

AGENDA

Board of Directors Meeting # 2

June 21, 2023 – 6:00 pm



Agenda – June 21, 2023

2.0	Call to Order	
2.1	Land Acknowledgement Naomi Amayaevbo	
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	
2.4	Comments from the Chair 2.4.1 Introductions and Pronouns	
2.5	Approval of Past Minutes	
2.6	Executive Committee Minutes 2.6.1 Meeting # 2 – May 23, 2023 2.6.2 Meeting # 3 – May 29, 2023 2.6.3 Meeting # 4 – May 31, 2023	2 3 6 10
2.7	Executive Updates 2.7.1 President – June 21, 2023 2.7.2 VP Student Experience (vacant) 2.7.3 VP Academic – June 21, 2023 2.7.4 VP External – June 21, 2023	11 12 14 16
2.8	Director Reports	
2.9	CSA Service Update and Report	
2.10	Committee Updates and Reports 2.10.1 PBRC Meeting Minutes – February 8, 2023 2.10.2 Summary of Committee Appointments	18 22
2.11	Business 2.11.1 Appoint Finance Committee Members 2.11.2 Notice: Suspension of Electoral Policy Sections 2.11.3 Notice: Internal Policy Amendment re. PBRC 2.11.4 Appoint Member to Co-curricular Experiential Learning Integrity Committee	24 26 27 29
2.12	New Business 2.12.1	
2.13	Announcements	
2.14	In Camera Session	
2.15	Adjournment	40

Motion

Board of Directors Meeting # 2

June 21, 2023



Item 2.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 2 on June 21, 2023, 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:

Motion

Board of Directors Meeting # 2
June 21, 2023



Item 2.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
2.6.1	Meeting # 2	May 23, 2023
2.6.2	Meeting # 3	May 29, 2023
2.6.3	Meeting # 4	May 31, 2023

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #2 – May 23, 2023 – 2:50 pm

CSA Boardroom



Members: Shaima Alam (President, Chair), Junpyo Lee (VP Academic, Secretary), Samar Tariq (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 2:50 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

I love May.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #1 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Almost hired a new promotional services Coordinator, Emma, will need to ratify at Board. They will start June 5th, from there can start creating branding and updating digital signage, UC banner and kiosks. Trying to see if front office hours can be reduced in the summer because there aren't many visits, but Kandace is needed for meetings. Suspending social media postings for services while I create social media guidelines, will gradually find someone to better manage the social media of our @csaguelph and also the services, so it isn't a side task.

5.1.2 Supervisory

Training

Active listening training is being scheduled for SHAC, Jun, and me.

Office hours

Make sure to record how many people come to your individual and group office hours and any comments so we can track importance. When need to miss one let Kandace know so the website can be updated.

PDR

Writing out PDR policy update this week. Implementing PDR changes the next.

5.1.3 Miscellaneous

Social media

Minutes

Executive Committee Meeting (ECM)

Meeting #2 – May 23, 2023 – 2:50 pm

CSA Boardroom



Giveaway is happening right now, tell your friends. Will be doing Frank Fridays starting this week.

Newsletter

Planning on publishing monthly newsletter. Will send out a May one that includes promotion for social media, introducing us, information on bus opt in, and highlighting our open services.

CSA Community BBQ

July 13 is the date we have landed to be held in Branion Plaza. We're hoping to have a band, burgers, grills, and picnic vibes.

Arboretum referendum

Meeting on 23rd afternoon with the Arboretum referendum team and on the 25th with student affairs regarding the referendum.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

SHAC will do a Trivia night for Oweek event.

5.3.2 Committees

OACCTF (Open and Affordable Course Content Task Force)

Textbook Survey result has come out, analysis is being done.

BUGS (Board of Undergraduate Studies)

Items that will be passed to the senate meeting on June 5 has been determined, including new Bachelor of Creative Art program, and course removal & update.

TLN (Teaching and Learning Network)

Introduced myself to committee and the use of TLN funds was discussed.

5.4 VP External

5.4.1 Supervisory

Bike Centre

New computer installed as of May 10! Nik, the new coordinator, and I have a one-on-one scheduled for May 15 for updates on how their transition has been + identify possible resources in need.

Food Bank

The accommodation/service quality surveys have been sent out by Jude to all users of the service! Once we gather the surveys, we will be going through a strategizing process to implement the improvements needed by our students.

Minutes

Executive Committee Meeting (ECM)

Meeting #2 – May 23, 2023 – 2:50 pm

CSA Boardroom



5.4.2 Committees

Trinton Water Watchers

I am currently drafting up a follow up letter on further advisory, following up with the meeting CSA had with VP of Administration and Head of Hospitality services, Ed. Discussing the continued interest to fight against the sale of single-use water bottles on campus.

5.4.3 Miscellaneous

CFS Skills Conference

The CSA Exec's will be attending the CFS Skills Conference on June 16 to June 18 with Jack at York University, to improve our leadership in our new roles!

Meeting with FoodBank User

The meeting will go over their experience with the FoodBank's lack of ethnic foods and is booked for June 1st via zoom!

6.0 In Camera

There was no in-camera session.

7.0 Adjournment @ 3:40 pm

Next Meeting: May 29, 2023

Minutes

Executive Committee Meeting (ECM)

Meeting #3 – May 29, 2023 – 11:40 am

CSA Boardroom



Members: Shaima Alam (President, Chair), Junpyo Lee (VP Academic, Secretary), Samar Tariq (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 11:40 am

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

We are near the end of May, and June is coming. I'm excited for all the conferences.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #2 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Have Emma to start June 5th, from there can start creating branding and updating digital signage, UC banner and kiosks. Priorities will be CSA BBQ tickets, creating digital signage templates, Instagram, office hour signage, and late-night bus pass. Hoping to have all the training sent out for the PT/remote summer staff this week.

