technology Student Advisory Committee (ITSAC)	Student Wellness Advisory Group
theCannon.ca Operating Committee	1 in 5 Planning Committee
University of Guelph’s Information Technology Student Advisory Committee (ITSAC)	OUTline Advisory Committee
	Innovation Fund Committee
	Student Events and Risk Management Committee

**MINUTES**

Policy & Bylaw Review Committee (PBRC)

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Microsoft Teams



External	
Code of Suppliers Conduct Advisory Committee	Mental Well-Being Education Programming Committee
University Centre Board of Directors Selection Committee	Internal Homecoming Committee
Awareness of Sexual Assault and Prevention Committee (ASAP)	Gryph to Grad Committee
Student Health and Dental Plan Committee	Queer Identities Week Planning Committee
Student Leaders and Administration Meeting	Alcohol and Other Substances Advisory Committee
Academic Policy and Procedures Committee	Hate Activity Sub-Committee
Campus Accessibility Committee	Human Rights Advisory Group
Compulsory Fees Committee	Town & Gown Committee
Committee of Undergraduate Academic Advising	Guelph Transit Advisory Committee
Judicial Committee	Student Leaders and Administration Meeting
Student Budget Caucus (Previous title to Student Budget Committee?)	Guelph District Labour Council
Student Rights and Responsibilities	Guelph Wellington Coalition for Social Justice
Student Executive Council	Guelph Campus Coalition? (could be Internal, wait on TOR from Horeen)
thecannon.ca Operating Committee	BIPOC Students Coalition?
University Centre Board	Anti-Poverty Taskforce
Athletics Advisory Committee	
Orientation Week Advisory Committee	
Student Experience (fka Life) Advisory Committee	

**Motion**

Board of Directors Meeting # 13  
March 10, 2021

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**Item 13.10.2**

**MINUTES: Policy & Bylaw Review Committee - Meeting # 4 – February 4, 2021**

**MOTION** to receive the minutes of the **Policy & Bylaw Review Committee (PBRC)** from Meeting # 4 held on February 4, 2021 as information.

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 13  
March 10, 2021

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**Item 13.10.3**  
**Appoint Hiring Committee – SE&RM Coordinator**

**WHEREAS** the Student Events & Risk Management (SE&RM) Coordinator position will become vacant as of April 23<sup>rd</sup>, 2021;

**WHEREAS** the CSA recognizes the need to fill the position of SE&RM Coordinator for the 2021-2022 academic year;

**WHEREAS** CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

**WHEREAS** historically the CSA SE&RM Coordinator hiring committee membership has included the University of Guelph’s Coordinator of Student Leadership (Student Experience), the VP Student Experience, and a CSA Director.

**RESOLVED** that:

- a) The CSA strike a Hiring Committee for the position of SE&RM Coordinator & appoint the VP Student Experience as the Executive member for the committee.
- b) The requirement for an additional staff person to sit on hiring committees as required by Appendix C – Human Resources Policy, Section 4.2.2. be satisfied by the membership of Jay Rojas (Coordinator of Student Leadership, University of Guelph).
- c) The following CSA Director be appointed to the Hiring Committee for the position of SE&RM Coordinator:

**Moved:**

**Seconded:**

# Board of Directors

## 2021-2022 Schedule



### Board Meeting Schedule

Board Meeting dates are all on Wednesday evenings.

#### Summer 2021

1.	May 26, 2021	6:00 pm	Microsoft Teams
2.	June 16, 2021	6:00 pm	Microsoft Teams
3.	July 7, 2021	6:00 pm	Microsoft Teams
4.	July 28, 2021	6:00 pm	Microsoft Teams

#### Fall 2021

5.	September 1, 2021	6:00 pm	Microsoft Teams
6.	September 15, 2021	6:00 pm	Microsoft Teams
7.	September 29, 2021	6:00 pm	Microsoft Teams
8.	October 13, 2021	6:00 pm	Microsoft Teams
9.	October 27, 2021	6:00 pm	Microsoft Teams
10.	November 10, 2021	6:00 pm	Microsoft Teams
11.	November 24, 2021	6:00 pm	Microsoft Teams

#### Winter 2022

12.	January 19, 2022	6:00 pm	Microsoft Teams
13.	February 2, 2022	6:00 pm	Microsoft Teams
14.	February 16, 2022	6:00 pm	Microsoft Teams
15.	March 6, 2022	6:00 pm	Microsoft Teams
16.	March 23, 2022	6:00 pm	Microsoft Teams
17.	April 6, 2022	6:00 pm	Microsoft Teams

# Board of Directors 2021-2022 Schedule

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## Director Training (Mandatory)

### Summer Board

#### Session I: Code of Conduct

Wednesday, May 12, 2021, 6:00 pm to 9:00 pm, Microsoft Teams.

#### Session II: Governance

Wednesday, May 19, 2021, 6:00 pm to 9:00 pm, Microsoft Teams.

### Fall Board

#### Session I: Code of Conduct

Wednesday, September 22, 2021, 6:00 pm to 9:00 pm, Microsoft Teams.

#### Session II: Governance

Wednesday, October 6, 2021, 6:00 pm to 9:00 pm, Microsoft Teams.

## 2022 Annual General Meeting

Wednesday, February 9, 2022

5:00 pm, Microsoft Teams

Agenda TBD

**Motion**

Board of Directors Meeting # 13

March 10, 2021

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**Item 13.11.1**  
**2021-2022 Board Meeting Schedule**

**MOTION** to approve the 2021-2022 CSA Board of Directors Meeting Schedule as presented at their meeting on March 10, 2021.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 13

March 10, 2021



**Item 13.15  
Adjourn**

**MOTION** to adjourn the CSA Board of Directors Meeting of March 10, 2021 at \_\_\_\_\_ pm.

**Moved:**

**Seconded:**