

## AGENDA

Board of Directors Meeting # 8

October 19, 2022 – 6:00 pm – UC 442



### Agenda – October 19, 2022

|             |   |                           |
|-------------|---|---------------------------|
| <b>8.0</b>  | <b>Call to Order</b>  |                           |
| <b>8.1</b>  | <b>Land Acknowledgement</b><br>Member Kelly Ruigrok   |                           |
| <b>8.2</b>  | <b>Adoption of the Agenda</b><br>8.2.1 Approve the Agenda<br>8.2.2 Declarations of Conflicts  | 1                         |
| <b>8.3</b>  | <b>Ratifications and De-Ratifications</b>   |                           |
| <b>8.4</b>  | <b>Comments from the Chair</b><br>8.4.1 Introductions and Pronouns  |                           |
| <b>8.5</b>  | <b>Approval of Past Minutes</b>   |                           |
| <b>8.6</b>  | <b>Executive Committee Minutes</b>  |                           |
| <b>8.7</b>  | <b>Executive Updates</b><br>8.7.1 President – October 19, 2022<br>8.7.2 VP Student Experience (vacant)<br>8.7.3 VP Academic – October 19, 2022<br>8.7.4 VP External – October 19, 2022  | 2<br>3<br>5<br>6          |
| <b>8.8</b>  | <b>Director Reports</b>   |                           |
| <b>8.9</b>  | <b>CSA Service Update and Report</b>  |                           |
| <b>8.10</b> | <b>Committee Updates and Reports</b><br>8.10.1 Business Office Assistant – Hiring Committee Report<br>8.10.2 Summary of Committee Appointments  | 7<br>8                    |
| <b>8.11</b> | <b>Business</b><br>8.11.1 Electoral Policy Suspension<br>8.11.2 Fall 2022 By-Election: Ratify Unofficial Results<br>8.11.3 Appoint Hiring Committee – Chief Returning Officer<br>8.11.4 Director Appointment Process Update<br>8.11.5 Appoint Policy & Bylaw Review Committee Members | 9<br>10<br>13<br>14<br>17 |
| <b>8.12</b> | <b>New Business</b><br>8.12.1   |                           |
| <b>8.13</b> | <b>Announcements</b>  |                           |
| <b>8.14</b> | <b>In Camera Session</b>  |                           |
| <b>8.15</b> | <b>Adjournment</b>  | 18                        |

## Motion

Board of Directors Meeting # 8  
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### Item 8.2.1 (a) Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 8 on October 19, 2022, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 8.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** That the agenda be reordered so that **Item 8.11.1: Electoral Policy Suspension** is the first item of discussion;

**AND FURTHER** that the agenda be reordered so that **Item 8.11.2: Fall 2022 By-Election: Ratify Unofficial Results** is the second item of discussion.

**Moved:** Nicole Walker, President

**Seconded:**

### Item 8.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** That the agenda for the CSA Board of Directors Meeting # 8 on October 19, 2022, be approved as amended with:

The reordering of the agenda so that **Item 8.11.1: Electoral Policy Suspension** is the first item of discussion; and

The reordering of the agenda so that **Item 8.11.2: Fall 2022 By-Election: Ratify Unofficial Results** is the second item of discussion.

**Moved:**

**Seconded:**

**Item 8.7**  
**Executive Updates**

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

|       |                                |                  |
|-------|--------------------------------|------------------|
| 8.7.1 | President                      | October 19, 2022 |
| 8.7.2 | VP Student Experience (vacant) |                  |
| 8.7.3 | VP Academic                    | October 19, 2022 |
| 8.7.4 | VP External                    | October 19, 2022 |

**Moved:**  
**Seconded:**

## Executive Update

President

October 19, 2022

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Hello Board of Directors,

### General Update:

I wanted to share with you all that I had the honour of speaking on behalf of our undergraduate students at the Student Memorial Service this past Friday. The Student Memorial Service was started 16 years ago as a way to honour the students who passed away during the previous academic year. Family and friends of the students who have passed attend the service, where there is a tree dedicated in the arboretum to those students. This was my second time speaking at the memorial service, and both services have been a truly special moment that the CSA is responsible for organizing.