5.1.2 Supervisory

Training

Active listening training is being scheduled for SHAC Coordinators, CSA VP Academic, and CSA President. CPR training is being scheduled for CSA President, CSA VP Academic, and CSA VP External.

Office hours

Make sure to record how many people come to your individual and group office hours and any comments so we can track importance. When need to miss one let Kandace know so the website can be updated. The first review will be done ECM on June 18.

PDR

Updated PDR policy in tracked changes, need to bring to PBRC. Implementing PDR changes by finalizing form and budget.

5.1.3 Miscellaneous

Minutes

Executive Committee Meeting (ECM)

Meeting #3 – May 29, 2023 – 11:40 am

CSA Boardroom



Social media

May's post summarizing what we have been up to will go up. Also updating the website with ongoing projects with office hours. Did frank Fridays with office tour, will then do next one on June 9th on Twitch. Increasing communication and accessibility of information. Will also post board summary reel after board meeting.

Newsletter

Sent May newsletter. Now that we have set it up, have changes for the branding of it and need to create a summer headliner with PSC. Plan to send the June one in the middle specifically for CSA BBQ and bus opt in, however will ask around for updates people want.

Elections Policy

Consulted with internal staff, now consulting with other universities. Consult students to provide any feedback regarding elections policy.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

Emptying the office for repainting, Active listening training will be held on June 13.

5.3.2 Committees

Task Force on Student Conduct Policy & Practice

Worked on changing policy regarding non-academic misconduct. Now students will have an option to not leave the record of misconduct on their transcript under certain circumstances.

Late Fee Appeal Committee

Reviewed Terms of reference for Late Fee Appeal Committee. Minor changes are made regarding the guideline and the revised version will be approved by June 9.

Student Space Initiative Committee

UC 124, UC East Concourse, MacKinnon Niche, MacKinnon 060/060A is being redesigned and will propose that having a sign indicating brought to you by student governments.

5.3.3 Miscellaneous

Office Hours

Minutes

Executive Committee Meeting (ECM)

Meeting #3 – May 29, 2023 – 11:40 am

CSA Boardroom



Successfully completed first office hours on May 26 and people approached to ask various questions including what the CSA is, where to find a specific resources, etc. A tracking sheet is attached on the tablecloth closet cabinet.

5.4 VP External

5.4.1 Supervisory

FoodBank

We are centralizing communication between the FoodBank and CSA. Some new methods adopted to do this are: singular chain of communication by allowing communication to go through myself (VPE) as the first point of check, and then forwarding the communication to relevant roles when applicable. Additionally, Kandace and I will be covering a couple hours at the FoodBank from May 29 to June 1 as Morla will be in Ottawa for a conference.

Bike Centre

We are centralizing communication between the FoodBank and CSA. Some new methods adopted to do this are: singular chain of communication by allowing communication to go through myself (VPE) as the first point of check, and then forwarding the communication to relevant roles when applicable.

5.4.2 Committees

Town and Gown Committee

In our last meeting held on May 25, we got to share our monthly updates. The faculty has discussing & planning the landscape, structure of building and amenities for the new Conestoga college the city of Guelph will host starting Fall of 2026. Further, we extended the conversation to student mental-health and the new actions different stakeholders can initiate to enhance awareness and support in this area of student experience.

5.4.3 Miscellaneous

Meet and Greet

The Executive team will be making rounds to introduce and meet different student coalitions on campus. This week we hope to meet with the Black Student Association and the Indigenous Student Society. This will allow us to be aware of the immediate priorities of campus advocacy groups, which represent large portions of the under-graduate student body.

6.0 Business

Sustainability Action Fund (SAF)

CSA CP External will be meeting with Samantha Casey to organize a launch party and campaign for September. Which is regarding the SAF funds being allocated to University of Guelph students to fund meaningful and sustainable projects which would enhance

Minutes

Executive Committee Meeting (ECM)

Meeting #3 – May 29, 2023 – 11:40 am

CSA Boardroom



University of Guelph community. This meeting will be the first of consecutive monthly check-ins leading up to the month of September.

7.0 New Business

New Newsletter Design

A new newsletter banner, look (layout), and branding needs to be created. Further details will be discussed in the next meeting, June 12, 2023.

8.0 In Camera

There was no in-camera session.

9.0 Adjournment @ 1:00 pm

Next Meeting: June 12, 2023

Minutes

Executive Committee Meeting (ECM)

Meeting #4 – May 31, 2023 – 12:20 pm

UC 249



Members: Shaima Alam (President, Chair), Junpyo Lee (VP Academic, Secretary), Samar Tariq (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 12:20 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

Emergency meeting is called to order.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #3 Minutes were approved.

5.0 New Business

5.1 Motion: To reschedule Board of Directors meeting on June 14, 6 pm – 9pm to June 21, 6 pm – 9 pm so that the CSA President will be able to attend the Board of Directors meeting.

Moved: Shaima Alam

Seconded: Samar Tariq

Motion Carried.

6.0 In Camera

There was no in-camera session.

7.0 Adjournment @ 12:30 pm

Next Meeting: June 12, 2023

Item 2.7
Executive Updates

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

2.7.1	President	June 21, 2023
2.7.2	VP Student Experience (vacant)	
2.7.3	VP Academic	June 21, 2023
2.7.4	VP External	June 21, 2023

Moved:
Seconded:

Executive Update

President

June 21, 2023



General Update:

Hey there, folks! Last month was busy getting new projects started and running but this has been a month of HR, understanding our day-to-day operations better, and getting a big picture of what are ways to expand CSA through conferences. Things are really picking with the tight timelines, but it's very exciting!