With our elections wrapping up, I wanted to give a warm welcome and congratulations to our newest members of our CSA Board of Directors – Simran (CBS), Jesse (CEPS), Jacob Miller (CSAHS), and Ella (CSAHS)! I am excited that our Board is gaining more student leaders!!

### Ongoing Projects:

**Fall 2022 By-Elections:** Our voting period for elections was extended from October 7 to October 14, in which we achieved quorum for all three colleges (CSAHS, CEPS & CBS). We are excited to fill four of our director positions and look to begin the appointment process for vacancies in elected director positions. Unfortunately, the VP Student Experience (VPSE) candidate withdrew from the election. With three unsuccessful elections to fill the VPSE vacancy, the position will remain vacant for the remainder of the 2022-23 term.

**Hiring:** I am excited to share that the Business Office Assistant and Front Office Assistant committees were successful. We have hired one individual for each position. Thank you to Ana-Maria and Varnika for your help on these hiring committees!

**Newsletter:** The CSA released its October edition of our monthly newsletter, titled “Vibe Check” and it did help with increasing the number of students who opened the newsletter. We are looking at reviewing how to improve engagement with our newsletter (aka a contest embedded in the newsletter, a social media contest, tabling in the UC to hype up our newsletter, or converting our newsletters to a monthly social media update post). We are currently working on the November edition of our newsletter.

### Committees:

**Student Budget Committee (SBC):** The SBC is a forum for ongoing consultation with students during the University budget development process. Student leaders review and provide feedback on areas of the University’s budget, while considering key issues

## Executive Update

President

October 19, 2022



impacting students. Our orientation meeting was on October 7, in which we reviewed the list of budgets/presenters, inquired about adding additional departments, and reviewed the Stop/Start/Continue Feedback format. The SBC has been evolving over the years in its purpose, and as such, I will be working with Jessica Westlake to update the mandate section of the terms of reference to include student issues informing the University's budget. Lastly, I will be taking the lead/co-lead for the presentation and report and am planning on adding a student issues section to share with the Board of Governors Finance Committee. I intend on bringing back pertinent discussion items to our CSA Board of Directors to bring forward at the SBC and include in the presentation.

**Student Executive Council (SEC):** I hosted SEC on Thursday, September 20 at the CSA office! SEC is an opportunity for the various primary student organizations to discuss issues affecting students, discuss campus collaborations, and more. We have been having great discussions around student issues, which will guide our collective advocacy efforts for the year. I am excited to be taking the lead for planning a Student Leadership Day Fair, where students can explore the different leadership positions to get involved in on campus for the upcoming academic year. It will be the first event of its kind on campus in an effort to increase student leadership involvement on campus!

**UC Board:** Our first meeting was September 20, in which I was elected as the UC Board chair for this year. I have a check-in meeting regarding the UC Working agreement with VP Finance Sharmilla next week. I will keep everyone updated on the progress of those discussions. I am also in the process of recruiting undergraduate members to fill 2 positions and 5 alternate positions on the UC Board.

**Petitions, Delegations, and Representations (PDR):** Award letters for the first PDR deadline have been completed and sent out. I am super excited for all the events groups will be able to run!! The second deadline for PDR funding requests is tonight at 11:59 pm. The PDR meeting will be taking place on Wednesday, October 26 at 6 PM. Just a reminder to please RSVP if you haven't already!

### Services:

**Bike Centre Re-Opening:** We are proud to share that our Bike Centre will be re-opening to students for appointments today (October 19). The hours of operation can be found on our website at: <https://csaonline.ca/bike-centre>

As always, I encourage you to reach out if you have any ideas, questions, or feedback on how we can best support our undergraduate students!

*With support & positive vibes,*

Nicole Walker

## Executive Update

VP Academic

Wednesday October 19<sup>th</sup>, 2022

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### **General Update:**

Hey everyone!