Ongoing Projects:

CSA Staff Update: Emma has been wonderful and is hitting the ground running in getting our improved branding for the year set up. Summer front office hours are now 12:30pm-4pm to make better use of our office manager's time. Developing job description for administrative assistant (4-5 sections each with a focus group: website, HR, PDR, JHSC, etc.) and social media guidelines through consultation. Photoshoot this week for all staff for directory, website, newsletter, and social media. Sending an internal newsletter for staff next week introducing the staff to each other and updates from Joint Health and Safety Committee.

Training & Transition: All staff are now on their way to complete their online mandatory training. We have just a few more internal scheduled trainings for Executives, but we are also developing new in person trainings for the staff, so they are better orientated to our structure. We are scheduled to do legislated workplace respect training in the next weeks.

Outreach, Publicity, & Promotion: With our new promotional coordinator, we have a phased plan to introduce our new branding for the year, and are looking to update social media templates, kiosks, UC banner and digital signage. With that we are creating content and design for newsletter, BBQ, coupon book, and branding in general etc.

Social Media: Increasing communication and accessibility of information – posted: board summary reel, weekly stories, frank Friday highlights, May updates, ongoing June for social media and website. Continuing frank Fridays on twitch playing Minecraft, shift towards more guests as we get more comfortable. Shift to 2:30pm so Jun can join. Now that regulars are set up, we can start campaigns and resources on Instagram.

Newsletter: Sent May newsletter. Last week of June sending a newsletter on BBQ and bus late opt-in. Due to the deadline being so near, keeping the format the same but headers being with the new brand. But newsletters afterward would be with a new format and look.

Wellness Collab: Due to capacity could not bring back survival guide but pivoting to collab with WEPC to bring same elements through their mocktails recipe book. Bringing resources and promoting harm reduction.

Executive Update

President

June 21, 2023



CSA Community Barbeque: For students still in Guelph on July 13 4pm-6pm we are having an afternoon of food, friends, and music at Branion Plaza! For only \$2 you can purchase tickets at the CSA Front Office, from July 3 to July 12 between 10am and 4pm. Enjoy summer vibes, live music, grilled burgers, watermelons, and a place to make new friends! Promotion is being developed and selling scheduled.

PDR: Brought PDR tracked changes to PBRC, and now working on final details in a working group with Colleen. Implementing PDR changes by finalizing online form and budget with Office Manager.

Elections: Working group formed from PBRC after presenting Colleen and I's ideas so far. PTC has done research on other Unis format, and I will be asking in person in CFS conference on engagement and security of their elections.

Services:

Bullring: Will be closing to fix the roof July and August, we're also having a meeting for the lease renewal.

Shaima Alam

Executive Update

VP Academic

June 21, 2023



Good to see you again, and I hope you are enjoying the summer!

General Update:

Keep attending various committees, posting updates, holding office hours, and finishing up with planning the events for the O-Week, fall, and winter semesters.

Strategic Plan and Budget

CSA and GSA executives were invited to the meeting to review the [University of Guelph Strategic Plan 2022-27](#). They had the opportunity to ask questions to Bradley Minaker from the Institutional Research and Planning department, Leslie Muñoz from the President's Office, Kathryn Hofer from the Student Experience, and Irene Thompson, the Vice-Provost of Student Affairs. Please inquire if you need further details.

Ongoing Projects:

Student Memorial Service

We are finalizing the date and time of the event with the offices of the President and Vice-Provost (September 22, 29, and October 5, 4:00 pm – 6:00 pm). Once it's set, we will send out invitations and finalize the event details, such as refreshment orders.

Fall and Winter Semester Stressbuster

A photo Booth with Santa Claus (December 4 and 5, UC Courtyard), Coffee, Cookies, Hot Chocolate (December 7, Library), and Coffee and Hot Chocolate (April 11, UC Courtyard) is being planned. If you have any suggestions, I'm open to taking them.

Teaching Excellence Award

I am beginning to prepare the nomination form and the structure of the award ceremony. Further details will be released at the board meeting in August/September with a motion to appoint the award selection committee members.

Committees:

Teaching and Learning Network

Finished Intro with Christie Stewart from the Office of Teaching and Learning and finalized the committee's goal and terms of reference. The deeper discussion will begin in the future over the fall and winter semesters.

Co-curricular Experiential Learning Integrity Committee

The committee's first meeting took place; they introduced the committee to the members. As another undergraduate student representative needs to be, the motion to appoint another member is submitted to this board meeting (June 21, 2023). I will provide the basics of this committee and more details about the motion.

Executive Update

VP Academic

June 21, 2023



Late Payment Fee Appeals Committee

Member Abdul Khan has officially joined the committee as the second undergraduate student representative, and I provided an intro to the committee on June 8. Please keep showing your interest and support, Member Khan.

Service:

Student Help and Advocacy Center (SHAC) is under the second phase of the O-Week event proposal. The event will be a trivia regarding housing and tenancy to inform students about their rights as a tenant.

All the best,

Junpyo Lee

Executive Update

VP External

June 21, 2023



Hello guys, it is so good to meet with you all again. I hope the summer has been good to you all and that the recent smoke clouding us passed easily for you all. Nonetheless, I am happy to be here and give you all my updates for the month.

General Updates:

The FoodBank and Bike Centre operations have been going smoothly this month, with some maintenance being explored in the FoodBank regarding the air condition for ventilation and air quality in the Bike Centre during the week of domestic wildfires. With the help of physical resources, these issues have been tackled and resolved. I have also been analyzing the level of undergraduate student participation in some committees such as the ethical code of conduct advisory committee and will be exploring the possibility of enhancing undergraduate student voices on new and old committees. Lastly, the execs and I will be attending the Ontario Skills Conference this month and have come back more enthusiastic and equipped than ever in tackling our responsibilities.

Ongoing Projects:

Sustainability Action Fund: The CSA is collaborating with the sustainability office on the SAF initiative. We have thus far discussed the vision of our launch party for this fund. Which we imagine as being held in Branion Plaza, twice in the mid-last weeks of September. This will include music, treats, a lot of informational and promotional materials, and of course everything will have the CSA logo on it. As mentioned in the presentation from Samantha, the doodle artwork from the student body itself is the main theme for our promo design. And we plan on reaching out to more passionate students who would like to submit their idea of symbolizing sustainability, to enhance the initiative's focus. Which is bringing to fruition student projects aiming for further sustainability. Currently, the terms of reference are being worked on for the release of the funds. Which Shaima will be helping us with, by providing us with an overview.

Tap-In!: The next steps to our campaign require revised data collection. The representative from the Blue Triton committee and I are attempting to lead a group of volunteers from the experiential learning hub to visit every university and residence building. To inspect locations and amount of present water fountains. Further, whether these water fountains are clean, maintained and functioning. We plan to collect this data in a comprehensive chart to determine if the university can offer dignified alternatives to bottled water. We hope to share this data with the sustainability office and especially hospitality services. If a lack of enough water fountains or a lack in their condition or functionality is determined, we plan to advocate for our recommendations as a priority from hospitality services. Lastly, the authors for the letter to Sharmilla are being extended to six different organizations as opposed to just the CSA VPE earlier.

Committees:

Executive Update

VP External

June 21, 2023



Ontario Health Coalition: I will be attending a summit being hosted by OHC on the privatization of healthcare, as a guest. This is of high interest as the new passing of bill 60 will be of concern to all undergraduate students, as we enter the real world after our careers at university. I look forward to learning the perspectives of public interest groups and how this will affect the youth of today. Hopefully, this can bring forth information for future advocacy for our student body.

Affordable Housing Committee: Currently, I am in the process of setting an agenda package to send to all our members and get our first meeting going by next month. I would also like to mention that we are looking for more students to join this committee, so if anyone else would like to become a part of it, please email me or let us know here. We can get you folks ratified in our next meeting.

Staff Birthday Committee: The CSA team has also begun our standard practice to celebrate birthdays around the office. This is exciting because before we didn't have any celebratory practices and this helps us loop everyone in and spread positive vibes.

Motion

Board of Directors Meeting # 2
June 21, 2023



Item 2.10.1
Policy & Bylaw Review Committee Minutes

MOTION: that the minutes for the following Policy & Bylaw Review Committee meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
2.10.1	Meeting # 3	February 8, 2023

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – February 8, 2023 – 5pm – 6:30pm
CSA Boardroom



Attendance

Members

Colleen Bovay	Policy & Transition Coordinator	Present
Nicole Walker	President	Present
Simran Kalra	Director	Regrets
Jake Levy	Director	Regrets
Jacob Miller	Director	Present
Kelly Ruigrok	Director	Present
Michelle Wilk	Director	Present
Martha Yiridoe	Director	Present

Scribe

Colleen Bovay	Policy & Transition Coordinator
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Guests

Nicholas Turkovich	Undergraduate Student
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3.0 Call to Order

'Quorum shall be three ratified members, one of which must be a Director of the CSA.'

Called to order at 5:05 pm

3.0.1 Attendance

3.0.2 Chair

Jacob Miller was selected as the Chair for this meeting.

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 3 – February 8, 2023 – 5pm – 6:30pm

CSA Boardroom



3.0.3	Introductions
3.1	Adoption of the Agenda
3.1.1	Approve the Agenda Agenda approved with no additions.
3.1.2	Declarations of Conflicts No conflicts were declared.
3.2	Ratifications and De-Ratifications No ratifications or de-ratifications were considered at this meeting.
3.3	Comments from the Chair
3.4	Approval of Past Minutes The Minutes were approved for the following PBRC Meeting: 3.4.1 PBRC Meeting # 2 – January 10, 2023
3.5	Working Group Updates and Reports
3.5.1	Electoral Policy Working Group Update The Electoral Policy Working Group, consisting of the President, PTC, and Member Wilk, updated that they had one meeting since the last PBRC meeting. They reviewed the Electoral Policy appendix, highlighted some known areas in need of amendments, and started the process of making track changes to the document. Each member is taking time to review independently, and they are holding a progress meeting this week.
3.5.2	Director Duties Working Group Update The PTC and Member Ruigrok provided an update that they held a working group meeting the week prior to discuss possible changes in the policy and bylaw manual regarding director duties. They identified the need for amendments to Bylaw 1, section 4.10.1, to update wording for clarity purposes and add additional points. They also brought forward suggested amendments to Appendix C (HR Policy) Section 4.2, regarding the requirement for Directors to sit on hiring committees, as discussed at the previous PBRC meeting.
3.6	Business
3.6.1	Director Duties amendments

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 3 – February 8, 2023 – 5pm – 6:30pm

CSA Boardroom



The committee discussed the suggested amendments brought forward by the Director Duties Working Group to remove the requirement to have a Director on every hiring committee. The committee adjusted the language of the suggested amendments and reached consensus to bring this amendment forward as notice at the next Board of Directors Meeting.