Over the last week or so I've received an update on the University's plan for Internationalization. Essentially, the university has had a plan in place to increase the proportion of international students on campus for a few years now, but due to the pandemic was unable to hit their international student targets this year, which led to the increase in domestic students. Currently, I've been told we have 3.5% to 4% of our student population as international students, which is among the lowest in Canada. The plan is to increase this number to 12% over the next 3 years. In doing so, they hope to create more paid Undergraduate Teaching Assistant (UTA) positions and expand on certain supports/programs. The university has both its' fiscal and academic/community reasons for this plan that revolve around the university's goal of "Global Understanding", and the concerns with government funding. I'm told we're in a large deficit currently, as with inflation, our costs are going up and our domestic student subsidy has flat lined for some time. I am happy to provide more on this plan and situation as I receive more information, but we're hoping it doesn't cause for necessary cuts to budgets among other potential outcomes.

On another note, the annual Student Memorial Service as of Friday has concluded and now project-wise, I will be focusing on our collaborative event with the Fine Arts Network, for the Art in the Bullring event, and the Teaching Excellence Award, among other academic initiatives, like re-visiting course outline policies.

Finally, further to an issue discussed a few weeks ago regarding international students that, due to their VISA's, they were unable to come to campus this fall; it seems approximately 30 were forced to defer, whereas before we were talking over 100. So, either they made it in or selected Distance Education courses for their first year. I'm hoping to receive updates on the numbers soon and how this may have affected our residence waitlist, that was over 70 students long.

Mason Friebe, VP Academic

## Executive Update

VP External

Wednesday October 19<sup>th</sup>, 2022

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Hi Folks,

### General Update:

Please enjoy a spooky season joke 😊

#### #DadJokes

*Why don't skeletons ever go trick or treating? Because they have no body to go with.*

It has only been one week since our last meeting together, therefore, I will not have a whole lot to update you folks on. I have been putting a social media calendar together to stay more on top of posting on our Instagram. If anyone has any holidays/solidarity dates that you want to see on our Instagram, just reach out to me and I can get something together!

### Ongoing Projects:

**CSA Social Media Calendar:** I was thinking this could be used by future executives to see what has been done in the past. It includes dates, occasions, examples, and external references.

### Services:

**Bike Centre:** Re-opened today! (October 19<sup>th</sup>). Paige, our Bike Centre Coordinator, has done a wonderful job preparing the centre for re-opening and started booking appointments last week.

Jena-Lee Ashley, VP External

## Hiring Committee Report

Business Office Assistant

October 19, 2022

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### Item 8.10.1

## Hiring Committee Report

Business Office Assistant

**Posting Date:** September 8, 2022

**Closing Date:** September 23, 2022

### Hiring Committee Members:

Nicole Walker  
Varnika Karavadi  
Lee Anne Clarke

**Number of Applicants:** 15

**Number of Interviews:** 3

**Successful Candidate:** Kayleigh Hannan

**Start Date:** October 4, 2022

**MOTION:** That the hiring of **Kayleigh Hannan** for the position of **Business Office Assistant** be approved, as recommended by the Hiring Committee.

**Moved:** Nicole Walker, President

**Seconded:**



## Information Report

Board of Directors Meeting # 8

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### Item 8.10.2

#### Summary of Committee Appointments

The following Summary of Committee Appointments is provided as information:

#### **Elections Appeals Board**

Appointed October 12, 2022

|                 |
|-----------------|
| Michaela Hishon |
|-----------------|

**Motion:** That the **Summary of Committee Appointments**, as presented to the Board of Directors Meeting # 8 on October 19, 2022, be received as information.