3.6.2 PDR Committee Terms of Reference review

The committee discussed that there are needed changes to the Petitions, Delegations, and Representations Committee Terms of Reference, as included in Appendix D (Committees) of the Policy and Bylaw Manual. The committee reached consensus to form a working group, consisting of the President and the PTC. The working group will consult with the core staff team and the PDR Committee to gather additional input for suggested revisions. The working group will report back to PBRC.

3.7 New Business

3.7.1 No new business was discussed.

3.8 In Camera Session

No in camera session was held at this meeting.

3.9 Adjournment

3.9.1 Adjourn

Meeting adjourned at 6:20 pm

Next Meeting Dates

PBRC

TBD

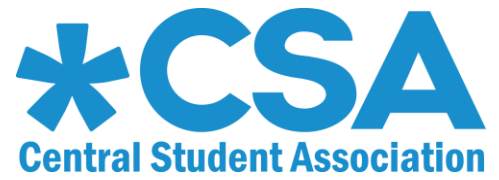
Upcoming WG Meeting Dates

- Electoral Policy WG: Thursday, February 9, 9:30am-10:30am

Information Report

Board of Directors Meeting # 2

June 21, 2023



Item 2.10.2

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

Board of Directors Meeting # 2

June 21, 2023



The following Summary of Committee Appointments is provided as information:

Student Affordable Housing Taskforce

Appointed: May 31, 2023

Samar Tariq, VP External	Committee Chair
Junpyo Lee, VP Academic	Second Executive Member
Mauricio Fernandez	Director
Mason Friebe	Director
Naomi Amayaevbo	Director

Policy and Bylaw Review Committee

Appointed: May 31, 2023

Colleen Bovay	Policy and Transition Coordinator
Shaima Alam, President	Executive Member
Jake Levy	Director
Mason Friebe	Director
Mauricio Fernandez	Director

Late Payment Fee Appeals Committee

Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Abdul Rafe Khan	CSA Member/Director

UC Board Selection Committee

Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Mauricio Fernandez	Director
Naomi Amayaevbo	Director

Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

Mauricio Fernandez	CSA Member/Director
Natalie Wilkinson	CSA Member/Director

Motion

Board of Directors Meeting # 2
June 21, 2023



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, 2024:

[3 Directors]

- b) That the following second member of the Executive Committee be appointed to the Finance Committee for the term ending April 30, 2024:

Junpyo Lee, VP Academic

Moved: Shaima Alam, President

Seconded:

See next page for Finance Committee information.

Motion

Board of Directors Meeting # 2

June 21, 2023



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.

Notice of Motion

Board of Directors Meeting # 2
June 21, 2023



Item 2.11.2

Notice: Suspension of Electoral Policy Sections

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

Notice of Motion

Board of Directors Meeting # 2
June 21, 2023



Item 2.11.3

Notice: Internal Policy Amendment re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

Notice of Motion

Board of Directors Meeting # 2

June 21, 2023



Appendix J – Internal Policy, Section 10.3.3

Current Wording:

Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).

Proposed Wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

Motion

Board of Directors Meeting # 2
June 21, 2023



Item 2.11.4

Appoint Member to Co-curricular Experiential Learning Integrity Committee

WHEREAS the purpose of the Co-curricular Experiential Learning Integrity Committee is to provide oversight to the quality of co-curricular experiential learning across campus in support of the new institutional [Professional and Career Development Record](#); and

WHEREAS the Terms of Reference for Co-curricular Experiential Learning Integrity Committee requires one undergraduate student representative;

BE IT RESOLVED that the following undergraduate student be appointed to the Co-curricular Experiential Learning Integrity Committee:

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Moved: Junpyo Lee, VP Academic

Seconded:

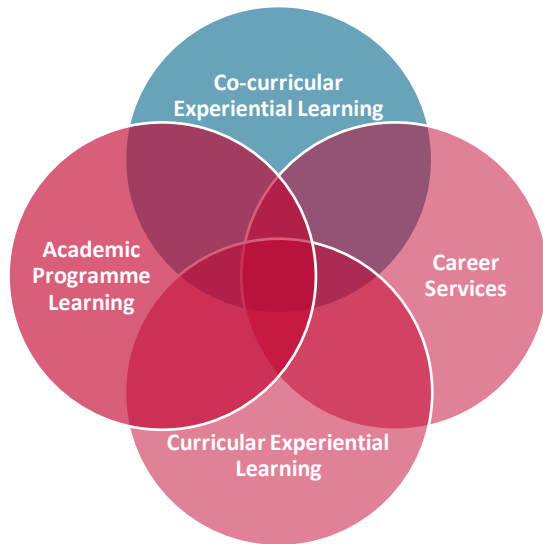
See following documents for additional Co-curricular Experiential Learning Integrity Committee information

University of Guelph Professional and Career Development Record (PCDR)

Co-Curricular Experiential Learning Governance and Division of Shared Responsibility

Ensuring the success of an institutional program such as the Professional and Career Development Record (PCDR; the Record) is a shared responsibility across the institution. It is understood that the Record has collaboration at its core, even while it is helpful to divide primary responsibility for day-to-day operations and strategic direction among different faculty, staff, and committees as described below. No one group is solely responsible for the success of the Record.

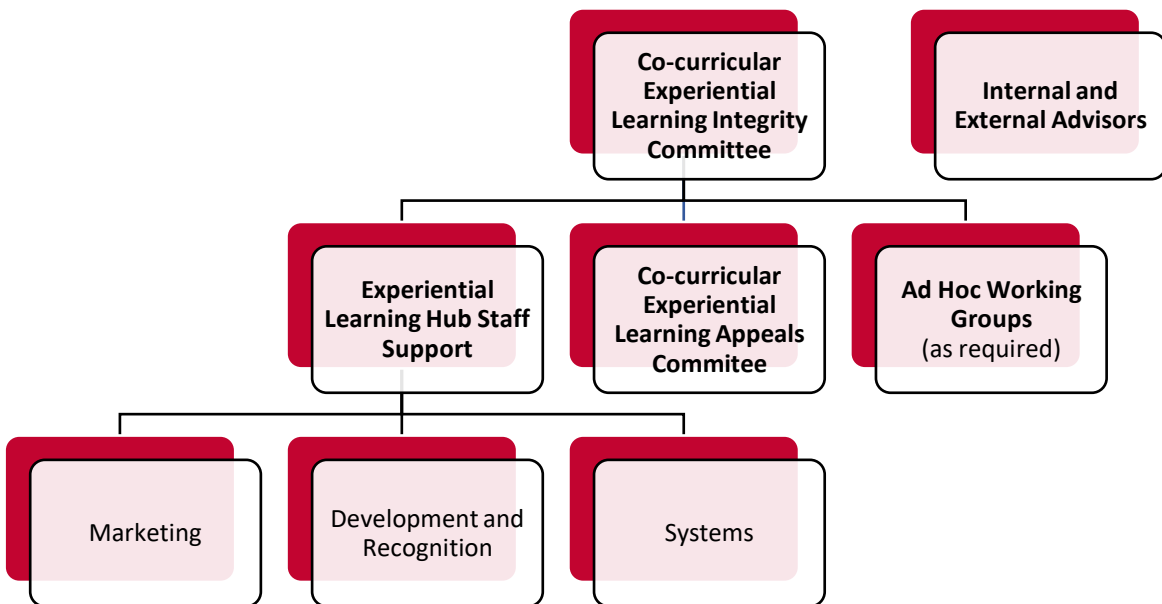
Aspects of University of Guelph Professional and Career Development



Co-curricular Experiential Learning is one aspect of the University of Guelph's overall strategy for student professional and career development. This proposal seeks to fill a gap in the overall centralized support to co-curricular activities and their leaders.

Other aspects of professional and career development are supported through existing institutional processes such as College curriculum committees and the academic quality assurance process for curricular experiential learning.

Governance Structure for Co-curricular Experiential Learning



University of Guelph Professional and Career Development Record (PCDR)

Co-curricular Experiential Learning Integrity Committee

The standing and central Co-curricular Experiential Learning Integrity Committee's composition of 23 should reflect a commitment to equity, diversity, and inclusion by seeking out membership with diverse identities, experiences, perspectives, and ideas.

Roles	Seats	Minimum requirement	Suggested Composition
Committee Chair	1	Current member of the Experiential Learning Advisory Committee (ELAC)	
Colleges and Office of Graduate Studies	9	One representative from each academic College, one representative from Ridgetown campus, and one representative from OGS that has knowledge of their area's current experiential learning practices and offerings, as well as future directions.	<ul style="list-style-type: none"> At least 3 faculty members Manager, Graduate Curriculum (Office of Graduate Studies) It is recommended that this rep be selected from a college-level EL planning committee if one exists.
Co-curricular Representation	3	One representative from three different departments that offer recognized co-curricular experiential learning activities.	<ul style="list-style-type: none"> At least 1 representative from a Student Affairs department At least 1 representative outside of the Colleges and Student Affairs
Student Representation	4	Two undergraduate and two graduate students comprised of a representative from each of the CSA and GSA, and two students-at-large.	<ul style="list-style-type: none"> Ideally, each student would be enrolled different academic programs across different colleges and represent involvement in different co-curricular EL activities
Career Development Support	1	One individual with broad knowledge of career development practices as well as current approaches at the University of Guelph.	<ul style="list-style-type: none"> EL Hub Career Advisor
Equity, Diversity, and Inclusion Support	1	One individual with broad EDI knowledge that can provide support and resources for conversations about accessibility and inclusion in EL.	<ul style="list-style-type: none"> Office of Diversity and Human Rights
Academic and Educational Support	1	One individual with broad knowledge of teaching and pedagogy that can provide support and resources for conversations about EL quality.	<ul style="list-style-type: none"> Office of Teaching and Learning
Experiential Learning Hub Staff Support	3	EL Hub staff with roles directly connected to co-curricular objectives.	<ul style="list-style-type: none"> Manager, Employment Services and Systems Experiential Learning Specialist Experiential Learning Services Administrator (admin support)

University of Guelph Professional and Career Development Record (PCDR)

Experiential Learning Hub Staff Support

The EL Hub provides centralized, day-to-day developmental, promotional, and administrative support to the operation of the Record. The EL Hub teams primarily involved are:

Development and Recognition

- Provides developmental support for co-curricular EL leaders, offered in conjunction with partners such as the Office of Teaching and Learning.
- Tracks student participation in co-curricular EL activities.
- Provides guidance to EL Hub Marketing team on outreach strategies for Record adoption.
- Provides administrative support to the Co-curricular Experiential Learning Integrity Committee including meeting scheduling, minute-taking, and maintenance of a Microsoft teams Channel.

Systems and Employment Services

- Configures Experience Guelph system and user roles/permissions.
- Consults on processes and procedures, especially related to data integrity and privacy.
- Liaises with Experience Guelph system vendor.
- Informs committee of upcoming developments in the record software.

Ad Hoc Working Groups

Ad Hoc Working Groups can be created to serve short- or long-term projects or goals that require more attention and expertise than the Co-curricular Experiential Learning Integrity Committee can efficiently provide on its own. Working Groups can be created by the Co-curricular Experiential Learning Integrity Committee or with direction from the Experiential Learning Advisory Committee.