**Moved:**

**Seconded:**

## Motion

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### Item 8.11.1 Suspension of Electoral Policy

**WHEREAS** the CSA Policy Manual, Appendix G – Electoral, Section 4.2.1 c) states that Director candidates for CSA elections must collect a minimum of 25 verified nomination signatures;

**WHEREAS** the previous nomination signature requirement for Director candidates in CSA elections was 10 verified signatures throughout the COVID-19 pandemic;

**WHEREAS** the nomination signature requirement was reviewed by the Policy & Bylaw Review Committee, in which a recommendation to increase the number of verified signatures from 10 to 25 for Fall 2022 was brought forward to the CSA Board of Directors and approved at the February 2, 2022 meeting;

**WHEREAS** the CSA has had considerable turnover in the Policy & Transition Coordinator position, formally known as the Policy & Transition Manager role which supports the Elections Office;

**WHEREAS** due to an oversight, the Fall 2022 By-Election Nomination Package was not updated to reflect the change in policy from 10 to 25 verified signatures for Director candidates;

**WHEREAS** the CSA Board of Directors received the Fall 2022 By-Election Director Nomination Package as information at the August 31, 2022 Board Meeting and included the 10-signature requirement for Director candidates,

**WHEREAS** the CSA Elections Office, CSA Board of Directors, and Director candidates were unaware of the changed requirement for 25 signatures;

**WHEREAS** the oversight was discovered after the conclusion of the nomination period for the Fall 2022 By-Election;

**MOTION:** that the CSA Board of Directors suspend Appendix G – Electoral, Section 4.2.1 of the CSA Policy Manual for the CSA Fall 2022 By-Election.

**Moved:** Nicole Walker, President

**Seconded:**

## Item 8.11.2 CSA Fall 2022 By-Election Unofficial Results

### Board of Directors

To calculate Quorum, we referenced the total number of surveys completed with the number of Undergraduate students who are members of said college. Please note, declined votes included students who either selected decline on a ballot or did not indicate their preference on a ballot, but had submitted their survey.

### College of Biological Sciences: Quorum Met (11.58%)

There was one vacancy for CBS.

There was one candidate for the College of Biological Sciences: Simran Kalra  
567 votes were cast. The results are as follows:

- **Yes (In Favour of Candidate) - 514**
- No (Not In Favour of Candidate) - 38
- Decline – 12

**Simran Kalra** has been elected as a Director at Large for the College of Biological Sciences.

### College of Engineering and Physical Sciences: Quorum Met (14.31%)

There was one vacancy for the CEPS.

There were three candidates for the College of Engineering and Physical Sciences: Marcus Aldred-Ganhao, Blair Curtis, and Jesse Varkul  
473 votes were cast. The results are as follows:

- Marcus Aldred-Ganhao - 106
- Blair Curtis - 145
- **Jesse Varkul - 199**
- Decline – 23

**Jesse Varkul** has been elected as a Director at Large for the College of Engineering and Physical Sciences.

### College of Social and Applied Human Sciences: Quorum Met (10.95%)

There were two vacancies for the CSAHS.

There were two candidates for the College of Social and Applied Human Sciences: Jacob Miller, and Ella Odeh  
555 votes were cast. The results are as follows:

- **Jacob Miller - 249**
- **Ella Odeh - 293**
- Decline – 13

## Information Report

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**Jacob Miller** and **Ella Odeh** have been elected as Directors at Large for the College of Social and Applied Human Sciences.

The following have been elected:

- Simran Kalra – Director at Large CBS
- Jesse Varkul – Director at Large CEPS
- Jacob Miller – Director at Large CSAHS
- Ella Odeh – Director at Large CSAHS

**Motion**

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**Item 8.11.2**  
**CSA Fall 2022 By-Election Unofficial Results**

**MOTION:** that the unofficial results of the CSA Fall 2022 By-Election, as provided in the Board Package, be ratified, and declared official;

**AND FURTHER** that the following Undergraduate Members be ratified as At-Large College Representatives on the 2022-2023 CSA Board of Directors:

|   |              |
|---|--------------|
| <b>College of Biological Sciences</b>               | Simran Kalra |
| <b>College of Engineering and Physical Sciences</b> | Jesse Varkul |
| <b>College of Social and Applied Human Sciences</b> | Jacob Miller |
| <b>College of Social and Applied Human Sciences</b> | Ella Odeh    |

**Moved:**

**Seconded:**

**Motion**

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**Item 8.11.3**  
**Appoint Hiring Committee: Chief Returning Officer**

**WHEREAS** the CSA recognizes the need to fill the staff position of the Chief Returning Officer (CRO) ahead of the Winter 2023 CSA General Election;

**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** the position of CRO reports to and is supervised by the President;

**MOTION:**

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Chief Returning Officer:

- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of Chief Returning Officer;
- c) That Jewel Lindemann, Chief Returning Officer, be appointed to the Hiring Committee for this position.

**Moved:**

**Seconded:**

## Update

Board of Directors Meeting # 8  
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### Item 8.11.4 Director Appointment Process Update

#### Current Director Vacancies

#### At-Large (Elected) Representatives

| College                      | Number of Vacancies |
|------------------------------|---------------------|
| College of Arts              | 2                   |
| Ontario Agricultural College | 1                   |
| Ontario Veterinary College   | 2                   |

#### Member College Government Representatives

| College Government                     | Number of Vacancies |
|--|---------------------|
| Lang Students' Association             | 1                   |
| Central Veterinary Student Association | 1                   |

#### Student Organization Representatives

| Student Organization  | Number of Vacancies |
|---|---------------------|
| Guelph Resource Centre for Gender Empowerment and Diversity | 1                   |
| Guelph Campus Co-op   | 1                   |
| Ontario Public Interest Research Group                      | 1                   |
| Student Senate Caucus                                       | 1                   |
| Board of Governors  | 1                   |

#### At-Large (Elected) Representatives

**Policy Reference:** Bylaw 2- Electoral, Section 2.3 – At-Large (Elected) Director Appointments

#### Appointment Process Summary

- In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors.
- Requires 25 verified nomination signatures.
- 150-word written candidate statement of interest submitted to the Board.

## **Update**

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- Board holds secret ballot. Options on ballot will mirror regular elections ballots with yes/no/decline options.
- Simple majority vote and ratification of successful candidates to follow voting.
- May conduct one more outreach campaign in January to fill remaining empty seats.

## **Appointment Timeline**

- Official Call-Out – Monday, October 31
- Submission deadline – Friday, November 18
- Verification of signatures – Wednesday, November 23
- Reviewing candidate submissions and voting – Wednesday, November 30, Board Meeting



**Motion**

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**Item 8.11.4**

**Director Appointment Process Update**

**MOTION:** that the following update regarding the Director Appointment Process to follow the Fall 2022 By-Election be received as information by the Board of Directors.

**Moved:**

**Seconded:**

**Motion**

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**Item 8.11.5**

**Appoint CSA Board Members to the Policy & Bylaw Review Committee (PBRC)**

**WHEREAS** CSA Policy Manual Appendix D, Section 8.2.1 allows for any member of the CSA and/or member of the CSA Board of Directors to be a member of the PBRC;

**WHEREAS** CSA Policy Manual Appendix D, Section 8.2.4 states that the Policy & Transition Coordinator will be a ratified member of the PBRC;

**WHEREAS** CSA Policy Manual Appendix D, Section 8.3.3 states that quorum for the PBRC shall be three ratified members, one of which must be a Director of the CSA;

**BE IT RESOLVED** that the following CSA Board of Directors Members be appointed to the Policy & Bylaw Review Committee for the 2022-23 academic year:

|  |
|--|
| [One Director minimum; three Directors functions best; no maximum in policy] |
|  |
|  |
|  |

**AND FURTHER** that the following Executive Officer(s) be appointed to the Policy & Bylaw Review Committee for the 2022-23 academic year:

|                          |
|--------------------------|
| Nicole Walker, President |
|--------------------------|

**Moved:**

**Seconded:**

## **Motion**

Board of Directors Meeting # 8

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### **Item 8.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 8 on October 19, 2022 be adjourned at      pm.

**Moved:**

**Seconded:**