Typically chaired by a member of the Co-curricular Experiential Learning Integrity Committee, Ad Hoc Working Group membership can include individuals that are not current members of the Integrity Committee. For example, membership could, and in most cases should, include individuals from any of the internal and external advisors listed.

Internal and External Advisors

The following are some examples of individuals and groups that will be consulted on topics connected with the Record or solicited for membership on Ad Hoc Working Groups.

- College Department Chairs
- Faculty Advisors
- EL/WIL Partnership Developers
- Faculty and staff with experience researching and/or evaluating experiential learning
- Faculty and staff conducting research on equity, diversity, and inclusion in experiential learning.
- Office of Teaching and Learning
- Experiential Learning Advisory Group sub-committees
- Office of Institutional Planning and Research
- Office of Graduate Studies
- Professional association connections such as CEWIL, CACUSS, CACEE
- External partners with proven excellence in delivering or partnering on EL opportunities.
- Office of Diversity and Human Rights

Reviewed by the Experiential Learning Advisory Committee (ELAC) - February 23, 2021
For information about this document contact experience@uoguelph.ca

University of Guelph Professional and Career Development Record (PCDR)

- Student Experience (Indigenous Student Centre, International Student Experience, Multi-Faith Resource Team, Cultural Diversity Office, Sexual and Gender Diversity Office)
- Student Accessibility Services
- Student Clubs and Organisations that support equity seeking groups (e.g., Mature Student Association, International Students Association, Guelph Black Professionals Society etc.)
- External partners with proven excellence in implementing EDI principles into EL.

Implementation Timeline

- The Governance structure outlined in this proposal would be put in place for May 1, 2021.
- A full review of the structure will take place in summer 2022 to determine if roles as outlined in theory align well with stakeholder needs in practice. This may include the recommendation of creating local evaluation committees within Colleges and departments with high volumes of co-curricular activity.

University of Guelph Professional and Career Development Record (PCDR)

Division of Shared Responsibility for Co-curricular Experiential Learning on the PCDR

Area of Shared Responsibility	Co-curricular Experiential Learning Integrity Committee	EL Hub Staff Support	Ad Hoc Working Groups (as needed)	Internal and External Advisors
<p>Approving Co-curricular Activities for Inclusion Evaluates proposed co-curricular activities against inclusion criteria and approves eligibility.</p>	<p>Proposes changes to co-curricular inclusion criteria to the Associate Vice-President (Academic) and Vice-Provost (Student Affairs) to be brought forward to the Provost & Vice-President (Academic).</p> <p>Reviews and approves proposals where clarity is needed on whether it meets inclusion criteria.</p>	<p>Provides support and coaching to activity supervisors throughout proposal process.</p> <p>Approves proposals that clearly meet established criteria or emulate an already approved activity.</p>		<p>Consulted for information and feedback on proposals.</p> <p>Designates in colleges/departments can be trained to provide support and coaching to internal activities.</p>
<p>Appeals Hears and makes decisions around appeals from students and activity leaders denied PCDR inclusion or validation.</p>	<p>Establishes and reviews appeals policy, process, and determines appeals committee membership.</p>	<p>Hears initial grievances and supports students and/or supervisors in mutual resolution where possible.</p> <p>Prepares parties for appeals process if needed.</p>	<p>Co-curricular Experiential Learning Appeals Committee hears and makes decisions about appeals.</p>	<p>Designates in colleges/departments can be trained to provide support parties in preparing for an appeals process.</p>

University of Guelph Professional and Career Development Record (PCDR)

<p>Co-curricular Experience Quality Concerns Hears and makes decisions around how to address experience quality concerns coming from students, staff, faculty, or external partners.</p>	<p>Proposes changes to co-curricular EL quality standards to the Associate Vice-President (Academic) and Vice-Provost (Student Affairs) to be brought forward to the Provost & Vice-President (Academic).</p>	<p>Hears and tries to resolve initial concerns. Brings complex or unresolvable cases to the Appeals Committee.</p>	<p>Appeals Committee hears and makes decisions about changes to Record status or other serious breaches of EL activity agreements.</p>	<p>Consulted for information if needed. Supports internal activities with remediating concerns.</p>
<p>Review/Audit of Activities Reviews activities to ensure expectations continue to be met.</p>	<p>Decides frequency of review/audit and decides course of action from results.</p>	<p>Creates and carries out review/audit process, reporting findings to the Integrity Committee.</p>		
<p>Co-curricular EL Policies and Procedure Develops, reviews, and changes co-curricular policies and procedures as they relate to inclusion on the Record.</p>	<p>Establishes and reviews policies.</p>	<p>Develops procedures based on policies set by integrity committee. Brings forward policy recommendations to Integrity Committee.</p>		<p>Consulted to ensure processes align with departmental processes.</p>
<p>Co-curricular EL Evaluation and Assessment Decides goals and benchmarks for co-curricular EL adoption on the Record and informs how it will be measured and evaluated.</p>	<p>Establishes evaluation criteria, benchmarks, and review cycle. Reviews reports and decides course of action as a result. Provides and annual report to ELAC.</p>	<p>Develops evaluation and assessment tools to meet the direction of the integrity committee and/or to assess user experience.</p>	<p>Created from time to time to undertake specific short-term evaluations of projects or programs.</p>	<p>Consulted to ensure departmental goals are taken into consideration during evaluation to maximize benefits.</p>

University of Guelph Professional and Career Development Record (PCDR)

<p>Marketing and Engagement – Students Ensures students are aware of the Record, its purpose, and value.</p> <p>Marketing and Engagement – Activity Supervisors Ensures those who offer EL are aware of the Record, the inclusion criteria, its purpose, and value.</p>	<p>Establishes marketing and engagement goals and targets.</p> <p>Champions record within their respective areas and to their peers in other areas.</p>	<p>Creates and executes marketing plans based on established direction of the Integrity Committee.</p>		<p>Individual Colleges and departments should have a contact for the EL Hub to connect with for cross-promoting opportunities.</p>
<p>Marketing and Engagement – External Audiences Promotes the value of the Record to those who may be viewing it (i.e. post-graduate programs, employers).</p>	<p>Establishes marketing and engagement goals and targets.</p>	<p>Creates and executes marketing plans based on established direction of the Integrity Committee.</p> <p>Develops general marketing materials that can be used by all.</p>		<p>Promotes the Record within their external partnership circles.</p>
<p>EL System Changes Reviews current EL system and provides feedback for improvement or development.</p>	<p>Reviews system change proposals that concern the Record or co-curricular activities and determines course of action as a result.</p>	<p>Reviews system for changes and new feature additions.</p> <p>Implements adjustments to the system to improve user experience and efficiency.</p> <p>Proposes major changes to the system to the integrity committee.</p>		

University of Guelph Professional and Career Development Record (PCDR)

Co-curricular Strategy Establishes, reviews, and updates overall co-curricular EL strategy and vision.	Interprets and translates co-curricular vision and strategy from ELAC into goals and benchmarks.	Develops and executes processes and procedures that help fulfill the direction established by ELAC and the Integrity Committee.		
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Request for 2023/24 representative to fill vacancy on the cross-campus Co-curricular Experiential Learning Integrity Committee (CELIC)

In February 2021, the institutional [Experiential Learning Advisory Committee \(ELAC\)](#) approved the creation of the Co-curricular Experiential Learning Integrity Committee (CELIC) (see attached for full details). The role of this Committee is to provide oversight to the quality of co-curricular experiential learning across campus in support of the new institutional [Professional and Career Development Record](#).

The Committee is composed of 22 members from a range of campus departments (see page 2 of this memo). **I am reaching out to you with a request to put forth a representative from your area to fill an identified vacancy.** We are ideally looking for someone that has some knowledge of experiential learning and an interest in student co-curricular involvement.

In terms of commitment, the Committee's processes are a mix of asynchronous proposal review and commentary, with monthly synchronous meetings to discuss feedback. In this way the work of the Committee can be incorporated into the representative's schedule. A commitment overview is listed below, and full meeting schedule is listed on page 2 of this memo. We are also happy to provide summaries of contributions to support promotion and tenure processes.

The work of CELIC will be supported directly by staff from the Experiential Learning Hub with strategic support from ELAC, and consultative support from subject matter experts.

As the work of CELIC is ongoing, we are hoping to secure new members as soon as possible. Please forward the name, title, and e-mail address for the representative you are putting forward to experience@uoguelph.ca.

This is a unique opportunity to be involved in shaping co-curricular learning quality at the University of Guelph. We look forward to working with your area on this exciting initiative.

If you have any questions, please reach out to experience@uoguelph.ca.

Daniel Poulin
Manager, Experiential Learning Development and Recognition
Experiential Learning Hub, University of Guelph

Commitment Overview

New members: Onboarding session, review of onboarding materials, attend EL development workshops
= ~5 hours

Yearly time commitment

~25 hours per year; with most of the commitment in the Summer and Fall semesters.

~30 for new members.

- Committee meetings: 6 x 1.5 hours
- Proposal review: Dependent on number of proposals submitted, ~4.5 hours x 2 review cycles
- Prep and review before/after meetings: 6 x 1 hour

Schedule of Anticipated 2023/2024 CELIC Meeting Dates

All meetings are 90 minutes and are held via Microsoft Teams.

Summer 2023

June 8; 1 – 2:30 p.m.

July 27; 1 – 2:30 p.m.

Fall 2023

September 14; 1 – 2:30 p.m.

November 30; 1 – 2:30 p.m.

Winter 2024

January 25; 1 – 2:30 p.m.

March 21; 1 – 2:30 p.m.

Cohorts and Co-Curricular Activity Review Dates

Summer: July 10 – 22

Fall: November 13 – 24

Current CELIC Membership

Representation	First Name	Last Name	Department
Chair	Daniel	Poulin	Experiential Learning Hub
Colleges and Office of Graduate Studies	Mark	Lipton	COA - School of English and Theatre Studies
	Cara	Copeland	CBS - Dean's Office
	Vacant		CEPS -
	Karen	Nelson	CSAHS – CESI (Research Shop)
	Jacqueline	Hamilton	LANG - Dean's Office
	Boris	Martin	OAC - Dean's Office
	Taylor	Scully	OVC - Dean's Office
	Renee	Bergeron	Ridgetown - OAC Dean's Office / ABIO
Co-curricular Leaders	Nadia	Timperio	Grad Studies - Office of Graduate and Postdoctoral Studies
	Sarah	Mau	Athletics
	Jason	Dodd	Library (Learning & Curriculum Support)
	Ian	Kearney	Student Experience (Peer Helper Program)
Students			CSA – VP Academic
	Vacant		GSA
	Vacant		Graduate Student
	Vacant		Undergraduate Student
Career Development Support	Jana	MacDonald	Experiential Learning Hub
Equity, Diversity, and Inclusion Support	Vacant		
Academic and Educational Support	Janet	Wolstenholme	Office of Teaching and Learning
Experiential Learning Hub Staff Support	Lindsay	Shirley	Experiential Learning Hub
	Allison	Bridgman	Experiential Learning Hub
	Daniel	Poulin	Experiential Learning Hub

Motion

Board of Directors Meeting # 2

June 21, 2023



Item 2.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 2 on June 21, 2023 be adjourned at pm.

Moved:

Seconded: