

AGENDA

Board of Directors Meeting # 9

January 13, 2021 – 6:00 pm

Microsoft Teams



9.0	Call to Order	
9.1	Land Acknowledgement Maya Persram	
9.2	Adoption of the Agenda 9.2.1 Approve the Agenda 9.2.2 Declarations of Conflicts	Page 3
9.3	Ratifications and De-Ratifications 9.3.1 N/A	
9.4.	Comments from the Chair 9.4.1 Introductions and Pronouns	
9.5	Approval of Past Board Minutes 9.5.1 Meeting # 8 – November 25, 2020 9.5.2 Special Budget Meeting – December 2, 2020	Page 4 Page 40
9.6	Executive Committee Minutes 9.6.1 Meeting # 27 – November 16, 2020 9.6.2 Meeting # 28 – November 23, 2020 9.6.3 Meeting # 29 – November 30, 2020	Page 49 Page 53 Page 57
9.7	Executive Updates 9.7.1 President 9.7.2 VP Student Experience 9.7.3 VP Academic 9.7.4 VP External	Page 62 Page 64 Page 65 Page 69
9. 8	Director Reports	
9. 9	CSA Services Update and Report 9.9.1 N/A	
9.10	Committee Updates and Reports 9.10.1 SERM Hiring Committee Report 9.10.2 Appoint Hiring Committee - Clubs Administrative Coordinator 9.10.3 Appoint Hiring Committee - Clubs Programming Coordinator 9.10.4 MINUTES: Policy & Bylaw Review Meeting # 1 – Oct 26, 2020 9.10.5 MINUTES: Petitions, Delegations and Representations (PDR) Committee Meeting # 2 – Nov 6, 2020 9.10.6 MINUTES: Petitions, Delegations and Representations (PDR) Committee Meeting # 3 – Nov 25, 2020	Page 72 Page 73 Page 74 Page 75 Page 84 Page 86
9.11	Business 9.11.1 MOTION: Winter 2021 General Election – Referendum Question – Modifying the Universal Group Health Insurance Program (Health Plan) 9.11.2 PRESENTATION: Summary of Electronic Meeting Director Feedback (Policy & Transition Manager) 9.11.3 MOTION: Amendments to Appendix C – CSA Human Resources Policy - PED & Vacation 9.11.4 MOTION: Winter 2021 General Election Electoral Policy Amendments	Page 89 Page 91 Page 117 Page 158

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9.11.5	MOTION: Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2	Page 160
9.11.6	MOTION: Revised 2021 Annual General Meeting (AGM) Date	Page 161
9.12	New Business	
	9.12.1.	
9.13	Announcements	
9.14	<i>In Camera</i> Session	
9.15	Adjournment	Page 162

Motion

Board of Directors Meeting # 9

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**Item 9.2.1
Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Meeting # 9 on **January 13, 2021** be approved as printed and distributed.

Moved:

Seconded:

1st POSSIBLE AMENDMENT

MOTION TO AMEND: To reorder the agenda so that:

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

Moved:

Seconded:

2nd POSSIBLE AMENDMENT

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

Moved:

Seconded:

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting on **January 13, 2020** be approved as amended:

- a)

Moved:

Seconded:

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Attendance for November 25, 2020, Board of Directors Meeting #8:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
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	Present	
Jessica Krawitz	College of Social and Applied Human Sciences Student Alliance	Present	
Haley Bilokraly	Gordon S. Lang School of Business and Economics	Present	
Jas Rubab Singh	Gordon S. Lang School of Business and Economics		
VACANT	Ontario Veterinary College Central Veterinary Student Association		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Manseerat Uppal	College of Arts Student Union	Present	
Kristine Sondergaard	College of Biological Science Student Council	Present	Departed: 6:26
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	Departed: 8:10
Kendra Cornelissen	Ontario Agricultural College Student Federation		
VACANT	Ontario Veterinary College Central Veterinary Student Association		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Jena-Lee Ashley	Aboriginal Student Association	Present	
Debbie Aturamu	Guelph Black Students Association		

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Alan Negrin	Guelph Queer Equality	Present	
Jaskiran Sethi	Guelph Resource Centre for Gender Empowerment and Diversity		
Lori-Ann Grossett	International Student Organization	Present	Departed: 7:41
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	
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived/ Departed
Tyler Poirier	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Sean Mitchell	Vice President Academic	Present	
Horeen Hassan	Vice President External	Present	

Guests	Affiliation
Lee Anne Clarke	CSA Business Manager
Krista Bentley	SHAC Coordinator

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

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Summary of Significant Resolutions:

Item 8.6. Executive Committee Minutes

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

- 7.6.1. Meeting # 25 – November 2, 2020
- 7.6.2. Meeting # 26 – November 9, 2020

Motion carried.

8.7. Executive Updates

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

- 5.7.1. President
- 5.7.2. VP Student Experience
- 5.7.3. VP Academic
- 5.7.4. VP External

Motion carried.

8.9.1. Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: To receive the CSA Services Update on the Student Help and Advocacy Centre (SHAC) from Krista Bentley, SHAC Coordinator, at the CSA Board Meeting on November 25, 2020 as information.

Motion carried.

8.10.1. Director Recruitment for the Accessibility Working Group (AWG)

MOTION: To appoint director to the Accessibility Working Group for 2020-2021 Academic Year

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WHEREAS the Accessibility Working Group (AWG) acts as a forum for discussing and promoting accessibility for persons with disabilities within the CSA;

WHEREAS the membership of the AWG is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA;

WHEREAS CSA policy restricts publishing the names of AWG members to protect their confidentiality; and

WHEREAS the AWG Chair, the VP Academic, is seeking one Director that:

- a) Preferably, but not necessarily self-identifies with a disability or has encountered barriers to participation in the CSA , and
- b) Is willing to volunteer to be considered by the AWG membership for the role of Vice-Chair and is comfortable disclosing publicly that they are a member of the AWG.

RESOLVED that the following Director be appointed to the Accessibility Working Group for the 2020-2021 academic year:

Katy Oada

Motion carried.

8.10.2. Petitions, Delegations and Representations (PDR) Committee Meeting # 1 - Monday, November 2, 2020

MOTION to receive the minutes of the **Petitions, Delegations and Representations (PDR) Committee** from Meeting # 1 held on November 2, 2020 as information.

Motion carried.

8.10.3. Finance Committee Meeting # 2 – November 4, 2020.

MOTION to receive the minutes of the **Finance Committee** from Meeting # 2 held on November 4, 2020 as information.

Motion carried.

8.10.4. MINUTES: Policy & Bylaw Review Meeting # 2 – November 16, 2020

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MOTION to receive the minutes of the **Policy & Bylaw Review Committee (PBRC)** from Meeting # 2 held on November 16, 2020 as information.

Motion carried.

8.10.5. Policy & Bylaw Review Committee (PBRC) Report # 1 – November 12, 2020

MOTION to receive the Policy & Bylaw Review Committee's (PBRC) Report # 1, dated November 12, 2020 as information.

Motion carried.

8.11.1. 2020-2021 Draft Budget

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: To receive Lee Anne Clarke's, CSA Business Manager, presentation as information.

Motion carried.

8.11.2. Winter 2021 General Elections & Referendum Timelines

MOTION to approve the **Winter 2021 General Elections & Referendum Timelines** as presented by the Elections Office to the CSA Board of Directors at their meeting on November 25, 2020.

Motion carried.

8.11.3. Winter 2021 General Election Promotional Strategy

MOTION: To receive the Winter 2021 General Election Promotional Strategy as presented by the President to the CSA Board of Directors at the November 25, 2020 meeting as information.

WHEREAS Appendix G – Electoral, Section 3.0. Roles and Responsibilities of the CSA Board and Executive states the following:

3.2. The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the

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last Board meeting of the semester prior to the commencement of the election process.

3.3. Components of the election campaign strategy may include classroom talks canvassing students, paneling, online outreach campaigns, poster runs, etc.

MOTION to receive the **Winter 2021 General Election Promotional Strategy** as presented by the President to the CSA Board of Directors at their meeting on November 25, 2020 as information.

Motion carried.

8.11.4. PRESENTATION: Respondus Survey Online Learning Feedback Survey – Summary of Results – VPA

MOTION: To receive the **Respondus Survey Online Learning Feedback Survey – Summary of Results** as presented by the VP Academic to the CSA Board of Directors at their meeting on November 25, 2020 as information.

Motion carried.

8.11.5. CSA response to ISS's letter addressing concerns regarding CSA actions during the Experience Guelph Job Fair 2020 held on March 4, 2020.

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: That the CSA Statement of March 4th, 2020 be approved as written in collaboration with the ISS, and as presented to the Board of Directors at their meeting on November 25, 2020

WHEREAS at their meeting on March 11, 2020, the CSA Board of Directors directed the Executive Committee to consult the Indigenous Student Society (ISS), formally known as the Aboriginal Student Association (ASA), and develop a response to the ASA's letter in response to the CSA's actions during the Experience Guelph Job Fair in March 2020, and present the CSA's response to the Board of Directors at their next meeting;

WHEREAS the Executive Committee was provided with an extension from the Board of Directors on September 30, 2020 to complete their consultation with the ISS and present the final letter to the Board of Directors; and

WHEREAS consultation with the ISS has occurred and a letter has been developed.

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RESOLVED that the CSA Statement of March 4th, 2020 be approved as written in collaboration with the ISS, and as presented to the Board of Directors at their meeting on November 25, 2020.

Motion carried.**8.12.1. Statement in Solidarity with Land Defenders Across Turtle Island**

MOTION: For the CSA to work alongside the Indigenous Student Society (ISS) to respond to this call to action and host fundraising initiative to provide financial support to these communities

WHEREAS Indigenous communities across Turtle Island made a national solidarity call-out last week, asking Canadians to join land defenders who are on the frontline fighting for Indigenous sovereignty;

WHEREAS this week of action is being called for by front line Indigenous and land defenders, including Gidem't'en Checkpoint, Tiny House Warriors, 1492 Land Back Lane, Kanienkehaka Land Back Camp, Mi'kmaq 1752 frontline, and Protect the Inlet;

WHEREAS the Wet'suwet'en are defending their unceded territory from the CGL pipeline;

WHEREAS the Mi'kma'ki are facing racial violence for exercising their treaty rights;

WHEREAS the Haudenosaunee at Six Nations are defending their territory from housing developers;

WHEREAS the Algonquin are asking for a Moratorium on sport hunting, because moose on their territory are being hunted towards extinction;

WHEREAS the Kanehsatake are defending their territory from an archeological dig by the Oka municipality;

WHEREAS the Secwepemc are defending their territory from the TMX pipeline; and

WHEREAS 61 Indigenous communities do not have clean drinking water.

RESOLVED that the CSA work alongside the Indigenous Student Society (ISS) to respond to this call to action and host a fundraising initiative to provide financial support to these communities.

Motion carried.**8.12.2. Appoint Hiring Committee – SERM Coordinator**

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MOTION: To appoint a CSA Director to the Hiring Committee for the Position of SERM Coordinator.

WHEREAS the Student Event & Risk Management (SERM) Coordinator position became vacant effective Monday November 23, 2020;

WHEREAS the CSA recognizes the need to fill the position of SERM Coordinator for the remainder of the 2020-2021 term;

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 SERM Coordinator hiring committee membership has included the University of Guelph's Coordinator, Student Leadership (Student Experience), the VP Student Experience, and a CSA Director.

RESOLVED:

- a) That the CSA strike a Hiring Committee for the position of SERM Coordinator to include the VP Student Experience, and Jay Rojas (Coordinator, Student Leadership, University of Guelph).
- b) The requirement for an additional CSA 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.
- c) That the following CSA Director be appointed to the Hiring Committee for the position of SERM Coordinator:

Jena-Lee Ashely

Motion carried.

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**Agenda - November 25, 2020:**

- 8.0. Call to Order**
- 8.1. Land Acknowledgement**
Bella Harris
- 8.2. Adoption of the Agenda**
 - 8.2.1. Approve the Agenda
 - 8.2.2. Declarations of Conflicts
- 8.3. Ratifications and De-Ratifications**
 - 8.3.1. N/A
- 8.4. Comments from the Chair**
 - 8.4.1. Introductions and Pronouns
- 8.11. Business**
 - 8.11.1. PRESENTATION: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager
- 8.9. CSA Services Update and Report**
 - 8.9.1. PRESENTATION: Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator
MOTION: Receive the SHAC Update
- 8.5. Approval of Past Board Minutes**
 - 8.5.1. Meeting # 7 – November 11, 2020
- 8.6. Executive Committee Minutes**
 - 8.6.1. Meeting # 25 – November 2, 2020
 - 8.6.2. Meeting # 26 – November 9, 2020
- 8.7. Executive Updates**
 - 8.7.1. President
 - 8.7.2. VP Student Experience
 - 8.7.3. VP Academic
 - 8.7.4. VP External
- 8.8. Director Reports**
- 8.10. Committee Updates and Reports**
 - 8.10.1. MOTION: Director Recruitment for the Accessibility Working Group (AWG)
 - 8.10.2. MINUTES: Petitions, Delegations and Representations (PDR) Committee Meeting # 1 - Monday, November 2, 2020
 - 8.10.3. MINUTES: Finance Committee Meeting # 2 – November 4, 2020.
 - 8.10.4. MINUTES: Policy & Bylaw Review Meeting # 2 – November 16, 2020
 - 8.10.5. REPORT: Policy & Bylaw Review Committee (PBRC) Report # 1 – November 12, 2020
 - 8.10.6. NOTICE: Amendments to Appendix C – CSA Human Resources Policy - PED & Vacation
 - 8.10.7. NOTICE: Winter 2021 General Election Electoral Policy Amendments

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- 8.10.8. NOTICE: Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2.
- 8.11. Business**
- 8.11.5. CSA response to ISS's letter addressing concerns regarding CSA actions during the Experience Guelph Job Fair 2020 held on March 4, 2020.
MOTION: Approve the CSA response letter.
- 8.11.2. MOTION: Winter 2021 General Elections & Referendum Timelines
- 8.11.3. DOCUMENT: Winter 2021 General Election Promotional Strategy
MOTION: Receive the General Election Promotional Strategy
- 8.11.4. PRESENTATION: Respondus Survey Online Learning Feedback Survey – Summary of Results - VPA
MOTION: Receive the Respondus Survey – Summary of Results
- 8.12. New Business**
- 8.12.1. Statement in Solidarity with Land Defenders Across Turtle Island
- 8.12.2. Appoint Hiring Committee – SERM Coordinator
- 8.13. Announcements**
- 8.14. In Camera Session**
- 8.15. Adjournment**

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**Minutes - November 25, 2020:****8.0. Call to Order****8.1. Land Acknowledgement**

Land acknowledgment: I'm taking this time to ask for us all to reflect on our relationship with the land on which we are guests today. For many of us, myself included, that means the land of the Haudenosaunee, Neutral, Anishinabe, and Mississauga of the Credit First Nation. This acknowledgment is about remembering that we as settlers, do not own on the land where we work and live. We are guests that need to treat the land and its people better than previous generations have, to treat the land, the water, the plants and their protectors as we would treat our family, if not better. We need to be conscious of the history of the land on which we live and work and to the people who have a far greater connection with it than us and will still far after our organization is gone. Moving forward with knowledge of our shared history of colonization and its continued effects let's make choices that reflect the respect owed to this land and its people.

Bella Harris

8.2. Adoption of the Agenda**8.2.1. Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Meeting on **November 25, 2020**, be approved as printed and distributed.

Moved: Horeen Hassan, VP External

Seconded: Tyler Poirier, President

MOTION TO AMEND: To add item 8.12.1 Statement in Solidarity with Land Defenders Across Turtle Island to New Business

Moved: Horeen Hassan, VP External

Seconded: Jena-Lee Ashely

Motion carried.

MOTION TO AMEND: To reorder the agenda so that: Item 8.11.5. is moved to top of 8.11. Business.

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Moved: Michael Pacheco
Seconded: Jena-Lee Ashely

Motion carried.

MOTION TO AMEND: To reorder the agenda so that:

- Items 8.11.1. PRESENTATION: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager follows item 8.4.1. Introductions and Pronouns.
- Item 8.9.1. PRESENTATION: Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator follows item 8.11.1. above.

Moved: Tyler Poirier, President
Seconded: Laura Wilson

Motion carried.

MOTION TO AMEND: To add item 8.12.1. Appoint Hiring Committee – SERM Coordinator under New Business items.

Moved: Sara Kuwatly, VP Student Experience
Seconded: Allan Negrin

Motion carried.

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting on **November 25, 2020**, be approved as amended:

- To add item 8.12.1 Statement in Solidarity with Land Defenders Across Turtle Island to New Business.
- To reorder the agenda so that:
 - Items 8.11.1. PRESENTATION: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager follows item 8.4.1. Introductions and Pronouns.
 - Item 8.9.1. PRESENTATION: Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator follows item 8.11.1. above.
- To add item 8.12.1. Appoint Hiring Committee – SERM Coordinator under New Business items.

Motion carried.

8.2.2. Declarations of Conflicts

No conflicted were declared.

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**8.3. Ratifications and De-Ratifications**

No ratifications or de-ratifications.

8.4. Comments from the Chair

Thank you for all being here. Please raise hand for a point of information, point of personal privilege, point of parliamentary procedure, or point of order to request one of those and wait to be recognized by myself, the Chair. Please type speakers list to the chat if wish to be added to the speakers list, and if there are any appointments to a committee you can type volunteer in chat for sake of efficiency. In addition, we do have guest speakers after 8.4.1., they will require motion to extend speaking rights because they are not members of our board, so will open those up to motions to extend speaking rights and will need someone to motion and second for that please. Beyond that, there are a few notice items for tonight, you can discuss these items but not vote them.

8.4.1. Introductions and Pronouns

All members introduce themselves and share their pronouns and roles on the board.

8.11.1. 2020-2021 Draft Budget Presentation

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Tyler Poirier, President

Motion carried.

MOTION: To extend speaking time to Lee Anne Clarke, Business Manager.

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are not submitted in the Board package shall be limited to 5-minutes.

MOTION to extend speaking time to Lee Anne Clarke, Business Manager, for up to 30-minutes to present the draft budget format and respond to questions that arise from members.

Moved: Tyler Poirier, President

Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

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Lee Anne Clarke, CSA Business Manager presented the CSA Draft Operating Budget for 2020-21:

Introduction

- Budget is for the Board's consideration and discussion/approval at the Special Board Meeting on Wed Dec 2, 2020
- Covid-19 played havoc on our collective ability to produce and approve an Operating Budget per the timeline noted in our Financial Bylaw.

Financial Policy

Bylaw 3 - Financial, Section 5 requires the following budget process to be used:

1. A preliminary estimate of salaries, expenses, and purchases is to be made
2. An estimate of revenue is established, particularly student fee revenue - which is generally based on the actual student fees received the previous year, plus cost of living
3. Expenses are adjusted where necessary to create a balanced budget, Bylaw -3, Section 5.1.3 states AT NO TIME WILL THE CSA budget for an overall deficit
4. Presentation of a draft budget to the Finance Committee for further input and evaluation before being presented to the Board of Directors
5. Presentation before the Board of Directors for due consideration and approval

Background

- Normally, when the CSA's draft budget is prepared, a 2-year history of revenues and expenditures occurs
- Since the last two years have not been typical, the revenues and expenditures needed to be deconstructed and contextualized
- Last year, under the provincially mandated Student Choice Initiative (SCI) legislation, the CSA anticipated a significant drop in student fee revenue given our fee was now categorized as 'non-essential' and thereby optional
- The Finance Committee adjusted for the estimated loss in revenue by introducing administrative fees for essential services that the CSA offers but did not receive financial compensation for
- More students opted-in to pay the CSA fee than projected

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In November 2019, the lower court determined that the SCI legislation was unlawful, and the CSA student fee revenue for 2020-201 has now been fully restored.

General Overview of Budget

- There are significant variances to the CSA's budget when comparing to last year, because of the dual impact of the Student Choice Initiative and Covid-19
- For the Student Fee and Revenue Summary, there are three main types of revenue streams:
 1. Student Fee Revenue of \$746,500
 2. Entertainment Fees of \$149,592
 3. Other Revenue of \$186,500.
 - For a total operating budget of \$1,082,592.
- The most notable difference from last year's budget is from Other Revenues, which was just over \$900,000 last year
- The services working with reduced operations include:
 - The Bullring
 - SHAC
 - Clubs
- Services that have been closed for this fiscal year include:
 - The Bike Centre
 - SafeWalk

Entertainment/Media Fee

- This fee has been collected since 1976
- Referendum question had specific requirements as to how the fee revenue would be split between media and entertainment
- The media portion would be equal to 40% of the total fee, half of which is allocated to the Ontario and half is allocated to CFRU
- The entertainment portion, which is managed by the CSA, would be equal to 60% of the total fee, with specific allocations to:
 - Concerts = 40%
 - Films = 10%

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- Cross Campus Events = 10%
- Total Budget for Entertainment Fees: \$149,592

Restricted Fees

- These funds are managed by the CSA but not part of their operating budget
- 4 of the main restricted fees are:
 - Dental Plan Reserve
 - Entertainment Fee Reserve
 - FoodBank Reserve
 - Health Plan Reserve
- Gallivan Associates is the CSA's broker and they provided the CSA and GSA a Covid Relief Fund, which was received July 2020. The CSA received \$449,290 for Dental Plan and \$81,462 for the Health Plan.
- CSA is one of the few organizations that received this, not because they are special clients but because of the insurance company they work with was willing and able to come to table
- Currently the Dental Plan Reserve is over \$800,000 and the Health Plan Reserve is over \$900,000
- Health and Dental Committee has approved the dental plan, maximum is no longer \$500/year but now \$600/year
- Health Plan Reserve can now fund new benefit, instead of \$500 maximum for all areas, there is a separate category for \$750 maximum to support mental health for psychologist, social workers, and psychotherapists

Academic Budget

- Budget for last year was \$32,765, but actual year end was greater
- As the year went on and it appeared Student Fee Revenue was higher than projected, the CSA was able to amend the salaries of executives which had been severely reduced
- This year's budget is \$21,000 because the Academic position within the Executive team was vacant until By-election

Administration Budget

- Administration budget always receives any overage and it takes the hit if fees do not come in as projected

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- There is lots of flexibility within this budget
- Last year:
 - Received \$127,198 for bus passes last year
 - Restored wages to employees
 - Contacted HR Professional to help with policy making
 - Fees were spent on updating the CSA office
 - The year ended with surplus of \$112,395, which was transferred into CSA accumulated surplus
- This year:
 - CSA will not be receiving several administration fees, including the Bullring fees, bus passes, and printing services

Bullring

- Considered closing the bullring on Nov 30, 2020
- Bullring has several fixed costs, and contracts that guarantee payments up until April 30, 2020
- It is cheaper to keep the Bullring open until April 30, 2020
- Bullring is permanently set up with stage and lighting to begin next Thursday and every Thursday night

Council Budget

- Entertainment fees: College Royale
 - Fee goes up by cost of living every year
- Survival Guide Revenue is \$0, disheartening for organizer, but we will see what happens in the next year, does not cost the CSA any money, expect for salary of organizer running event
- FoodBank
 - CSA pays for a service oversight position, which is a contracted position
 - That person has currently resigned
 - Given Covid, role is not necessary for this year

Live Entertainment

- Budget to accommodate a series every Thursday at 7 pm

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- Title: Livestock at Bullring
- Bring in bands, maximum 4 people
- CSA has figured out the Budget for these nights and are excited to share this

Student Experience

- Given more money for winter orientation

Lee Anne Clarke thanks members of the board for their time and encourages them to review the allocations of the different funds and ask questions to Tyler the CSA President, or any member of the Finance Committee, such as Sooraj, Katie, Sara, Alan or Lee Anne herself. She also takes a moment to acknowledge and thank Tyler, the CSA President and members of the Finance Committee for the significant time and high level engagement they have demonstrated over our past three, rather lengthy, Finance meetings.

MOTION: To receive Lee Anne Clarke's presentation as information.

Moved: Sean Mitchell, VP Academic

Seconded: Jessica Krawitz

Motion carried.

8.9.1. Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator

MOTION: To extend speaking rights to Krista Bentley, representative from SHAC

Moved: Sara Kuwatly, VP Student Experience

Seconded: Jena-Lee Ashley

Motion carried.

Krista Bentley gives a service update for SHAC, where she gives an overview and shares what SHAC is and the services they offer. SHAC is the Student Help Advocacy Centre, they provide a safe place for students to ask questions, get information and resources.

Their areas of support consist of:

- Academics
- Financial
- Human Rights

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- Legal
- Housing and Tenancy

SHAC provides services in drop-in office hours, running Monday-Friday. SHAC offers free legal aid through a lawyer who holds office hours on Wednesday from 1-4pm. Due to the pandemic, all services are offered through virtual format. Next semester SHAC is working on providing tenant workshops for first year students in a virtual format. A lot of activities for SHAC are being run through social media, due to the pandemic. SHAC is providing an activity about “Understanding Housing Law” through social media platforms. This activity will allow students to understand the residential tenancy act, it is promoted once a week on social media and outlines key points students are confused about. “Learning Your Lease” will be formed for the Winter 2021 Semester, to offer students information of the standard lease used in Ontario, it will be promoted on social media, and will break down key important aspects of leases and what should and should not be included.

On and off-campus resources are now being provided over social media, instead of the in-person pamphlets that SHAC used to offer. Student engagement has decreased for SHAC due to the pandemic and everything being online. SHAC is putting in a lot of effort to try and keep students engaged.

MOTION: To receive the CSA Services Update on the Student Help and Advocacy Centre (SHAC) from Krista Bentley, SHAC Coordinator, at the CSA Board Meeting on November 25, 2020 as information. .

Moved: Sara Kuwatly, VP Student Experience

Seconded: Tyler Poirier, President

Motion carried.

8.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the CSA Board Meeting # 7 – November 11, 2020.

Moved: Sean Mitchell, VP Academic

Seconded: Tyler Poirier, President

Motion carried.

Item 8.6. Executive Committee Minutes

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

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7.6.1. Meeting # 25 – November 2, 2020

7.6.2. Meeting # 26 – November 9, 2020

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

Motion carried.

8.7. Executive Updates**8.7.1. President**

Hi Everyone, thank you for sitting with us tonight, I know a lot of action items and I look forward to discussing them with you all. I want to note that the CSA is beginning to plan the AGM for the 2020-2021 year, it may be different from past AGM meetings, we may entertain shifting the date, we will have that brought to the board, if that is the case. We are expecting some delays to our Audits, which do need to be approved at the AGM. There are delays outside of our organization for the company that does the Audits, they have a number of barriers that prevent them to complete it in a normal time frame. So, we are waiting for that company to let us know, so that we can have the AGM, so will keep everyone updated on that.

8.7.2. VP Student Experience

Hello everyone, so outside of my updates in board package, on Monday we had to terminate the SERM coordinator, so hopefully during this meeting we will strike a hiring committee to fill that position. Another exciting thing, I ran Instagram giveaway last Tuesday, it was very successful, we had over 900 submissions. It is something I will do more of in the future, I am excited to do more giveaways, other than that, everything else is in my board report.

8.7.3. VP Academic

Hi everyone, we've had a busy and interesting week. We've been making some progress on the Respondus issue in online learning. The survey conducted last week is complete and the results came in on Friday and I will present these results later this evening. Art in the Bullring was installed on Monday, I encourage everyone to go to CSA Instagram and vote on Student Choice Award, the winner will be given \$100 gift card to art supplies store in Guelph. There is a meeting on Nov 30th, some new programs being introduced to the university, one of which is Indigenous Environmental Science Practice Major, there are

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some updates of chair of university of work that has been done on black racism in the past year. That is all I have for now but will hear more from me later on.

8.7.4. VP External

Hi everyone, first update is that the Canadian Federation of Students National General Meeting, took place from November 17th until 19th, this meeting focused on emergency motions, and important business items only, otherwise would have been weeklong meeting with all sitting in front of screen, so for accessibility reasons all the remaining motions were sent to the National Executive. Another update, from me, I recently joined a new external committee, which is the anti-poverty task force committee, this is to bring student perspective and highlight student challenges and poverty within the committee. Another update, campus coalition met today, we had a whole lot of conversations around the VP Academic findings of Respondus, and conversations around Wi-Fi issues, accessibility issues, financial issues to education. Then the suppliers code of ethical conduct committee working group meeting tomorrow, we have been working to create updates to policy and procedures and making recommendations to university of VP finance, while looking at different social procurement policies that other universities have implemented in past and then trying to draft one for the University of Guelph. There has been national call-out for solidarity action across Canada, I have been working closely with Indigenous Student Society to chat more about how to respond to this call out, there is a motion on this later I will speak to it more.

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

- 5.7.1. President
- 5.7.2. VP Student Experience
- 5.7.3. VP Academic
- 5.7.4. VP External

Moved: Katy Oada

Seconded: Maya Persram

Motion carried.

8. 8. Director Reports

Alan Negrin: On Wednesday I attended Finance Committee, we went over the draft budget, Lee Anne did a great job on the budget and explaining everything

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Jena-Lee Ashley: I sat on PBRC, and on Executive Evaluation Committee working group and I was put on management and operation subcommittee, we just had elections for chair and vice chair.

Lori-Ann Grossett: For UC Board we were put into subcommittees and I was elected for vice chair.

Maya Persram: I also sat on Finance Committee, but I do have some updates in regards to the ITSAC committee, they gave us updates to open-ed learning, updates for online courses, a main one was for Courselink they have list of student names but have removed that for privacy reasons. As of the end of the year they have made changes so you will no longer need to have Adobe for Courselink. They have changed quizzes now where profs can add media. Starting January 1st, students will need to sign up for Zoom account. These are the main updates.

Sooraj Modi: I sat on Finance Committee where we finalized budget.

8.10. Committee Updates and Reports**8.10.1. Director Recruitment for the Accessibility Working Group (AWG)**

MOTION: To appoint director to the Accessibility Working Group for 2020-2021 Academic Year

WHEREAS the Accessibility Working Group (AWG) acts as a forum for discussing and promoting accessibility for persons with disabilities within the CSA;

WHEREAS the membership of the AWG is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA;

WHEREAS CSA policy restricts publishing the names of AWG members to protect their confidentiality; and

WHEREAS the AWG Chair, the VP Academic, is seeking one Director that:

- c) Preferably, but not necessarily self-identifies with a disability or has encountered barriers to participation in the CSA , and
- d) Is willing to volunteer to be considered by the AWG membership for the role of Vice-Chair and is comfortable disclosing publicly that they are a member of the AWG.

RESOLVED that the following Director be appointed to the Accessibility Working Group for the 2020-2021 academic year:

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Katy Oada

Moved: Sean Mitchell, VP Academic

Seconded: Tyler Poirier

Sean Mitchell: This committee has not been formed in number of years, is an important committee, as it deals with all accessibility issues with the CSA. We are hoping to have a Director volunteer, this person doesn't need to identify as having a disability, and if you did it would inform some of your work, which would be great. But either way, this would be confidential, and your identity would be confidential as well. I encourage you to support the motion. This meeting should meet next semester, we would outline the goals and then layout the schedule based on these goals, I do not think the group would meet more than once.

Motion carried.

Note: The definition of disability is provided by the Accessibility for Ontarians with Disability Act (AODA) here: www.aoda.ca/definition-of-disability/

8.10.2. Petitions, Delegations and Representations (PDR) Committee Meeting # 1 - Monday, November 2, 2020

MOTION: To receive the minutes of the **Petitions, Delegations and Representations (PDR) Committee** from Meeting # 1 held on November 2, 2020 as information.

Tyler Poirier: The PDR has been working and meeting since its first deadline of October 22nd, and we have been working through PDR applications, as part of the budgets you will be reviewing as well as budgets in the past we have a line dedicated to providing funds for students at the university of Guelph's organizations to support their programs and events. So, this committee has been going through applications and prioritizing them based on how they impact students and policies on PDR.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Allan Negrin

Motion carried.

8.10.3. Finance Committee Meeting # 2 – November 4, 2020.

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MOTION to receive the minutes of the **Finance Committee** from Meeting # 2 held on November 4, 2020 as information.

Tyler Poirier, President: These minutes come to board to be received, this includes information from meeting #2 and orientation meeting, reason why you did not see meeting number #1 is because it was a general orientation and overview of our budget, so wanted to give explanation of interesting minutes here.

Moved: Sara Kuwatly, VP Student Experience
Seconded: Maya Persram

Motion carried.

8.10.4. MINUTES: Policy & Bylaw Review Meeting # 2 – November 16, 2020

MOTION to receive the minutes of the **Policy & Bylaw Review Committee (PBRC)** from Meeting # 2 held on November 16, 2020 as information.

Moved: Sara Kuwatly, VP Student Experience
Seconded: Tyler Poirier, President

Motion carried.

8.10.5. Policy & Bylaw Review Committee (PBRC) Report # 1 – November 12, 2020

MOTION to receive the Policy & Bylaw Review Committee's (PBRC) Report # 1, dated November 12, 2020 as information.

Pete Wobschall, Policy & Transition Manager: So, this was the first meeting of three for this semester, its been a great group, appreciate the time of Member Negrin and Ashley and most of the Executive. If you want to see all the fun policy stuff, it is all in there. Please let me know if you have any questions.

Moved: Tyler Poirier, CSA
Seconded: Allan Negrin

Motion carried.

8.10.6. NOTICE: Amendments to Appendix C – CSA Human Resources Policy - PED & Vacation

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WHEREAS the Business Manager, working in consultation with an external HR consultant, provided the Policy & Bylaw Review Committee (PBRC) with revisions to the CSA's Human Resources (HR) policy;

WHEREAS these revisions ensure compliance with the Ontario's Employment Standards Act (ESA) in relation to Personal Emergency Days and Vacations; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved the following revisions at their meeting on November 16, 2020:

- a) Revised vacation policy [Section 11.0.]
- b) Added Personal Emergency Day (PED) policy [Section 12.0]
- c) Addition of clickable Table of Contents
- d) Addition of a table to track ongoing revisions at the beginning of the policy
- e) Ensuring all headings are sequentially numbered
- f) Ensuring that all body text has similar formatting

RESOLVED that the revised Appendix C – CSA Human Resources Policy be approved, as presented to the CSA Board of Directors at their meeting on November 25, 2020.

NOTE: CSA Bylaw 4 – Policy of the CSA, Section 2.0. Establishment, Amendment, Suspension or Rescindment of Policy requires 'one Board meeting notice, and a two-thirds majority vote at a meeting of the Board' for all policy amendments.

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

8.10.7. NOTICE: Winter 2021 General Election Electoral Policy Amendments

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

WHEREAS it is necessary for the CSA to amend related policies in order to carry out the 2021 Winter General Election in a timely manner; and

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WHEREAS the CSA Board of Directors suspended various elections-related policies at their meeting on September 9, 2020 with direction to reassess these amendments in November 2020;

RESOLVED that based on review by, and recommendations from, the Policy & Bylaw Review Committee (PBRC):

- a) The following clauses from CSA's Appendix D – Electoral be reinstated for the Winter 2021 General Election:
 - i. 4.2.1.c. [Director candidate to collect signatures]
 - ii. 4.2.1.d. [Director candidate to collect 25 signatures]
 - iii. 4.3.1.c. [Executive Officer candidate to collect signatures]
 - iv. 12.5. [Candidates sign a statement before leaving the All Candidate's Meeting that indicates they understand the rules and regulations governing the election process]

- b) The following clauses from the CSA's Appendix D – Electoral continue to be suspended for the 2021 Winter General Election.
 - i. 4.2.1.f. [Director candidate to present a refundable cheque of \$25]
 - ii. 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$50]

- b) The requirement of 100 verified signatures being required by an Executive candidate be reduced to 50 verified signatures in Section 4.3.1.c).

- d) Recommendations from the Chief Returning Officer (CRO) relating to the policy revisions in a), b) and c) above, be included in their report at the end of the academic year for consideration by the Board for future elections cycles.

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

8.10.8. NOTICE: Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2.

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

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WHEREAS it is necessary for the CSA to amend Bylaw 2- Electoral in order to carry out the 2021 Winter General Election in a timely manner;

WHEREAS at their meeting on September 9, 2020, the CSA Board of Directors amended Bylaw 2 – Electoral, Section 2.2.2. eliminating the requirement of quorum being 10% of the general membership of the applicable constituency; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved of the following amendment.

RESOLVED that:

- a) Effective immediately, CSA Bylaw 2 – Electoral, Section 2.2. By-Elections be amended by reinstating subsection 2.2.2. stating “Quorum shall be 10% of the general membership of the applicable constituency.”
- b) Recommendations from the Chief Returning Officer (CRO) relating to elections quorum be included in their report at the end of the 2020-2021 academic year for consideration by the Board for future elections cycles.

PLEASE NOTE: CSA Bylaw 1 – Organizational, Section 12.0. Adoption and Amendments of Bylaws requires one Board meeting notice, discussion and a two-thirds majority vote at a meeting of the Board’ for all bylaw amendments.

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

8.11. Business**8.11.5. CSA response to ISS’s letter addressing concerns regarding CSA actions during the Experience Guelph Job Fair 2020 held on March 4, 2020.**

MOTION: That the CSA Statement of March 4th, 2020 be approved as written in collaboration with the ISS, and as presented to the Board of Directors at their meeting on November 25, 2020

WHEREAS at their meeting on March 11, 2020, the CSA Board of Directors directed the Executive Committee to consult the Indigenous Student Society (ISS), formally known as the Aboriginal Student Association (ASA), and develop a response to the ASA’s letter in response to the CSA’s actions during the Experience Guelph Job Fair in March 2020, and present the CSA’s response to the Board of Directors at their next meeting;

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WHEREAS the Executive Committee was provided with an extension from the Board of Directors on September 30, 2020 to complete their consultation with the ISS and present the final letter to the Board of Directors; and

WHEREAS consultation with the ISS has occurred and a letter has been developed.

RESOLVED that the CSA Statement of March 4th, 2020 be approved as written in collaboration with the ISS, and as presented to the Board of Directors at their meeting on November 25, 2020.

Moved: Jena-Lee Ashley

Seconded: Sara Kuwatly, VP Student Experience

Jena-Lee Ashely: ISS is in support of motion. We feel lucky to have had conversations with the CSA executives and especially for Horeen's involvement in this. We do feel that this letter addresses our concerns stemming from the March events and we feel relaxed moving forward knowing that proper consolation will happen, and we are excited to continue building our relationship with the CSA in the future. I encourage everyone to vote in favour of this.

Horeen Hassan, VP External: I want to give a bit of context to those who might not know what letter is in reference to. A week before March 4th at the board meeting, there was a national call out for solidarity actions, so within short time-frame within about a week, a board of director had put forth a motion to plan an action in solidarity with the Wet'suwet'en Nation, a work group was strike, anyone could be on it to work on actions we had planned. Those actions were working with Fossil Fuel Guelph, which was in the amendment we had made at the board meeting to include Fossil Fuel Guelph given that they had been active in the issue. When the event took place, there were several Indigenous students negatively impacted by event, and felt that the solidarity movement was being coopted to push forward a divestment agenda, which put the focus more on divestment rather than on its purpose to show solidarity with indigenous lands offenders on the front lines. Basically, this is where this motion comes from, it is an apology to address the main attentions of the action and our commitment to repair the harm done to Indigenous students on campus.

Chair reads out the CSA's letter by request of an executive member.

Michael Pacheco: I want to state my support to this motion, I was part of the initial few who wanted this letter to be done, I am happy with how it played out. I think it is important to put this behind us and move forward as an organization and I am happy that the CSA is committed to working with the ISS.

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Motion carried.

8.11.2. Winter 2021 General Elections & Referendum Timelines

MOTION to approve the **Winter 2021 General Elections & Referendum Timelines** as presented by the Elections Office to the CSA Board of Directors at their meeting on November 25, 2020.

Moved: Tyler Poirier, President

Seconded: Sara Kuwatly, VPSE

Motion carried.

8.11.3. Winter 2021 General Election Promotional Strategy

MOTION: To receive the Winter 2021 General Election Promotional Strategy as presented by the President to the CSA Board of Directors at the November 25, 2020 meeting as information.

WHEREAS Appendix G – Electoral, Section 3.0. Roles and Responsibilities of the CSA Board and Executive states the following:

3.2. The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last Board meeting of the semester prior to the commencement of the election process.

3.3. Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

MOTION: To receive the **Winter 2021 General Election Promotional Strategy** as presented by the President to the CSA Board of Directors at their meeting on November 25, 2020 as information.

Tyler, CSA President: Just want to note how much effort has gone into this campaign strategy. One thing that is relative absent from this campaign strategy, actually speaks to directors. So as is in much of our policy regarding Directors, Directors need to have a strong role in supporting our elections. When the time comes, we'll be calling on you to make sure the word gets out and that is a part of our campaign strategy, however what is laid out here, falls outside of that. So, I highly encourage Directors when the time

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comes to inquire about how you can get involved in promoting elections and ask me or the Chief Returning Officer any questions you may have.

Moved: Sean Mitchell, VP Academic

Seconded: Maya Persram

Motion carried.

8.11.4. PRESENTATION: Respondus Survey Online Learning Feedback Survey – Summary of Results – VPA

Sean Mitchell, VP Academic: This survey came about as result of Respondus and online learning being an overwhelming issue, this is one of the first things I dealt with as VPA. In particular, Respondus has been a notable issue that has received a lot of comments from a number of students in terms of privacy, and allegations of racial bias which have been essentially been shown by this report.

So over 521 students responded to survey, which was distributed beginning of last week and it was closed on Friday of last week. Like I said 521 students responded, it was successful in sense that it gave us good idea of what students were thinking of online learning, what issues they are having, what barriers they seem to have to their education right now and as you can see it was really representative of student body, we had roughly a quarter from the first four years, and then about 4% made up of 5th year students.

Some of the highlights were that students were overwhelmingly less satisfied with online learning relative to in person learning that would normally occur in the school year. 79% of students overall were less than satisfied with online learning, 30% of students are financially unstable, and that this might be a barrier to their ability to learn, this is notable because it is not unexpected, many students were unemployed this summer due to the pandemic, and while there was substantial financial relief in terms of Canadian Emergency Student Benefit, this benefit was around \$4,800 per person if took all four months, which is less of what students would expect to earn which is usually between ten and twenty thousand in a summer, so it is substantially less and students are obviously are feeling the effects of that.

Nearly half students say they have bad internet connection, this is more than usual in the sense we are using more band width and relying on internet connection more than we normally would. It is important too note that many students are not living at Guelph right now and internet connections are usually poorer outside of cities. We asked about alternatives to Respondus that students would be comfortable with, this question came about as a result of issues with Respondus.

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I want to highlight that black students using Respondus are flagged almost twice as much as their white peers. The issue of racial bias in Respondus really comes about as its reliance on webcams, as majority of Respondus are conducted with webcams, 95% of students are in courses using Respondus. Because of Respondus reliance on webcams, we know that facial recognition and eye detection software can have deficiency in detecting different skin tones and this has definitely been the case as seen by flag rate between students of colour, specifically black students, and white students.

This report really reflected the trend and it will require significant action on our part and the university's going forward. Majority of students have issues with simultaneous lectures not being reported, this is worth touching on because great practice for faculty to upload their lectures, I know there can be issues with copyrights, but given that a lot of students might not be in Canada this year, a lot of international students are located outside of Canada, these lectures need to be recorded because otherwise students may be watching lectures at 3 am for example, which is unacceptable. Respondus was the least preferred way of assessment students said, followed by tests, take home exams and final assignments were also preferred.

Microsoft Teams is preferred above Respondus. Top concerns for Respondus were increased anxiety, privacy invasion, potential for other students to cheat, which could create unfair advantage of some students able to cheat and some not. Obviously, we want to deter from cheating which is why Respondus is used, but I think worth mentioning that it is impossible of eliminating cheating entirely, we can only reduce and minimize it.

Important to recognize how much online learning has changed, student's dissatisfaction is at all time high and student's financial ability is at an all time low. This is preliminary report, it is an initial report of the data, we want to publish the report soon, and encourage all members to do so. It may be beneficial for students to take four courses instead of five to reduce the stresses they are feeling as a result of online learning.

MOTION: To receive the **Respondus Survey Online Learning Feedback Survey – Summary of Results** as presented by the VP Academic to the CSA Board of Directors at their meeting on November 25, 2020 as information.

Moved: Tyler Poirier, President

Seconded: Maya Persram

Motion carried.

8.12. New Business**8.12.1. Statement in Solidarity with Land Defenders Across Turtle Island**

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MOTION: For the CSA to work alongside the Indigenous Student Society (ISS) to respond to this call to action and host fundraising initiative to provide financial support to these communities

WHEREAS Indigenous communities across Turtle Island made a national solidarity call-out last week, asking Canadians to join land defenders who are on the frontline fighting for Indigenous sovereignty;

WHEREAS this week of action is being called for by front line Indigenous and land defenders, including Gidem't'en Checkpoint, Tiny House Warriors, 1492 Land Back Lane, Kanienkehaka Land Back Camp, Mi'kmaq 1752 frontline, and Protect the Inlet;

WHEREAS the Wet'suwet'en are defending their unceded territory from the CGL pipeline;

WHEREAS the Mi'kma'ki are facing racial violence for exercising their treaty rights;

WHEREAS the Haudenosaunee at Six Nations are defending their territory from housing developers;

WHEREAS the Algonquin are asking for a Moratorium on sport hunting, because moose on their territory are being hunted towards extinction;

WHEREAS the Kanehsatake are defending their territory from an archeological dig by the Oka municipality;

WHEREAS the Secwepemc are defending their territory from the TMX pipeline; and

WHEREAS 61 Indigenous communities do not have clean drinking water.

RESOLVED that the CSA work alongside the Indigenous Student Society (ISS) to respond to this call to action and host a fundraising initiative to provide financial support to these communities.

Moved: Horeen Hassan, VP External

Seconded: Jena-Lee Ashely

Horeen Hassan, VP External: So as mentioned in the Whereas clauses, Indigenous communities across so called Canada are being attacked and their sovereignties are threatened. This is all the way from East Coast to Out West, and all communities in between. With the Haudenosaunee at Six Nations being the closest to home for us. All these communities have made call-out for solidarity actions, and in response to that call out I have been working closely with the Indigenous Student Society to create a fundraiser to

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support the land-defenders who are on the ground fighting for their treaty rights, so I would love if you could support this motion so we can respond to this call-out.

Motion carried.

8.12.2. Appoint Hiring Committee – SERM Coordinator

MOTION: To appoint a CSA Director to the Hiring Committee for the Position of SERM Coordinator.

WHEREAS the Student Event & Risk Management (SERM) Coordinator position became vacant effective Monday November 23, 2020;

WHEREAS the CSA recognizes the need to fill the position of SERM Coordinator for the remainder of the 2020-2021 term;

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 SERM Coordinator hiring committee membership has included the University of Guelph's Coordinator, Student Leadership (Student Experience), the VP Student Experience, and a CSA Director.

RESOLVED:

- d) That the CSA strike a Hiring Committee for the position of SERM Coordinator to include the VP Student Experience, and Jay Rojas (Coordinator, Student Leadership, University of Guelph).
- e) The requirement for an additional CSA 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.
- f) That the following CSA Director be appointed to the Hiring Committee for the position of SERM Coordinator:

Jena-Lee Ashely

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

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Sara Kuwatly, VP Student Experience: Aiming to have interviews between Dec 14 and Dec 18, just to keep in mind because I know folks may have exams during that time.

Motion carried.**8.13. Announcements**

Bailey Hussey: All of the Organizations for CASAH have done a lot of things to get student involved, which I think is great.

Bella Harris: I've been doing a lot of work with Guelph Pride.

Pete Wobschall, Policy & Transition Manager: Well maybe President will say it, but we are having recipe book for the CSA; I will follow up. I have been following up with a few who haven't completed training sign off, so please let me know if one of the people on the receiving end, these are very important to have on file. Just a reminder of \$20 stipend, I will reconcile that next Thursday and you should receive October to December's stipend after the December 2 Board Meeting.

Tyler Poirier, President: Thanks for sticking through this meeting, a lot of items to go through, so I am thankful for all of you here today. Excited to tackle everything in the winter semester, thank you all and talk soon.

Sean Mitchell, VP Academic: I didn't get to make this point on my presentation, the university executive is establishing committee to assess assessment process and potentially eliminating Respondus, so this is really important and I believe the committee will include all faculty reps, college deans, as well as student representation. The details are not ironed out yet, but I would encourage anyone interested in this should consider sitting on this panel. It's good to know that these issues are being taken seriously.

Horeen Hassan, VP External: Thanks for all your patience tonight I know it has been a long meeting. I am really excited for our fundraising initiative, keep eyes open and follow us on social media and attend the next few fundraising events we hold.

Sara Kuwatly, VP Student Experience: Thanks for coming out tonight and sticking with us for 3 hours, like I always say I am always open for ideas for students and events, it is always good to have input from students.

Haley Bilokraly: Thank you to everyone putting in a lot of hard work, especially in terms of online learning aspect, its great to see things are happening with that so thank you so much.

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Jena-Lee Ashley: For fundraising event, we have a few things we are thinking of, I want to let people know one of the ideas is a raffle, so for every certain amount you donate your name gets put into raffle, some things are from local areas, we have two mittens going to be given they are moose hid and from Rockwood, so get ready for that it will be great.

Maya Persram: Wishing everyone good vibes during this stressful time.

8.14. *In Camera Session*

No in camera session.

8.15. **Adjournment**

MOTION: To adjourn the CSA Board of Directors Meeting of **November 25, 2020** at 8:54 pm.

Moved: Jena- Lee Ashley

Seconded: Maya Persram

Motion carried.

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.5.1

Approval of Past Board Minutes – November 25, 2020

MOTION: That the Minutes be approved for the CSA Board Meeting # 8 – November 25, 2020.

Moved:

Seconded:

MINUTES

Board of Directors
 SPECIAL BUDGET MEETING
 December 2, 2020 – 6:00 pm
 Microsoft Teams



Attendance for December 2, 2020, Special Budget Meeting:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Areej Amer	College of Arts Student Union	Present	
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	Present	
Jas Rubab Singh	Gordon S. Lang School of Business and Economics	Present	
VACANT	Ontario Veterinary College Central Veterinary Student Association		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Manseerat Uppal	College of Arts Student Union		
Kristine Sondergaard	College of Biological Science Student Council	Present	
Olivia Parker	College of Engineering and Physical Sciences Student Council	Present	
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		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Jena-Lee Ashley	Aboriginal Student Association		
Debbie Aturamu	Guelph Black Students Association		
Alan Negrin	Guelph Queer Equality	Present	

MINUTES

Board of Directors
 SPECIAL BUDGET MEETING
 December 2, 2020 – 6:00 pm
 Microsoft Teams



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

Guests	Affiliation
Lee Anne Clarke	Business Manager

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

MINUTES

Board of Directors
SPECIAL BUDGET MEETING
December 2, 2020 – 6:00 pm
Microsoft Teams



Summary of Significant Resolutions:

AMENDED MOTION: That the 2020-2021 CSA Budget be approved, as recommended forward by the Finance Committee, and as presented by CSA Business Manager to the Board of Directors at their meeting on December 2, 2020.

Amended Motion carried.

MINUTES

Board of Directors
SPECIAL BUDGET MEETING
December 2, 2020 – 6:00 pm
Microsoft Teams



Agenda – December 2, 2020:

- S.0. Call to Order**
- S.1. Land Acknowledgement**
 - Katy Oada
- S.2. Adoption of the Agenda**
 - S.2.1. Approve the Agenda
 - S.2.2. Declarations of Conflicts
- S.3. Comments from the Chair**
 - S.3.1. Introductions and Pronouns
- S.4. Business**
 - S.4.1. QUESTION & ANSWER: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager
 - MOTION: Approve 2020-2021 Budget
- S.5. New Business**
 - S.5.1.
- S.6. *In Camera* Session**
- S.7. Adjournment**

MINUTES

Board of Directors
SPECIAL BUDGET MEETING
December 2, 2020 – 6:00 pm
Microsoft Teams

**Minutes – December 2, 2020:****S.0. Call to Order**

Meeting is called to order at 6:08 pm.

S.1. Land Acknowledgement

We acknowledge that the University of Guelph sits on the ancestral lands of the neutral people and the treaty Lands of the Mississauga of the Credit. We also the significance of the Dish with One Spoon covenant and respect our Anishinaabe, Haudenosaunee, and Metis neighbors, as we strive to strengthen our relationships between indigenous people and settlers. The dish sometimes is called the bowl, represents what is now Southern Ontario, from the Great Lakes of Quebec from lake Simcoe into the United States. We all eat out of the dish, and all of us share this territory with only one spoon. This means we share the responsibility of ensuring the dish is never empty, which includes taking care of the land and the creatures we share it with. Importantly, there are no knives at the table, representing that we must keep the peace. Currently, as we all are at our own homes which may not be in Guelph, we must acknowledge that regardless of where we are, the land we reside on is ancestral to indigenous people. For respect, we need to be intentional in these land acknowledgments as this is a time to give thanks and consider our role on this ground. With this, we must always remember where we walk and its relationship with indigenous people.

Katy Oada
College of Biological Science Student Council

S.2. Adoption of the Agenda**S.2.1. Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Special Budget Meeting on **December 2, 2020**, be approved as printed and distributed.

Moved: Tyler Poirier, President
Seconded: Bella Harris

Motion carried.

S.2.2. Declarations of Conflicts

MINUTES

Board of Directors
SPECIAL BUDGET MEETING
December 2, 2020 – 6:00 pm
Microsoft Teams



No conflicts are declared.

S.3. Comments from the Chair

The only item we have on the Agenda tonight is to discuss and approve the budget, so all of our time will be focused on that. Please raise your hand if you are having issues accessing the poll. For discussion, it would be useful to type 'speakers list' in the chat so I can keep a record and ensure everyone's speaking rights are recognized in the proper order.

S.3.1. Introductions and Pronouns

All members introduce themselves and share their pronouns and roles on the board.

S.4. Business**S.4.1. QUESTION & ANSWER: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager**

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to answer questions about the CSA 2020-2021 Draft Budget.

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

MOTION to extend speaking rights to Lee Anne Clarke, Business Manager for the duration of the meeting to respond to questions that arise from members from the CSA 2020-2021 Draft Budget.

Moved: Maya Persram

Seconded: Katy Oada

Motion carried.

Sean Mitchell, VP Academic: Just to confirm, if the executives had other expenses that weren't included in their budget come up, I assume they could bring that forward to the Finance Committee for that to be approved?

MINUTES

Board of Directors
SPECIAL BUDGET MEETING
December 2, 2020 – 6:00 pm
Microsoft Teams



Lee Anne Clarke: Absolutely, our policy states that the Finance Committee can approve up to \$2,000 without coming to the Board for a proposal, and anything above that can go to the Board.

MOTION: That the 2020-2021 CSA Budget be approved as presented by the CSA Business Manager to the Board of Directors at their meeting on December 2, 2020.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

Tyler Poirier, President: The budget is presented by the Finance Committee, I want to make it clear for Directors listening, that is how this process did occur, it is the Finance Committee, which Business Manager is apart of, that brought this budget to the board.

MOTION TO AMEND: That the 2020-2021 CSA Budget be approved, as recommended forward by the Finance Committee and as presented by CSA Business Manager to the Board of Directors at their meeting on December 2, 2020.

Moved: Tyler Poirier, President

Seconded: Maya Persram

Amended Motion carried.

S.5. New Business

No New Business.

S.6. In Camera Session

No in Camera Session.

S.7. Adjournment

MOTION to adjourn the CSA Board of Directors Special Budget Meeting of **December 2, 2020** at 6:29 pm.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Tyler Poirier, President

MINUTES

Board of Directors
SPECIAL BUDGET MEETING
December 2, 2020 – 6:00 pm
Microsoft Teams

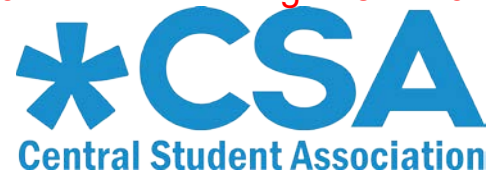


Motion carried.

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.5.2

Approval of Past Board Minutes – December 2, 2020

MOTION: That the Minutes be approved for the CSA Special Budget Board Meeting – December 2, 2020.

Moved:

Seconded:

1.0 Call to Order

2.0 Adoption of the Agenda

VPSE moved

VPE seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Approved

5.0 Executive Updates

5.1 President

5.1.1 Supervisory (JD Objective check-in, Demand/Operations, & timelog
checkup)

- Elections: election plan is being drafted for W21

5.1.2 Entertainment Fee

- Entertainment fee will still be collected for the CSA to support the
livestream events at the bullring

5.2 Vice President Student Experience

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

- Clubs: meeting this week to discuss evals

5.2.2. Events

- Sexy Bingo: successful
- W/ VPA: stress buster giveaway tomorrow (Tue 17th)

5.3 Vice President Academic

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

SHAC: We've received our staff self-evaluations; will be collaborating with Sara to finish those up.

5.3.2. AWG

Recruitment for the Accessibility working group is also something that I'm working on. Will be tabling a motion to strike the Committee at the November 25th meeting in collaboration with the PTM. Students who indicate they utilize SAS in the survey will be asked if they are interested in receiving more info

5.3.3. Respondus Lockdown Browser

- Scheduled a meeting with Michelle Fach and an individual who believes that why have encountered racial bias when using Respondus. This was at the encouragement of Carrie Chassels. Any tips on this would be appreciated
- Academic Feedback

Qualtrics survey, already up to 7 responses. I'm aiming for 30, 12 from each BIPOC and white individuals

Also sent a formal email to Cate Dewey about racial bias soliciting her department's perspective

We should definitely consider hiring a committee scribe.

5.3.4. Open Education

Open education resources meeting was supposed to be happening today, but got delayed. Some really exciting stuff happening with that, the Library staff are great allies on that

Looking at purchasing new brackets for the bullring art, but that's

realistically not going to be happening before the art is installed next Monday. Working with the business manager on this

5.4 Vice President External

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

Staff evaluations

5.4.2. CFS National General Meeting – this week

5.4.3. Green Just Recovery town hall with MP Lloyd Longfield – happened last Thursday

Overall positive

5.4.4. Coalition meeting – Nov 25th

The data collected from the Online Learning survey will inform some of the discussions happening during this meeting

5.4.5. Bike Center

Collaborating with local bike shops

5.4.5. Education for All campaign

Hoping to use data from the survey to create graphics

6.0. Business

6.1 Town Hall

This meeting usually looks different every year depending on the exec team – main purpose being collecting feedback & suggestions from students

Potentially including a survey in the last newsletter of the semester to solicit feedback from students around services & events

6.2 Holiday/Staff Appreciation Brainstorm

7.0 New Business

8.0 Adjournment

1.0 Call to Order

2.0 Adoption of the Agenda

VPSE Moved

VPE Seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Approved

5.0 Executive Updates

5.1 President

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

Letters sent out to number of staff inquiring whether they'd be interested in returning to their positions - if they are interested, the Board will be consulted and hiring committees will be struck if necessary

Elections: Julia (ARO) began on November 16th, and worked alongside Jewel (CRO) to develop an elections and campaign strategy for the W21 General Elections. Both staff are planning effectively and following timelines as set out in JDs, and are well on their way to complete a successful election. The campaign strategy will be brought to the board in the near future as per policy

5.1.2 PDR Applications

Second round of applications just closed – the committee will be meeting to discuss later this week

5.2 Vice President Student Experience

5.2.1 Supervisory

Clubs: evaluations are completed – will be emailed to inquire whether they are interested in returning or not

SHAC: same as Clubs

SRM: current coordinator's contract has been terminated – will be exploring options with the HR committee later this week

5.2.2. Events:

Stress Buster Giveaway: Skip the Dishes giftcard giveaway on Instagram

+900 entries – gave away 20 \$25 gift cards

Winter Planning

5.3 Vice President Academic

5.3.1. Respondus Advocacy:

- Online Learning Survey:

Online learning survey was incredibly successful. Highlights include:

- Black students who use the Respondus lockdown Browser are flagged at almost twice the rate (13.89%) of their white peers (7.75%)
- Students are overwhelmingly less satisfied with Online Learning relative to a normal in-person learning environment (79%)
- The survey found that 30% of students are financially unstable, and it may be a barrier to their ability to learn
- Nearly half of students say that they have a poor internet connection
- Proctoring through Microsoft Teams was preferred by students over lockdown browsers

I'll be presenting these results to the Board as a preliminary report. Also will reference it in my senate update next Monday.

- Has a meeting with Michelle Fach and an individual who believes that they have encountered racial bias when using Respondus. Very productive and Cate Dewey then told me that there is work being done on establishing a committee to come up with long term solutions that are more agreeable than Respondus.

5.3.2. AWG

Recruitment for the Accessibility as a result of the survey has been successful. Three students expressed interest

5.3.3. Supervisory:

Finished staff evaluations for SHAC

5.3.4. Art in the Bullring

Still working on purchasing new brackets for the bullring art, bullring manager has some good ideas about what we should be purchasing.

Art is currently being installed in the Bullring right now. Successful and is also being showcased on the Kaleidoscope's Website

5.4 Vice President External

5.4.1 Respondus Advocacy

Some professors have also been expressing concerns with Respondus

Some of the data collected from the VPA's Online Learning survey will be used in the Education for All campaign

5.4.2. Ethical Purchasing Group

Meeting this Thursday Nov 26th

Researching policies from other campuses to make recommendations to the VP of finance

5.4.3. Indigenous Solidarity:

Meeting with the ISS to discuss what solidarity action might look like

The callout happened at the end of last week – no capacity to plan events

Will be collaborating with the CSA Graphic Designer & ISS to create educational materials to raise awareness

6.0. Business

6.1 Bike Centre

A statement re: the operation of the Bike Center has been sent out to individuals who have been concerned about the Bike Center (previous coordinators & volunteers)

The Bike Center will remain closed in W21: this decision has been made based on the fact that not as many people use the service in the Winter and increasing COVID cases – will be re-evaluated in March, 2021

6.2 Time-tracking

Discussions on whether the execs should be tracking their hours

6.3 Indigenous Solidarity Response to National Callout

Callout made by Indigenous land defenders from across Canada to stand in solidarity with those on the front lines defending their land

Starting today (Nov 23) up until Sunday (Nov 29) is the week of action

Checking in with ISS to see if there's room for collaboration – potentially a fundraising event to support those folks

Brainstorming

6.4 Art in the Bullring

Student Choice Award – tournament style on social media?

7.0 New Business

8.0 Adjournment

1.0 Call to Order

2.0 Adoption of the Agenda

Moved VPSE

Seconded VPA

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

Election staff working on the candidate forms - currently reviewing suggestions made by the board pre-COVID

Health plan referendum question is being reviewed

5.1.2 Staffing

Most of the current CSA staff are graduating – hiring committees will be struck later on

5.2 Vice President Student Experience

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

- Clubs: Winter clubs days – planning & brainstorming
- SERM Coordinator posting published on Friday – close on December 11th

5.2.2 Winter planning

5.3 Vice President Academic

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

- SHAC: one of the assistant coordinators can stay on till next year

5.3.2. Art in the Bullring

Agenda #29

Executive Committee Meeting 2020-2021

November 30th, 2020 @ 3:30pm – Teams



Will be posting about winners of art in the bullring this week to recognize them, as well as the student choice award winner. I'm currently arranging payment.

Still working on purchasing new brackets for the bullring art, bullring manager has some good ideas about what we should be purchasing.

5.3.2. Senate Meeting

Senate meeting this evening, there will be a discussion happening centred around the following questions:

1. How do we support faculty/instructors and students at the same time, in order to deliver a learning experience that meets the needs of students and is also manageable for faculty?

2. What are we hearing from students in regard to what is working well, and regarding aspects of their experience in Fall 2020 that are contributing to mental health concerns? What are we hearing more generally in terms of their learning and student experience?

3. Recognizing that faculty/instructors and staff who support teaching and learning are also experiencing wellness issues including those related to work-life balance, what mechanisms can we put in place for Winter 2021 to make both the student and faculty/instructor/staff experience better?

I've had productive meetings with the SSC on this over the past number of days and I think we'll be fairly effective.

5.3.3. Open and Affordable Course Content Task Force

OACCTF Meeting about open resources is going well, looking at how we can get question about textbook use on course evaluations (Which was my idea) :)

I have a meeting with Library staff tomorrow and if you have anything you would like me to bring up I would appreciate hearing about it before 2pm tomorrow

5.4 Vice President External

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

- Bike Center: in touch with the Guelph Tool Library to discuss support for students.
- Discussions between VPE & President to come up with a plan for the BC

5.4.2. Code of Ethical Conduct committee:

- Looking to connect with someone from the Lang School of Business for guidance on fulfilling the mandate and goals set by the committee

5.4.3. Sustainability Office – topics of discussion

- Sustainability committee – applying to be on that committee
- Potential collaboration between CSA & Sustainability on food security, community gardens, etc.

5.4.4. Supporting local businesses:

- VPE & VPSE to work on a social media campaign to promote small BIPOC businesses for the holidays

5.4.5. Collaborating with ISS:

- Fundraiser event on December 5th in collaboration with ISS
- A UofG prof will be moderating the talk

6.0. Business

6.1 March 4th Statement Response

- Execs discussed the response from students to the CSA's statement published on Friday Nov 27 – discussion items included:
 - A potential survey for students about the CSA to go out with the newsletter

6.2 Proposal: ECM to Thursdays

- Agreed to move ECM to Thursdays

7.0 New Business

8.0 Adjournment

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.6

Executive Committee Minutes

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

- 9.6.1. Meeting # 27 – November 16, 2020
- 9.6.2. Meeting # 28 – November 23, 2020
- 9.6.3. Meeting # 29 – November 30, 2020

Moved: Sara Kuwatly, VP Student Experience

Seconded:



CSA President Update: January 13th CSA Board Meeting

Hello Board of Directors,

I hope you had a wonderful holiday break and were able to decompress after a stressful exam period for all. The Winter semester will be a busy one with the CSA General Elections, hiring, and AGM later on. With elections right around the corner, I am currently looking towards long-term planning for the CSA, including transition and beyond.

Important Dates:

- CSA Elections: Nominations begin January 25th!
- PDR Deadline W21: January 22nd

Ongoing Projects:

- Business Office Long-term plan
- AGM Planning
- PDRs
- Winter General Election Planning
- Referendum campaigning

Committees:

CSA/GSA Transit Committee

The last time the committee met, it was decided that the CSA & GSA would let the transit contracts expire at the end of April, 2021 as per the current contract, and wait until the University of Guelph resumes on-campus classes and operations to negotiate a new contract and run a transit referendum. Without information as to the Fall semester, the committee felt it irresponsible to ask students a question in W21 that pertains to a period in which students will not know whether transit services will be required.

The CSA & GSA voting members vied to ask the City of Guelph & Guelph Transit whether they will continue the post-secondary pass in absence of a U-Pass agreement until contract negotiations can begin, hopefully when the University of Guelph provides information as to what the 2021-2022 academic year will look like. The committee will convene early in W21 to bring forward the question.

Petitions, Delegations, & Representations Committee

The committee met to discuss the second round of applications. At this point however, there remains 2/3 of the dedicated budget for PDRs, so further promotion is required. We hope that directors can promote PDRs to other student organizations, whether that's another PSO or a club they belong to. We will be convening after the January deadline and determine whether another application period should be opened.



Student Health & Dental Plan Committee

The committee decided the wording of the question regarding whether students would like an opt-out option for the health plan, which has operated with a universal, mandatory fee for over 30 years. The question was brought to the Standing Referendum Committee for revisions and approved, while external organizations party to the question (GSA and Gallivan, our insurance broker) also approved of the wording. The question will be asked during the Winter General Election, and is a business item for this meeting as it requires ratification.

Services:

Bullring

The Bullring now has its own website as well, which is available at www.thebullring.ca. The Bullring has seen far fewer customers in November/December than expected, and we are hoping that the doubling size of students living in residence creates a tangible impact to the number of customers in W21. The finance committee will be keeping an eye on the Bullring finances moving forward and acting accordingly to reduce costs and promote the restaurant. The Bullring had its last day of F20 on Wednesday, December 16th as the building was forced to close during the removal of a large tree adjacent to it.

Other:

The CSA is looking to adapt to our circumstances and offer positions to existing staff where possible to decrease the burden of transition on our services, especially during a transitory time between COVID-19 and normalcy. I will come with updates soon and expect a slew of hiring committees or other questions to come to the board regarding the hiring of staff. We are trying to be creative to save CSA resources to devote to longer-term goals to decrease risks across the institution, most significantly in the lack of cross-training with our staff.

We are also only now getting word back from our auditors, which usually this occurs midway through October. We are expecting the final audit to be completed during the Winter semester, which is one of the reasons the AGM will likely need to be moved to accommodate the final audit statements.

I will be distributing elections promotional material to board members via e-mail after the meeting, and I strongly encourage you to distribute this widely in your classes, clubs, other student organizations, and anywhere else you can think of! I would also encourage you to consider running in the election as a candidate if you are graduating this year and are looking to represent students and develop great, lifelong skills.



Sara – CSA VP Student Experience

Hi pals! Welcome back, hope you enjoyed your well-deserved time off 😊 <3

Staff:

We successfully interviewed and hired a new SE&RM coordinator (pending ratification – please see Hiring Committee Report)! I’m excited to work with Emma and I’m confident that she’s going to be a great addition to the CSA team.

Events:

- I ran a giveaway on our Instagram on Friday December 11 for two \$50 gift cards of the winner’s choice. Two winners were announced on December 14 and they both chose gift cards to the UofG Bookstore.
- I’ve done a lot of winter planning in December, and I’m so excited to share with you all the events that are coming in January!
- I’m currently working on a Menstrual Hygiene project – I’m hoping to launch it in February.



CSA VP Academic Update: January 15th CSA Board Meeting

Greetings CSA Board,

Happy New Year! I'm writing this prior to the break and will provide any further updates stemming from activities over the break verbally.

In December there was finally some progress made on the issue of online assessment reform and there should be more consistent usage scenarios across courses for different assessment methods. In particular, the university has almost finished the consultation process that will hopefully allow reforms and better policies are going to be implemented to deal with and hopefully limit the use of Respondus. The Student Assessment Committee and the Provost's Taskforce on Pedagogical Innovation are both dealing with this issue in different capacities.

Other notable things that I was up to in December include participating in an external audit of the Office of Registrarial Services. This is a process that occurs periodically (approximately every five years) and is very important in terms of holding our university institutions accountable via critique from a neutral party. AGM planning is ongoing and I'm sure you'll be hearing more about that in the coming months.

I hope you all are enjoying the start of your second semester... One thing I would ask of you all is to let me know if classes that you previously thought were going to be offered in a synchronous format are changed to a distance education format. This is a trend that I'm seeing that is concerning.

Sincerely,

Sean

Important Dates:

- Teaching Excellence Award nominations are due February 26th at 4pm, I'll be recruiting people to be on the selection committee
- University Senate meeting February 1st
- January 14th is the SLEF application deadline

Ongoing Projects:

- Improvements to the Student Memorial Garden
- Promotion of the Teaching Excellence Award
- First meeting with the Accessibility Working Group coming up
- Student Assessment reform
- Collaboration with the CUPE College of Stewards on academic issues



Committees:

Open and Affordable Course Content Task Force

The Library administration has been carrying on-going work on open access resources and will be utilizing the pandemic as a catalyst to encourage more faculty to use open access resources. I will be reaching out for input on future surveys that we do of the student body to see if there is anything they would like included.

OACCTF has also received funding to aid in their efforts. How that will be allocated remains to be seen.

Academic Policies and Procedures Working Group

No new updates, but worth including the following:

We are currently discussing potential changes to policies such as the Maximum Weight of Graded Component; policy on Maximum Weight of Single Course Component; policy on Academic Consideration; guidelines for Accommodation; policy on Retaking Passed Courses; calculation of Grade Point Average; policy on Late Adds; limits on Deferrals of Final Exams; and amalgamation of RTW Policies. These changes are currently being sent to BUGS for approval. Our most recent meeting was cancelled due to limited availability of members.

Council on Undergraduate Academic Advising

Met on December 7th. Student Success, the OAAP Competency Framework, and the UAIC Statistics (March to December 2020, no in-person) were all topics of discussion.

Student Rights and Responsibilities Committee

Met on December 9th and received updates regarding Student Safety and Conduct Management University Beverages Policy, Sexual Violence Policy & Sexual Violence Procedures for Students, Community Standards Protocol, Residence Community Living Standards, Protocol for Responding to Students At-Risk, and U of G's Anti-Hazing Protocol.

Student Energy Retrofit Fund

SERF has been working on transitioning to its successor program. VPE and I met with Audrey Jamal recently to discuss the President's Advisory Committee on Sustainability.

Accessibility Working Group

This committee will be meeting in January. All members (aside from the vice chair) are anonymous.

Experiential Learning Ad-Hoc Committee

ELAC is currently reviewing a draft framework.



I met with the EL Record Working Group and we took steps towards finalizing the “Experiential Learning Record” that all students will eventually have. Discussion included the framework for how these Records are managed.

Student Success Committee

The SSC met and is striking working groups to develop solutions to reach of the following topics. Please let me know if you are interested in sitting on any of these.

- Support for non-traditional learners (1st gen, minority or marginalized groups, commuters, students from small or poorly resourced communities)
- Peer support
- Alternatives to exams, assessment methods - increase group work or problem-based exams, Review testing instruments (purpose and reason), Universal assessment design
- First year students: Preparation and support for transition to university, modules/courses to aid transition, first year onboarding, support for COVID impacted first year students
- Coordination & monitoring of workload across curriculum, deferred exams do not conflict with current course work, integrated academic planning tool to guide students
- Early alert system and intervention system for students who have not been attending class, have poor grades, are dropping courses, at risk academically and/or personally
- Identification of courses with high failure rate, Awareness of academic support, promote help-seeking behaviours
- Student engagement (in course material, student life), Sense of belonging, building strong sense of community for all while respecting diversity, feeling of identity with their program

Student Assessment Committee

Chaired by Cate Dewey and four meetings, two of which have occurred. This committee will be making some recommendations to the Provost’s Taskforce on Pedagogical Innovation on how to best assess student in an online learning environment.

Provost’s Taskforce on Pedagogical Innovation

This committee will be meeting in January and will be proposing changes to how online learning assessments are conducted.

Student Leaders and Admin Committee

SLAM met on Dec. 8th and received reports U of G President Charlotte Yates and there was an engaging Q and A session afterwards.



Services:

Student Help and Advocacy Centre

CSA VPSE Sara has been co-supervising SHAC with me and will be doing so for the 2020-2021 term.

Staff are having on-going discussions regarding how to better promote the services that SHAC offers in the context of a pandemic, and the CSA Promo coordinator is helping with this work. These services continue to be offered online and we are trying to ensure they are more fully utilized. Hiring for soon to be vacanted positions will be occurring this semester.

January 13th 2021 - CSA VP External Board Update

Happy New Year directors, hope you all had a restful holiday!

For your reference, my job, duties, and responsibilities are outlined in Policy Manual, Appendix A, Section 13.6. – Vice President External Affairs.

CAMPAIGNS

Education for All

The campus coalition has been meeting often and has highlighted various concerns around online learning, changes that have been taking place at UofG and mental health concerns that students, TA, and faculty have been feeling. A work group has been struck to highlight these issues to the admin.

SERVICES

FoodBank

The FoodBank will be operating as usual with the appointment based system following strict health protocols.

Bike Centre

There is an exciting upcoming update around servicing Bike Centre users, that involves partnership with a local bike shop!

CANADIAN FEDERATION OF STUDENTS

CFS NATIONAL

- Lobby Week
This year's National CFS Lobby Week will take place from February 16th - 19th. Lobby week provides student union executives an opportunity to engage with, and seek commitments from MPs and Senators on student issues. Some of the issues of discussion include free post-secondary education, funding and support for Indigenous learners, student housing, and climate change.
- National General Meeting
The Federation's National General Meeting's Caucus and Constituency spaces will be meeting January 18th, 19th, 20th, 21st, and 22nd.

EXTERNAL AFFAIRS AND COMMITTEES

SUPLIERS CODE OF ETHICAL CONDUCT ADVISORY AND POLICY COMMITTEE

The working group for this committee met November 26th to discuss action items from the committee meeting and identify information gaps. I will be meeting with the VP of Finance to communicate the direction of the committee and steps forward.

MUNICIPAL POLITICS

Guelph's Ward Boundaries are under review. From January 4th till January 22nd, the city will be soliciting feedback from community members and organizations. A survey is now active for citizens to give input on priorities when doing a ward boundary review; which includes population, projected growth, communities of interest, natural boundaries and geographic features (rivers, forests, etc.).

The city also hosted a town hall January 13th to discuss the principles that underpin ward boundary design and the pros and cons. The survey is not live for students to give their input at: haveyoursay.guelph.ca/council-composition

SOLIDARITY

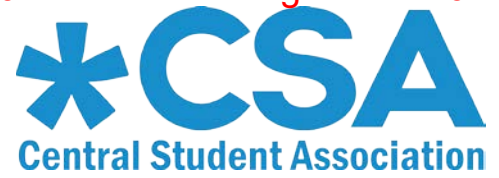
INDIGENOUS SOLIDARITY PANEL DISCUSSION

On December 5th, CSA and the ISS hosted a panel discussion with two land defenders, Skyler Williams and Eve Saint. Skyler is a Haudenosaunee Land Defender and the current spoke person for 1492 Land Back Lane, and Eve is a Wet'suwet'en Land Defender and daughter of one of the Hereditary Chiefs at Gitdimden. The panel discussion was very informative with lots of really great conversation. We also held a raffle with neat prizes, and met our fundraising goal!

Motion

Board of Directors Meeting # 9

January 13, 2021



**Item 9.7
Executive Updates**

MOTION that the following Executive Updates be received as information:

- 9.7.1. President
- 9.7.2. VP Student Experience
- 9.7.3. VP Academic
- 9.7.4. VP External

Moved:

Seconded:

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.10.1

SERM Hiring Committee Report

Hiring Committee Membership:

- Sara Kuwatly, CSA VP Student Experience: co-supervisor of the SE&RM Coordinator position
- Jay Rojas, Coordinator, Student Leadership, Student Experience: co-supervisor of the SE&RM Coordinator position
- Jena-Lee Ashley, CSA Director

Job posting date: November 27, 2020

Closing date: December 11, 2020

Number of applicants: 8

Number of people interviewed: 3

Successful Candidate: Emma Connell

Start Date: January 11, 2021

MOTION: That the hiring of Emma Connell for the SE&RM Coordinator position be ratified, as recommended by the Hiring Committee.

Moved: Sara Kuwatly, VPSE

Seconded:

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.10.2

Appoint Hiring Committee - Clubs Administrative Coordinator

WHEREAS the Clubs Administrative Coordinator's contract expires at the end of the 2020-2021 academic year;

WHEREAS the CSA recognizes the need to fill the position of Clubs Administrative Coordinator for the 2021-2022 academic year; and

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

RESOLVED:

- a) That the CSA strike a Hiring Committee for the position of Clubs Administrative Coordinator to include the VP Student Experience and the current Clubs Administrative Coordinator; and
- b) That the following CSA Director be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator:

[minimum of one Director required]

Moved:

Seconded:

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.10.3

Appoint Hiring Committee - Clubs Programming Coordinator

WHEREAS the Clubs Programming Coordinator contract expires at the end of the 2020-2021 academic year;

WHEREAS the CSA recognizes the need to fill the position of Clubs Programming Coordinator for the 2021-2022 academic year; and

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

RESOLVED:

- a) That the CSA strike a Hiring Committee for the position of Clubs Programming Coordinator to include the VP Student Experience and the current Clubs Programming Coordinator; and
- b) That the following CSA Director be appointed to the Hiring Committee for the position of Clubs Programming Coordinator:

[minimum of one Director required]

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 - October 26, 2020 – 10:00 am
Microsoft Teams

**Attendance****Members**

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

Guests

Sean Mitchell	VP Academic (departed at 11:05 am)
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Scribe

Pete Wobschall	Policy & Transition Manager
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Minutes**1.0. Call to Order**

Meeting called to order at 10:06 am.

1.1. Adoption of the Agenda**1.1.1. Approve the Agenda**

Added review of new PED and Vacation policies to agenda under New Business.

1.1.2. Declarations of Conflicts

No conflicts declared.

1.2. Ratifications and De-Ratifications

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 - October 26, 2020 – 10:00 am
Microsoft Teams



1.2.1. Review PBRC Membership Process

Reviewed policy: 'ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend.'

PBRC members can also be appointed by the Board of Directors. All CSA members and Board of Directors members can become members.

1.3. Comments from the Chair

1.3.1. Review of Mandate of PBRC and Function of a CSA Board Committee.

Laura Parsons (Office Manager) is Scribe on other CSA committees.

ACTION: PTM to bring this up as a discussion item at the upcoming Core Staff meeting to discuss options as it is difficult to Chair and Scribe a meeting at the same time.

The group reviewed Appendix A – Internal CSA Policy, Section 2.6. Policy and Bylaw Review Committee (PBRC) line-by-line.

1.4. Approval of Past Minutes

1.4.1. No past minutes to approve.

1.5. Working Group Updates and Reports

1.5.1. Candidate's Package Working Group Minutes May 5, 2020

Re: Page 7: Candidate Commitment Form:

ACTION: As per PBRC direction at April meeting, Patrick to remove the following references on page 7:

1. Being enrolled in no more than 1.00 credit per semester;
2. Limit secondary employment or outside commitments to no more than 15 hours per week;

PBRC made a recommendation at their April 2020 meeting to remove 'Being enrolled in no more than 1.00 credit per semester;' from policy. This reference was removed in the Candidate's Package that was received by the Board in September 2020.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 - October 26, 2020 – 10:00 am
Microsoft Teams



President felt that the meaning of the limitation is valid and could be revised with a “recommendation that students limit course work”. These roles require a significant amount of time and energy and students should consider their extracurricular commitments.

ACTION: Pres and PTM to discuss with CRO when revising Candidate’s Package and report back to PBRC with a recommendation.

1.6. Business

1.6.1. Agenda Template Review & Approval

Reviewed the agenda template as a group.

ACTION: PTM to add ‘Upcoming Meeting’ dates to agendas and minutes.

Members are encouraged to provide recommendations for improving the agenda template to the PTM anytime.

1.6.2. Timing to Publish Revised Policy Manual

The group discussed historical process for updating and publishing policies and bylaws in between ratifying by members at the AGM. The following historical practice will be followed moving forward:

1. Once the Board has approved a policy or bylaw amendment, the PTM updates the policy accordingly.
2. A note is added next to the revised policy in the manual stating the date the Board approved the amendment.
3. The revised policy manual is published on the website.
4. All revised policies and bylaws from the previous AGM are bundled and presented to the Membership at the following AGM for ratification by the Membership.
5. Once the membership has ratified the bundled revised policies, all approved changes are made permanent and the manuals are published (i.e. remove notes from previous revisions made throughout the year).

MINUTES

Policy & Bylaw Review Committee (PBRC)
 Meeting # 1 - October 26, 2020 – 10:00 am
 Microsoft Teams



6. Copies of all revisions from a given year are archived by the PTM for future reference.
7. Begin process from Step 1.

1.6.3. Executive Evaluation Committee Workplan

Discussion of gaps, challenges and issues with the current EEC policy:

President:

- Developed prior to hierarchical model
- Under Commissioner model, this was the only method to hold Exec accountable.
- Still is a place for a system within this committee – feels that these tasks are something the President should be responsible for.
- Could tie in nicely with campaigning and the goals they provide, so that the Exec can work towards those goals.
- If offloaded to the President, then who holds the President accountable.
- The written system is cumbersome, but holding accountability is very important.

VPA:

- Want to understand the purpose? Unrealistic campaign goal? Or is it just an accountability mechanism?

Pres:

- [group reviewed policy process]
- The Board could say it is not realistic.
- Too much process to move quickly (if need to hold someone accountable).
- Could be something that could assist the Pres who should lead and direct Exec.

Alan:

- The idea is good – to have the Board involved with the direction that the Exec are pursuing.
- Difficult as a Director to find the time and effort to follow the EEC process.
- Having a process for mainly the Pres is a good idea.
- Maintain EEC, but more focused on supporting the President with directing the Exec.

Pres:

- Agree wholeheartedly

MINUTES

Policy & Bylaw Review Committee (PBRC)
 Meeting # 1 - October 26, 2020 – 10:00 am
 Microsoft Teams



- This provides structure to a new Pres that is responsible for directing VPs

Jena:

- Good to hold folks accountable.
- Difficult to dedicate time to the process [as a busy Director].

VPA:

- Are Exec present when evaluation occurs?

Pres:

- EEC receives info from Exec and then acts on it.

VPA:

- Instead of having people read through it, have Exec present it to EEC.
- Pres:
- Some of the tasks of the EEC are in the JD of the Pres – Pres should present on behalf of the Exec.
- EEC isn't performance-based as it might seem – not monitoring performance on specific activities.

Group Recommendations (trends):

- Need a system for Exec to be accountable
- Should require the time of paid staff (Pres is paid staff), not heavy on volunteer Director time
- It would be beneficial if there was a policy to support the 'lead and direct' Exec committee as per JD
- In a situation where the Pres is underperforming or has bad intentions, need something to keep them in check.
- Process should be easy to follow with templates.
- Process should be collaborative between VPs and Pres – to reduce the risk of bias.
- Include feedback mechanism from VPs to ensure no rogue Pres

The group formed an EEC Evaluation & Development Working Group (PBRC) and appointed the following members:

- Pres
- PTM
- VPA
- Jena – optional invitation; will attend if time permits
- Alan – optional invitation; will attend if time permits

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 - October 26, 2020 – 10:00 am
Microsoft Teams



The following Terms of Reference (TOR) were developed for the working group:

- Purpose: review EEC and develop a policy with the 'trends' in mind above. Find a way to restructure the EEC and provide evaluation and accountability for Exec.
- Ensure Business Manager is well-informed and supports actions and decisions of Working Group
- External HR consultant could be engaged (budget-approved), to vet policies and ideas through (to ensure legal compliance as appropriate)

ACTION: PTM to arrange working group meeting the 2nd week of November.

1.6.4. Selection of Vice-Chair

Group review of Appendix A – Internal CSA Policy, Section 2.6.3.1.:

The Committee Chair will be the Policy & Transition Manager. The PBRC will select a Vice-Chair to facilitate meetings in the absence of the Policy & Transition Manager for each semester. This selection will take place at the first meeting of each semester.

Alan volunteered to be the PBRC Vice-Chair.

1.6.5. Bike Centre Committee Executive Membership

The group reviewed Appendix A – Internal CSA Policy, Section 3.2.2.1.:

Membership shall consist of the Bike Centre Coordinator, two duly appointed Board members, the Vice President Student Experience, a Bike Centre volunteer and one additional member of the Executive Committee.'

The President stated that he was also part of this committee. Have met twice this semester, however the quorum and process of the meetings were not compliant with CSA policy.

ACTION: President to discuss relevance and mandate of Bike Centre Committee with Business Manager and report back to PBRC with recommendations for moving forward; including which of the Exec would sit on the committee if it continues.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 - October 26, 2020 – 10:00 am
Microsoft Teams



1.6.6. Review of Policy Review Policy

The group reviewed [Appendix A – Internal CSA Policy](#), Section 13. Policy Review Policy.

Pres:

- Current policy does not identify who tracks this.
- Also need direction on how to store docs when things should be reviewed.

ACTION: PTM to:

- Revise to ensure all policies are included and correctly numbered.
- Replace specific years to generic 'year #'
- Bring back to PBRC for review.

1.7. New Business

1.7.1. New Lieu and Vacation Policies

The group reviewed the proposed policies together.

Pres:

- Part of the new requirements is that it is reported to the BM and the Pres – need this information for an audit – also protect the org if sued.
- Vacation pay: updated the numbers and current policy reflect outdated info (e.g. '3%'), which does not reflect the law.

Alan:

- Seems reasonable, not aware of all the Employment Standards Act (ESA) laws.

Jena:

- Same feelings as Alan.

ACTION:

- PTM to revised policy, send to PBRC members for email approval, or identify if it needs to come to PBRC again for discussion prior to going to the Board.
- If approved by PBRC members via email, PTM to prepare a PBRC recommendation to approve the revised policies at the next Board Meeting.

1.8. Announcements

ACTION: remove this section from the PBRC agenda template.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 - October 26, 2020 – 10:00 am
Microsoft Teams



1.9. *In Camera* Session

No confidential information to discuss.

1.10. Adjournment

Meeting adjourned at 11:33 am.

Upcoming PBRC Meeting Dates

- Oct 26, 2020, 10:00 - 11:30 am, Microsoft Teams
- Nov 16, 2020, 9:30 - 11:00 am, Microsoft Teams
- Dec 7, 2020, 10:00 - 11:30 am, Microsoft Teams
- Winter Semester meeting dates to be established in December 2020.

Upcoming PBRC Meeting Agenda Items [parking lot]

- Suspended and amended bylaws and policies re the Fall Election – how to proceed forward?
- More clearly defining 'emergency' and 'time-sensitive' in policy regarding the introduction of 'New Business' items.
- Review of Bylaw 4 – Policy of the CSA. Identify gaps and make recommended revisions for Board consideration.

Motion

Board of Directors Meeting # 9
January 13, 2021



Item 9.10.4

Policy & Bylaw Review Committee - Meeting # 1 – October 26, 2020

MOTION to receive the minutes of the **Policy & Bylaw Review Committee (PBRC)** from Meeting # 1 held on October 26, 2020 as information.

Moved:

Seconded:

MINUTES #2

PETITIONS, DELEGATIONS, & REPRESENTATIONS COMMITTEE

4:00 pm to 5:15 pm, Friday, November 6th, 2020

Host: CSA President, Tyler Poirier

Attendees: Tyler Poirier, Sara Kuwatly, Tori Wakeford, Olivia Parker, Jessica Krawitz

1. Welcome & Introduction
The Chair gave introductory remarks.
2. Approval of the Agenda
Approved
3. Approval of Minutes from PDR Meeting November 2nd
Approved
4. Review of PDR Applications
 - a. 1-UGAIN (Updates if applicable): cancelled as it received SLEF funding to cover the entire costs of the event.
 - b. 2-UGAIN (Updates if applicable):
Response to committee's concerns:
 - i. The farm is charging a flat rate of \$75 for the tour
 - ii. If not awarded, they will be using the club's reserves to support the eventDecision: award \$75 to UGAIN
 - c. 3-WUSC (Updates if applicable):
No response to the committee's questions & concerns
Decision: conditional offer of \$500 based on:
 - i. The fees that they collect cannot cover this initiative
 - ii. They have permission to deliver the items to the students on campus
 - d. 4-CURTAIN
Concerns:
 - i. On-campus eventDecision: Declined since there's not enough information about on-campus activities in W21 semester. They are encouraged to re-apply in the Winter semester.
 - e. 5-PLANTBASED
Concerns:

- i. Social Media giveaway: no information on how they're going to ensure that the only beneficiaries are UofG students
- ii. Giveaways & budget are very vague

Decision: clarify timeline, budget, and recommend/suggest standardized gift cards (\$15 weekly, \$40 monthly)

AS PER EMAIL NOVEMBER 9th: Committee approves a PDR of \$450 based off of clarification of their budget.

f. 6-MYWORLDMYCHOICE

Concerns:

- i.* The cost of the domain/platform

Decision: conditional offer of \$500 to go towards first or second place University stream prize.

g. 7-GVSA

Concerns: The event's logistics will have to be vetted through the Student Event Risk Management committee, but the event (or a similar one) should be a great one!

Decision: Approve at full amount.

5. Next Meeting:

AGENDA #3

PETITIONS, DELEGATIONS, & REPRESENTATIONS COMMITTEE

2:30 pm to 4:00 pm, Wednesday, November 25th, 2020

Host: CSA President, Tyler Poirier

Attendees: Tori Wakeford, Olivia Park, Jessica Krawitz, Tyler Poirier (CSA President), Sara Kuwatly (CSA VPSE)

1. Welcome & Introduction
 2. Approval of the Agenda: **approved**
 3. Approval of Minutes: **approved**
 4. Review of PDR Applications
- a. 8-OUTDOORS
Decision: award the full amount requested
 - b. 9-CASA
Decision: award the full amount requested
 - c. 10-SIMHE
Decision: award the full amount requested
 - d. 11-TEDXGUELPHU
Concerns: budget is unclear
Decision: request a clearer & more concise budget, clarify what exactly the PDR funds are going to be used on
 - e. 12-JACKORG
Concerns: no budget submitted, clarify SSN's role in this event (co-sponsor vs. co-host), what if they had more than 50 participants
Decision:
 - Clarify SSN's role
 - Request budget
 - Backup plan if more than 50 participants attend
 - f. 13-UNIFIGHTINGWORLD
Concerns: donations are not going to a student group, why can't they use their collected fee?, no budget submitted
Decision:
 - Request a budget – clarify the expenses associated with the initiative (other than the donations)
 - Clarify why they couldn't use their collected fees
 - g. 14-CARRM

Concerns: discrepancy between the amount requested (\$100-\$150) and the cost of the initiative (\$350)

Decision:

- Clarify the discrepancy between the cost & amount requested

h. 15-GUELPHMEDICALBRIGADES

Decision: award the full amount requested

5. Next Meeting: will discuss updates and answered received from the applicant (if applicable)



Motion

Board of Directors Meeting # 9

January 13, 2021

Item 9.10.5

**Petitions, Delegations and Representations (PDR) Committee
Meeting # 2 – Nov 6, 2020**

MOTION to receive the minutes of the **Petitions, Delegations and Representations (PDR) Committee** Meeting # 2 held on November Nov 6, 2020 as information.

Moved:

Seconded:

Item 9.10.6

**Petitions, Delegations and Representations (PDR) Committee
Meeting # 3 – Nov 25, 2020**

MOTION to receive the minutes of the **Petitions, Delegations and Representations (PDR) Committee** Meeting # 3 held on November Nov 25, 2020 as information.

Moved:

Seconded:

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.11.1(a)
Winter 2021 General Election – Referendum Question
Modifying the Universal Group Health Insurance Program

December 17th, 2020

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 \$186 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.

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 \$186 per policy year, and has the potential to increase annually by a maximum of 4%?

Yes**No**

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.11.1(b)
Winter 2021 General Election – Referendum Question
Modifying the Universal Group Health Insurance Program

WHEREAS the CSA/GSA Health & Dental Plan Committee has agreed to ask students whether they prefer an opt-out option for the Universal Group Health Insurance Program ('Universal Health Plan');

WHEREAS the CSA has administered the universal health plan for more than 30 years;

WHEREAS after the Student Choice Initiative, many students and families indicated their concern with the mandatory nature of the health plan when they have alternative coverage;

WHEREAS the Standing Referendum Committee has reviewed and accepted changes to the wording of the question; and

WHEREAS the wording of the question has been agreed upon by all parties within the CSA/GSA Health & Dental Plan Committee and resultantly cannot be amended.

RESOLVED that the CSA Board of Directors ratify the Universal Health Plan referendum question brought forward by the CSA/GSA Health & Dental Plan Committee and as presented by the CSA President at this CSA Board Meeting on January 13, 2021 to be included in the W21 CSA General Election.

Moved: CSA President

Seconded:

WE the STAFF at the UNIVERSITY of GUELPH



BELIEVE in the VALUES of

COMMUNITY

INTEGRITY

INCLUSIVITY

TRUST AND THE

PURSUIT OF EXCELLENCE

OUR VALUES REQUIRE the FOLLOWING BEHAVIOUR:

ESTABLISH an ENVIRONMENT of TRUST THROUGH RESPECT + COOPERATION



FOSTER CONSIDERATE, OPEN, HONEST, + TIMELY

COMMUNICATION

LISTEN + SEEK to UNDERSTAND

RESPECT OPINIONS, FEELINGS, + OBJECTIVES



RECOGNIZE + VALUE

ACCOMPLISHMENTS

SEEK

MUTUALLY BENEFICIAL

OUTCOMES with an ENTHUSIASTIC, CONSTRUCTIVE, + FLEXIBLE ATTITUDE

APPRECIATE + HONOUR

DIVERSITY



EMBRACE

LIFELONG LEARNING



ENCOURAGE

INNOVATION



E-Meetings Summary of Director Feedback

Purpose

To make improvements to the CSA Board Meeting electronic process and enhance the experience for all participants.

Responses are confidential and there is no way to determine who filled out which survey response.

The follow up we promised starts with this summary and will continue as we work with individual Directors to address any concerns or challenges.

Response Rate

Total Respondents: 14

Total Board Members, including Exec and Directors: 26

54% response rate

Question 1

My internet connection on Microsoft Teams is stable nearly all of the time during CSA Board Meetings (i.e. I do not experience a high number of internet interruptions of wifi drops)

Results

- 79% agree or strongly agree that their internet is stable for Microsoft Teams Board Meetings.
- 21% disagree that their internet is stable

Question 1

Feedback

Most respondents agreed that their poor wifi was causing their internet issues; and they attributed this to their rural address, or remote access location, which in most cases, is not possible to improve.

Tips

- Log into Microsoft Teams and Microsoft Forms before the meeting to ensure that you have access to each.
- Log in using your computer or laptop, and your phone or tablet – this has helped some members see the chat and voting links.
- Let your family or roommates know you are in a meeting, and to minimize their streaming during the meeting, which should improve your Microsoft Teams meeting experience.

I can clearly hear the Chair during recent meetings when they speak.

Results

- 86% agreed or strongly agreed that they could clearly hear the Chair at meetings.
- 7% neither disagreed or agreed
- 7% disagreed that they could clearly hear the Chair during meetings.

Question 2

Feedback

One respondent remarked that the Chair's audio is affected from time to time by their internet connection.

Tips

- Headphones and a microphone may assist in keeping meetings private, or communicating with other meeting participants – speak to the Policy & Transition Manager (PTM) if you would like to know your options for obtaining a headset with microphone.
- If you are unable to hear the Chair at any time during a meeting, put up your hand, so their message is repeated. Do this as many times as you need; it's not your fault that the internet has a poor connection, and it's your duty and right to hear the Chair!

I can _____ hear other Board Members during recent meetings when they speak.

Results

- 86% of respondents usually or always can clearly hear other meeting participants during meetings.
- 14% indicated they can hear other meeting participants 'sometimes'.

Question 3

Feedback

A couple of respondents mentioned that the issues are likely due to mics not being close enough to the mouth, or just poor quality.

Tips

- If you are having difficulties consistently hearing the voice of one member, please let the Policy & Transition Manager (PTM) know, and they will follow up to improve their audio.
- If you feel your audio is poor, or you would benefit from a headset with a microphone – contact the Policy & Transition Manager (PTM)
- Check your audio quality and microphone settings on Windows with this YouTube video. Contact the Policy & Transition Manager (PTM) if you would like some assistance with this process.

I am able to keep confidential discussion and information private when participating in a CSA Board Meeting.

Results

- 100% of participants agreed, or strongly agreed that they were able to keep meeting content confidential and private.

Question 4

Feedback

Several respondents recommended using a private room or space, a headset with microphone and earphones, and closing doors to keep confidential meeting content private.

Tips

- Use a headset to keep thing private and confidential.
- Try to find a private space to discuss confidential issues – even if it’s only for the period of time that confidential content is discussed.

Question 5

I have all the necessary equipment and tools to participate in meetings.

Results

- 100% of respondents agreed or strongly agreed that they have the necessary tools and equipment to participate in meetings.

Feedback

One respondent indicated that their poor internet quality was to blame, but there was no alternative to improve internet quality.

Tips

- N/A

Question 6

Please provide any ideas you have that we could consider implementing to make CSA Board Meetings more efficient, and/or could enhance the experience for participants.

Results

- N/A

Feedback

- One respondent recommended using an alternative, quicker method to Microsoft Forms for more routine voting as using Forms does take longer.
- One respondent recommended adding prompting announcements with 'one positive thing that has happened since last meeting', or 'something you are looking forward to'.

Feedback

- Two respondents appreciated having the Microsoft Forms voting links sent prior to the meeting in case the Chat function doesn't work for voting.
- One respondent recommended assisting each member individually (likely recognizing that issues are specific to individuals and not share by everyone)

Feedback

- One respondent recommended that instead of going through each member during announcements and member updates, but rather have interested parties raise their hand to be recognized. This was recommended as the respondent felt that it takes too long to go through each member, when most just waive.

Tips

- Policy & Transition Manager (PTM) to speak with the Chair to see how announcements and general update processes can be made more efficient.

Question 7

Anything else you would like to tell us?

Results

N/A

Feedback

- Most respondents had no more to add.
- Several commended the job everyone is doing and acknowledged that we are doing the best as can be expected with the limitations of online meetings.

Tips

N/A

No wide-spread issues identified; rather specific, individual issues identified (mostly to do with poor internet quality).

PTM to work with the President and Business Manager to assist in equipment and/or improved internet on an individual basis.

If you would like support, please reach out to the PTM asap.

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<u>Revision</u>	<u>Board Approval Date</u>
<u>Section 8.1: Extension of Specific Positions</u> <u>8.1.1. Addition of two positions:</u> <ul style="list-style-type: none"> • <u>FoodBank Volunteer Coordinator</u> • <u>Bike Centre Volunteer Coordinator</u> 	<u>March 11, 2020</u>
<u>Revised 11.0 Vacation and addition of 12.0 PED</u>	<u>Nov 11, 2020?</u>
<u>Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references previous to 2020 AGM.</u>	<u>?</u>
<u>Pete Wobschall, Policy & Transition Manager</u>	
<u>Signature</u>	<u>Date</u>

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by the CSA Board of Directors on April 3, 2019.

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1.0 Preamble

The University of Guelph Central Student Association is an association of the undergraduate students of the University of Guelph, which acts as a central coordinating organization for all undergraduate student activities of a cross campus nature. The CSA is to represent the whole undergraduate student body on political, social and civic issues, within and/or beyond the University campus.

- 1.1 The Central Student Association will employ, when necessary and within the bounds of its approved budget, certain full time, part time and temporary staff, as well as volunteers. This policy's purpose is to provide guidelines for effective, just and harmonious relationships among all the CSA Board, staff, supervisors and volunteers. It outlines the mutual responsibilities and rights of employer and employees.
- 1.2 This policy is to abide by the Ontario Employment Standards Acts and all other relevant federal and provincial legislation, as well as the by-laws and policy of the CSA. Federal and provincial employment legislation shall take priority in the event of any contradictions within this policy.
- 1.3 In keeping with the CSA's stated policy against discrimination as well as with the Ontario Human Rights Code, the CSA will neither practice nor tolerate any prohibited discrimination or harassment in its hiring, office environment, termination or provision of services against any employee or individual, including but not limited to, on the grounds of race, ancestry, colour, ethnic background, citizenship, creed, religious or political affiliation, age, sex, sexual orientation, gender orientation, marital status, family status, status of wealth or physical or mental disability.
- 1.4 This policy shall form part of the contract of employment of each person employed by the CSA and shall be applicable to all persons associated with the CSA where applicable. It shall be provided to each person employed by or associated with the CSA.
- 1.5 The Central Student Association shall at all times use the Employment Equity Hiring Policy whenever staff are hired as per section 4.8 of this policy. Employment Equity is defined as hiring the candidate who falls within a marginalized group, when that candidate is of comparable qualifications to the other most qualified candidates.

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For the purposes of the Employment Equity Hiring Policy, marginalized shall be defined as persons from groups who face systemic barriers to employment including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities and international students.

2.0 Relationships

- 2.1** The Board of Directors of the Central Student Association (referred to as “the Board”) is the employer of all staff of the Central Student Association.
- 2.2** Full and part-time permanent and full and part-time contract staff members of the Central Student Association are to be supervised by a member of the Executive.
- 2.3** In cases where a member of staff is charged with supervising another staff, a member of the Executive will always be responsible for both parties, focusing attention on the party who is in a supervisory role.
- 2.4** If a contract between staff and board contradict this policy, the contract will be seen as overriding this policy.

3.0 CSA Staff

- 3.1** The staff of the CSA consists of elected full time Executive, permanent or renewable-contract employees, contract salaried employees and temporary staff. All of the staff shall abide by, and benefit from, the provisions of this policy, where applicable.

Volunteers ~~and Associate Executives~~, while not considered staff, shall also abide by, and may benefit from, the provisions of this policy, where applicable.

- 3.2** The elected full time Executive currently consists of the President, Vice President Academic, Vice President Student Experience and Vice President External. They are elected to an office term of one year to run from May 1 to April 30 annually.
- 3.3** The permanent and renewable-contract staff of the CSA currently consists of the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Policy & Transition Manager, the Human Resources and Services Manager, the Programmer and the Promotions & Media Assistant.
- 3.4** Part-time contract positions consist of the Bike Centre Coordinators, the Assistant Electoral Officer(s), the Clubs Coordinator, the Clubs Administrative Coordinator, the External Chair, the Board Scribe(s), the Committee Scribe, the FoodBank Coordinators, the Meal Exchange Coordinators, Poster Runners, the SafeWalk Coordinators, the Student Help & Advocacy Centre Coordinators, and

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the Technical Assistant.

- 3.5 The Vice President Academic and Vice President External are responsible for co-supervising the Student Help & Advocacy Centre Coordinators.
- 3.6 The Vice President Student Experience is responsible for supervising the Assistant Electoral Office, the Clubs Coordinator, the Clubs Administrative Coordinator, the SafeWalk Coordinators, and the Bike Centre Coordinators. The Vice President Student Experience shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Manager, along with the President.
- 3.7 The Vice President External is responsible for supervising the Meal Exchange Coordinators, and the FoodBank Coordinators.
- 3.8 The President is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Programmer, and the Technical Assistant. The President shall also supervise the Human Resources and Services Manager and the Policy & Transition Manager.

4.0 Hiring

Hiring for full-time permanent employees, part-time permanent employees, full-time contract employees, and part-time contract employees shall take place according to the following procedures:

- 4.1 Priority for the hiring of part-time employees of the Central Student Association to be as follows:
 - 4.1.1 full or part time undergraduate students
 - 4.1.2 non-students.
- 4.2 The following are the minimum requirements for hiring a vacancy or new position:
 - 4.2.1 Notification of the CSA Board of Directors at least two weeks prior to the projected hiring date.
 - 4.2.2 The striking of a hiring committee at the last Board meeting prior to the close of the job posting period. The hiring committee shall consist of the Office Manager and/or the Policy & Transition Manager and/or at least one member of the Executive; at least one Board member (if no voluntary Board member participation is available, then another member of the Executive may sit on the committee) and a CSA staff member (preferably the outgoing position holder or staff supervisor).

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If felt appropriate by a Hiring Committee Chair, individuals outside the Board, staff and Executive may also be appointed to the hiring committee. Should Board member participation become available after the hiring committee is struck, additional Board members may be appointed at the discretion of the Hiring Committee Chair.

- 4.2.3** Budgetary funds must be available to cover the salary for the position.
- 4.2.4** A job description must be completed and previously approved by the CSA Board. The Executive Supervisor, the Business Manager and the program coordinator shall be responsible for approving any minor / administrative changes to a job description. Any substantive changes will require Board approval. The up-to-date job description will be available to applicants.
- 4.2.5** The job description will include the job title; qualifications required and sought; description of duties; the base salary rate; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement and the immediate supervisor(s). The job description must also include a requirement for the staff member to provide a minimum of three hours of training to their successor in the final two weeks of his/her term.
- 4.2.6** The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that this role is shared between two Executive members, they will co-chair the hiring committee. In the event that the Executive Supervisor is unable to be chair, the Office Manager or the Policy & Transition Manager will be the chair.
- 4.2.7** The Office Manager will be responsible for the oversight of tasks and details consistent among all hiring committees. This may include, but is not limited to, the composition of the committees as per CSA policies and bylaws, ensuring that all interview questions are appropriate, and ensuring that all operations of the hiring committee are in accordance with all relevant CSA policies and bylaws, ensuring that all hiring committee members are properly trained and informed of all relevant policies and bylaws, and ensuring that every committee member is provided with all relevant documentation regarding policies, bylaws, and hiring process information.
- 4.2.8** The Office Manager will be responsible for the co-ordination and operation of the hiring committee. This includes, but is not limited to, scheduling meetings and interviews, and booking interview room space. The Hiring Committee Chair will meet with the committee to appropriately short-list

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candidates, draft interview questions, reply to successful candidates, and prepare the Hiring Committee report as per 4.4, ultimately for the consideration of the Board of Directors.

4.2.9 It remains the responsibility of the Office Manager to ensure all hiring takes place within the framework of all applicable CSA Bylaws and Policies.

4.2.10 The Office Manager and Policy & Transition Manager will be a resource to all hiring committee members, including committee chairs, and ultimately will be responsible for providing information, training and documents for all hiring committee members for support in this process. This may include, but is not limited to, providing materials and information on relevant policies and by-laws, information regarding the processes of other hiring committees, and information regarding appropriate human resources practices.

4.3 All above employment vacancies are to be advertised for two weeks before the application period is closed. The following are the minimum requirements for advertising job vacancies:

4.3.1 Job descriptions must be posted on the CSA website and thecannon.ca when the application period opens.

4.3.2 During the Winter Semester, the Office Manager and Policy & Transition Manager will provide a CSA Job Information table in the UC Courtyard for two days during the week preceding the application period opening and during the application period.

4.3.3 During the Winter Semester, the CSA President will send a mass email to all Undergraduate students advertising CSA job vacancies, CSA hiring policies, and the time and date of the hiring period. This e-mail will be sent during the week preceding the application process opening.

4.3.4 Job vacancies will be advertised to all CSA clubs and campus organizations, especially those that are mainly composed of members of marginalized communities, for example: the Centre for Students with Disabilities, the Aboriginal Students' Association, the Guelph Black Students Association, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, International Student Organization, Ontario Public Interest Research Group, and the CSA Accessibility Working Group.

4.3.5 Throughout the year, the Clubs Coordinator and the Vice President

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Student Experience shall be responsible for conducting outreach to and soliciting applications from members from CSA clubs and organizations. During the summer, each year, these individuals will present a plan to the CSA Executive describing how they intend to outreach to clubs and organizations. Presentations to clubs and organizations must outline the CSA's hiring process, and advertise job vacancies and the job vacancies application period and process. Emphasis must be placed on the importance of the CSA's Employment Equity policies and process.

4.3.6 During the Winter Semester, leaflets and posters advertising CSA job vacancies must be distributed by the Clubs Coordinator to all clubs and organizations. These posters must also be distributed through the CSA poster run the week preceding the application period opening.

4.4 All above employment vacancies are to be filled only by a committee duly appointed by the Board. Each hiring committee shall be composed of at least one CSA Executive member, at least one Board member and one staff member (may or may not be previous holder of the position). At the conclusion of its duties, the hiring committee shall present a report to the Office Manager which includes the person recommended for the position, the number of applicants interviewed and the type and length of advertising. All new staff must be ratified by the CSA Board before commencing employment.

The CSA Board shall not ratify any new staff for positions where there is an outstanding grievance filed in connection with the hiring process. The names of and discussions with or about any other candidates shall remain strictly confidential. The hiring committee shall meet to conduct short-listing within one week after the close of the posting period, and to complete interviews within two weeks after the close of the posting period. Recommendations for hiring shall be presented at the end of these two weeks. All efforts shall be made to have the entire hiring process completed before the commencement of the winter examination period.

4.5 When hiring new employees, the emphasis should be to view the position as one in which specific experience can be gained.

4.6 Internal CSA applicants will be considered equally with other applicants and will take priority only if they and the other applicant appear to be equal in qualifications, as an internal candidate's prior knowledge of and experience with the CSA are legitimate factors in selecting a candidate.

4.7 No CSA part-time contract employee shall work more than an average of 15 hours per week if they hold more than one contract with the CSA, unless there is an overlap between a position that ends September 30 and another position that

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starts September 1. If the candidate has applied for one or more jobs at the CSA, the candidate has the right to withhold their acceptance of an offer until they have heard from other CSA hiring committees.

- 4.8** The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The following is an outline of the steps taken in this process:

- 4.8.1** Advertisement for these positions shall be carried out in accordance with Section 4.3.
- 4.8.2** All applicants are encouraged to complete an electronic Employment Equity Form during the application process. The CSA Office Manager will keep the forms on file.
- 4.8.3** In selecting successful applicants, hiring committees shall apply the principle of merit while striving to ensure that those selected represent the diversity of the university community. In addition, hiring committees will carry out responsibilities in accordance with Section 4.4.
- 4.8.4** Following the conclusion of the hiring procedures, for year-to-year comparative purposes, aggregate data derived from the Employment Equity Forms will be retained by the CSA. Upon completion of the annual hiring processes, all Employment Equity Forms will be destroyed.

- 4.9** Every effort will be made to make the application process accessible to applicants with disabilities. Applicants who may require accommodations during the application process, must contact the Office Manager to make appropriate arrangements in advance.
- 4.10** All candidates who are offered a position shall confirm their acceptance by signing a document that includes the job title, the base salary rate, the date of commencement of employment and the term of employment. If the candidate selected for a position refuses the job offer, selection shall devolve to the second choice. In the case of a second choice being unavailable or at the discretion of the Hiring Committee unacceptable, the hiring process shall be re-initiated.
- 4.11** If an applicant has an issue with the hiring process under this policy, they may file a complaint under the Complaint Resolution and Grievance Procedure, Policy 13.0. Any grievance filed by an unsuccessful candidate must be submitted to the President within seven days of receipt of notification that they were not hired.

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5.0 Orientation and Training

The purpose of orientation of new staff is to introduce them to the goals of the CSA; to ensure that they have grasped and are comfortable with all of their new duties, responsibilities and privileges; to ensure that they have received adequate training and job preparation; and to ensure that they are properly and happily integrated into the CSA environment.

- 5.1 The package to be given to all new staff shall include, at the minimum; a copy of this policy; a copy of their contract when applicable; a job description of the position; a copy of the CSA's by-laws or constitution, and applicable Manual of Operations when available.
- 5.2 Pursuant to their job descriptions, outgoing staff members shall be actively involved in the training of their successor. Incoming staff members shall receive an honorarium, as determined by the CSA Human Resources & Services Manager, for mandatory training with their respective outgoing staff members in the final two weeks of their contracts. The outgoing and incoming staff members shall meet for a minimum of three hours during this period. Additionally, the immediate supervisor, and when possible the CSA Human Resources & Services Manager, shall keep close watch of the new employee during the initial weeks of employment.
- 5.3 It is the responsibility of the immediate supervisor of new staff members, and whenever possible, **the Human Resources & Services Manager**, to monitor the progress of new staff members and to provide feedback to him/her them within the first three weeks of employment.
- 5.4 The Policy & Transition Manager shall ensure that a Manual of Operations for each area under the supervision of the Executive is prepared and updated regularly
- 5.5 The Executive Committee, under the leadership of the President, shall develop an annual training plan to ensure all new staff, Board Members and Executive receive a proper orientation and sufficient training to be able to successfully carry out their responsibilities.
- 5.6 The **Human Resources & Services Manager** and President will designate one training day each semester. All staff members must attend the training day which is closest to their contract start date. This day will be held within the first three weeks of the fall semester. This training day will include an anti-oppression workshop, a student risk management workshop, a Business Office workshop, a Front Office workshop and any other training sessions as deemed necessary by the Executive. This training day will be developed during the summer, and

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incoming staff will be notified of each training day at least one month in advance.

- 5.7** The President shall recommend a discretionary training budget amount to enable professional development training to take place whenever possible and practical. Professional development training shall take place when opportune.

Reimbursement for job-related seminars or courses shall be approved in advance by the President; shall be contingent on funding availability and budgetary allocations, as well as by the successful (as determined by the President) completion of the seminar or course.

6.0 Contracts and Personal Records

- 6.1** Every staff member shall have a personal records file maintained for them. There shall be only one file per employee which shall be held by the Human Resources & Services Manager and/or Policy & Transition Manager. These files shall only be used for the legitimate purposes relating to employment, such as performance evaluation, pay increases, disciplinary action, contract renewal or rehiring, and may only be viewed by the employee, Human Resources & Services Manager or confidentially by members of specially appointed Board of Directors Committees. Files shall be kept in a secure place and updated when necessary.
- 6.2** The standard contents of each file shall be: Employee's resume; job description; offer of employment; letter of acceptance or employment agreement; personal information relevant to health and/or emergencies; record of time (vacation, lieu-time, leaves of absences, etc.); documents pertinent to employee performance.
- 6.3** In order for information in the file to be used for purposes outside of organization business, the employee must give written consent. Staff members may view their files upon request. Any staff member may add to his/her file any documents which he/she wishes.
- 6.4** Employees' personal records shall be kept confidentially by the CSA for a term of five years after the employment ends, and then destroyed.

7.0 Amendments to Staff Contracts

From time to time, the CSA may find the need to amend a staff contract after an individual has been hired for a position. Any aspects may be amended as necessary, whether it is the date of employment, change in hours, rate of pay, job description, etc.

It is recognized that a person's employment is part of their livelihood, and changes to their employment should be handled with expediency, and with the proper

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consultation.

- 7.1** Amendments to a staff contract must be handled via the following procedure:
- 7.1.1** A meeting is to be set up between a staff member and an Executive supervisor and may be called by either individual. This meeting shall be to draft a proposal for what changes should be made to the staff member's contract. If necessary, more than one meeting may be set up.
- 7.1.2** The supervisor will set up a meeting with his/herself, the staff member and the Human Resources & Services Manager. At this time, the proposal agreed upon by the staff and supervisor shall be presented to the Human Resources & Services Manager, who will then ask any questions necessary.
- 7.1.3** The Human Resources & Services Manager will, as often as necessary, perform any research needed to verify the necessity and the drawbacks of approving the proposal, then reconvene another meeting, if necessary.
- 7.1.4** At such a time where an agreement is met by all parties involved, an amended job contract will be drafted, and signed by the President, the staff and their supervisor, at which point the changes become binding.
- 7.2** For any changes to staff contracts that would increase the total pay of an employee, funds must be available within the CSA to cover these increases, as determined by the President. If these funds are not available, the matter shall be referred to the Finance Committee, and if necessary, the Board of Directors.
- 7.3** Changes made in this fashion may or may not set a precedent for future job postings. The determination of whether the changes made will have an impact on future job postings can be made by the Human Resources & Services Manager.

8.0 Extension of Staff Contracts *[Former Section 11.0]*

Preamble

It is recognized that certain support staff positions at the CSA have an impact on the overall operations and functioning of the organization. These positions require a significant amount of time for the organization, specifically Executive and supervising staff, as well as the employee for training, skill development, and sustaining a specific level of operational capacity. In these situations, it would benefit the CSA to have an employee, upon favourable evaluation, remain in their position for longer than a one-year term. In addition, it provides the employee with the opportunity to apply their training and develop their skills

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for a longer period of time. This benefits the organization and the employee.

8.1 Extension of Specific Positions ~~{Operational}~~

8.1.1 Part-time support staff members who hold a fixed-term contract may have their contract extended. These part-time support staff member positions are: Assistant Returning Officer, Board Chair, Board Scribe, Chief Returning Officer, Front Office Assistant(s), SERM Coordinator, Poster Runners, FoodBank Volunteer Coordinator, and Bike Centre Volunteer Coordinator. *[Revised May 19, 2020 from Board Meeting March 11, 2020]*

8.1.2 Contract extensions may be approved based on positive performance reviews:

8.1.2.1 ~~D~~uring the regular evaluation period (probation), and

~~6.1.4-8.1.2.2~~ ~~2~~ prior to the hiring period as well as a recommendation from the Executive supervisor.

8.2 Extension of Part-Time Staff Contracts Hired Mid-Term

If any part-time fixed-term contract employee has been hired mid-term, the contract may be extended by 12 months on May 1, pending a favourable evaluation from the Executive supervisor.

9.0 Staff Evaluation

9.1 The focus of the staff evaluation process is on employee development. It is intended to be an opportunity to review performance against pre-determined performance standards and to set action plans that will promote employee development and improved performance.

9.2 During the first two weeks of employment, the Human Resources & Services Manager will co-ordinate the distribution of the staff evaluation form to each staff member. Staff members will fill out applicable sections of the form and submit the form to the Human Resources & Services Manager. The Human Resources & Services Manager will ensure that all staff evaluations are completed within the three-month probationary period.

9.3 Staff evaluation forms must be completed and received by the respective supervisors by the end of January. All staff evaluations will be reviewed by the Human Resources & Services Manager and Policy & Transition Manager, who may endorse the recommendations of the supervisor, or make additional recommendations as he/she sees fit.

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9.4 Two copies of the evaluation and any arising recommendations are to be made. One is to be given to the employee, and the other to remain in the employee's Personal Record.

10.0 Salary and Benefits [~~Former Section 16.0~~]

10.1 Salary ranges and individual rates of pay for each CSA position shall be determined in accordance with the budget limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained according to the directives of the province of Ontario.

10.2 The Staff Representatives and the CSA Finance Committee shall meet annually during the setting of the following year's budget in order to discuss and make recommendations for global percentage salary increases, which shall take effect at the beginning of the following fiscal year or at the filling of any position by a new employee.

10.3 Individual salary increases over and above the annual global percentage increase may be granted in circumstances where the employee's performance demonstrably merits such action. It is the employee's immediate supervisor's responsibility to make a recommendation for a salary increase to the Executive Committee. The recommendation must be supported by written justification including the employee's performance evaluation. All such increases are to be within the set salary range of each position unless significant changes in the job description have taken place.

10.4 Benefits for full-time contract and full-and-part-time permanent staff include transportation subsidies (e.g. parking stickers for staff who regularly drive to the university in their own vehicle); access to Health Plan coverage; legislated benefits including Unemployment Insurance and Canada Pension Plan.

10.5 Salary payment will be made bi-weekly with appropriate tax, EI and CPP deductions.

10.6 Permanent full-time permanent part-time, full-time contract employees, as well as the elected Executives are eligible for a lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:

1-2	years of service	3%
3-4	years of service	4%
5-6	years of service	5%
7-8	years of service	6%
9-10	years of service	7%

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11-12	years of service	8%
13-14	years of service	9%
+15	years of service	10%

10.7 In the event that CSA part-time contract positions are not filled by students eligible for the student health and dental plans, they shall be eligible for the employee health plan and shall be notified accordingly.

11.0 Vacation

11.1 The Central Student Association (CSA) understands and values the importance of personal time off for all staff. Vacations are time away from work and are meant to promote health and wellbeing. All staff are required to take their full annual allotment of vacation days.

11.1.1 Part-time employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays.

11.1.2 Full-time employees will accumulate vacation days according to the following schedule for completed years of service:

<u>Years of Service</u>	<u>Vacation Time</u>	<u>Vacation Pay</u>
<u>< 1 year</u>	<u>=</u>	<u>4%</u>
<u>1 - 5 years</u>	<u>10 days</u>	<u>4%</u>
<u>6 - 10 years</u>	<u>15 days</u>	<u>6%</u>
<u>11 - 15 years</u>	<u>20 days</u>	<u>8%</u>
<u>16 + years</u>	<u>25 days</u>	<u>10%</u>
<u>All vacation time and pay will be pro-rated to your start date</u>		

11.1.3 When a salaried staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.

11.1.4 Vacation days 2 days or less:

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- i. Must be communicated to the Business Manager and the President.
- ii. Employee required to update their personal calendar and the CSA Attendance Calendar.

11.1.5 Vacation days greater than 2 consecutive days:

- i. Should be requested by May 31st of each fiscal year.
- ii. Require a Vacation Request Form to be completed and submitted for approval to the Business Manager prior to taking vacation.
- iii. Will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met.
- iv. Will be documented and recorded on the employee's Time Log Summary by the Business Manager.
- v. Employee required to update their personal calendar and the CSA Attendance Calendar.

11.1.6 When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken.

11.1.7 Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year.

11.2 The following Statutory Holidays are paid days off:

Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday.

In addition to the above noted Statutory Holidays, the President may, at their discretion, schedule additional paid days off.

12.0 Personal Emergency Leave Days (PED)

12.1 The Employment Standards Act provides 8 unpaid leave days per calendar year that cannot be carried forward. The CSA offers a greater benefit by providing all full time staff with 10 paid personal emergency leave days (PED), pro-rated when applicable.

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Formatting, tracker, vacation, PED

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12.2 Unused PED may not be carried forward into the next fiscal year and will not be paid out.

12.3 Reporting of Personal Emergency Days

12.3.1 PEDs must be communicated as soon as possible to the Business Manager and the President.

12.3.2 PEDs must be recorded by the employee on their personal calendar and on the CSA Attendance Calendar.

12.3.3 In emergency circumstances, the Business Manager or President may be required to update the employee's personal calendar and the CSA Attendance Calendar.

12.3.4 The Business Manager will record all PED's on the employee's Time Log Summary.

12.4 Qualifiers for Personal Emergency Days include, but are not limited to:

12.4.1 A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member.

12.4.2 Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements.

12.4.3 Bereavement.

12.4.4 Supporting documentation can be requested by the President and/or the Business Manager to substantiate a PED that extends past two business days.

~~11.0 Vacation and Leaves of Absence [Former Section 17.0]~~

~~11.1 Part-time salaried employees will normally receive 4% of their regular rate of pay as vacation pay, which shall be received on designated paydays.~~

~~11.2 Full-time employees will accumulate vacation days according to the following schedule for completed years of service:~~

~~4 year of service 40 working days or 4.0% vacation pay~~

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3	years of service	11	working days	or 4.4%	vacation pay
5	years of service	12	working days	or 4.8%	vacation pay
7	years of service	13	working days	or 5.2%	vacation pay
9	years of service	14	working days	or 5.6%	vacation pay
11	years of service	15	working days	or 6.0%	vacation pay
13	years of service	16	working days	or 6.4%	vacation pay
15	years of service	17	working days	or 6.4%	vacation pay
17	years of service	18	working days	or 7.2%	vacation pay
19	years of service	19	working days	or 7.6%	vacation pay
+20	years of service	20	working days	or 8.0%	vacation pay

~~These vacation days must be taken during the 12-month period or they will be forfeited. Vacation periods are not cumulative from year to year. If vacation days are not taken, then accrued vacation pay will be paid on the last pay cheque of the fiscal year.~~

- ~~11.3~~ When a salaried staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.
- ~~11.4~~ Notification of vacations to be taken by employees must be received two weeks in advance in order to ensure that CSA operations are maintained.
- ~~11.5~~ Any additional vacation periods shall be taken at the discretion of the Executive Committee and shall be unpaid.
- ~~11.6~~ Paid sick days and compassionate leaves of absence are available to full time employees at the rate of one day per month to a maximum of ten paid working days. Additional leaves of absence due to sickness or compassionate reasons will be unpaid. Sick days/compassionate leave days are not cumulative from year to year.
- ~~11.7~~ The following days are considered paid holidays: Public holidays: Victoria Day (May 24), Canada Day, August Civic Holiday (first Monday in August), Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday.

~~At the discretion of the Executive Committee, additional time off (e.g. at Christmas) may be provided. Additional paid holidays may also be determined by the Executive Committee which may include religious holidays of obligation.~~

12.013.0 Overtime

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12.413.1 Overtime taken by employees shall be compensated for by equivalent time off.

12.213.2 Any overtime hours exceeding seven (7) hours in one pay period must receive prior approval from the President and should only occur in exceptional situations.

12.313.3 A staff member wishing to work less than seven (7) hours overtime, must receive prior approval from their Executive supervisor.

12.413.4 If an employee works over 44 hours, after receiving prior approval, in a week then overtime shall be paid at a rate of time and a half. However, an employee may choose to take time in lieu instead of receiving overtime pay

12.513.5 Consideration for time in lieu, or time off, to compensate for overtime must be made by the staff member and the President and Human Resources & Services Manager in order that sufficient notice may be given to appropriate personnel.

13.014.0 Staff Communications [~~Former Section 12.0~~]

13.114.1 The CSA encourages open and regular communication between staff, Executive and Board members, and welcomes requests for information and suggestions on how communication may be improved on an ongoing basis.

13.214.2 The CSA Permanent Staff and Bullring Manager shall be invited to Executive Committee meetings as non-voting guests for the purpose of increasing the lines of communication and coordinating CSA events. This discussion shall be scheduled first on the agenda and coincide with targeted periods of activity. Examples would include, but not be limited to: Survival Guide distribution, fall orientation, homecoming, significant live events, elections, hiring and Days of Action. The President shall be responsible for making the determination and notifying the above noted staff members.

13.314.3 The CSA staff and Executive Committee shall meet regularly during paid office hours; or if the meeting is held outside of regular hours, the time taken to conduct such a meeting shall be construed as overtime and shall be compensated for as in Section 17.

13.414.4 The purpose of staff meetings shall be to discuss the activities and operations of the CSA; to maintain the lines of communication between the staff and Executive committee; to bring to the attention of the staff any issues that affect the CSA as a whole; to bring to the attention of the Executive and/or other

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staff any general staff issues that should be discussed.

13.514.5 Staff meetings shall occur at least once every four weeks; and preferably at least every two weeks. The CSA is mandated to close the office in the event of a staff meeting.

14.015.0 Progressive Discipline Process ~~[Former Section 7.0]~~

We want all our employees to succeed in their jobs. Some issues or disagreements can easily be resolved by speaking with your supervisor.

Corrective action is designed so you will have an opportunity to learn what the CSA requirements are and have a chance to correct the problem. If there is a problem with your performance or conduct, a member of the Human Resources Support Team will act in an advisory capacity for the supervisor.

The Progressive Discipline process outlined below will be followed, depending on severity.

14.115.1 Counselling

If there has been a problem with performance or conduct, your supervisor will discuss it with you. This is the time to make sure you understand exactly what went wrong and how to keep it from happening again. Your supervisor will make a note in your employee file about what you discussed in the counselling session.

14.215.2 Verbal Warning

If a problem recurs, your supervisor will discuss it with you again. The consequences of further recurrence will be explained to you at this point. Your supervisor will make a note in your employee file about what you discussed in the verbal warning and expectations going forward.

14.315.3 Written Warning(s)

If a problem recurs, your supervisor will discuss it with you again and put a formal written warning in your employee file. The written warning, signed by both you and your supervisor, will record what happened; how you should correct the problem; what the next disciplinary stage will be if the problem is not corrected; and any comments you would like to include.

14.415.4 Suspension

After the written warning(s), if your conduct or performance continues to be unacceptable, you will be suspended from work without pay. The length of the suspension will depend on the seriousness of the problems (one day, three day,

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or five day). You will be warned that if you do not correct the problem, you will be terminated for just cause, without further notice.

14.515.5 Termination

You will be terminated for just cause and without further notice if unacceptable performance or conduct continues after you return from suspension.

The stages of progressive discipline exist to help you correct any difficulties you are having on the job. However, if a serious incident occurs, such as one that threatens the safety of employees or our operations, the CSA may skip stages in the progressive disciplinary process and move directly to written warnings, suspensions and/or termination without the need for prior disciplinary action. Counselling notes, warnings or suspensions will remain active in your file for three years, unless further incidents occur.

15.016.0 Complaint Resolution ~~[Revised]~~

It is the desire of the CSA to have a harmonious relationship with all employees. Any Executive member, Board member, staff member, volunteer or job applicant who feels they have just cause for a complaint is encouraged to seek resolution under this procedure at the earliest possible time.

The Complaint Resolution Procedure is intended to provide a fair and equitable means of addressing problems or disputes that may occur. A Human Resources Support Team is in place to ensure fair, consistent procedures are in place for all CSA members.

15.116.1 Human Resources (HR) Support Team

The Human Resources Support Team is charged with the responsibility of providing HR support to all CSA and CSA Bullring employees, volunteers, Executive and Directors. This support includes requisite guidance to all Supervisors, including Executive Supervisors, who initiate the Progressive Discipline Process. The HR Support Team consists of the Business Manager, the Office Manager and the Bullring General Manager (GM).

Members of the HR Support Team are required to work in consultation and collaboration with the appointed external HR consultant(s).

15.1.116.1.1 Members of the HR Support Team are required to be trained in anti-oppression, inclusivity, conflict resolution, investigatory processes, HR compliance and applicable legislation training.

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- 15.1.216.1.2** The HR Support Team is permitted to seek advice from outside legal counsel.
- 15.1.316.1.3** Only one member of the HR Support Team will serve as the first point of contact for individuals seeking HR support.
- 15.1.416.1.4** HR Support Team members may seek advice from another member of the HR Support team.
- 15.1.516.1.5** The Bullring GM is the first point of contact for Bullring HR complaints. However, in the event a complaint is made against the Bullring GM, the complaint will be referred to one of the other team members.
- 15.1.616.1.6** The Business Manager or the Office Manager is the first point of contact for all non-Bullring HR complaints. In the event a complaint is made against one or both CSA Managers, the complaint may be referred to the Bullring GM.
- 15.1.716.1.7** Should a supervisor deem it necessary to initiate the Progressive Discipline Process, a member of the HR Support Team must support and provide guidance throughout the entirety of the process.
- 15.1.816.1.8** Newly-hired employees who require an Accommodation Plan will be directed to a member of the HR Support Team who will, in turn, work with the new hire to create an appropriate plan. The HR Support Team member is responsible for communicating the details of the Accommodation Plan to the Executive Supervisor and the Immediate Supervisor/Team Leader, when possible, prior to the start date.

15.2 Complaint Resolution Procedure

- 15.2.1** CSA members are encouraged to first try to resolve their complaint directly with the person with whom they have an issue.
- 15.2.2** If there is a complaint that cannot be resolved directly, the complainant is encouraged to bring their concerns forward to the appropriate member of the HR Support Team to request a meeting.
- 15.2.3** The HR Support Team Member will set up a meeting within five (5) working days. During the meeting, the HR Support Team Member will ask for details regarding the concern and how the complainant would like to proceed. The HR Support Team Member will discuss options on how

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to move forward in a positive and constructive manner.

- 15.2.4** The HR Support Team Member will track the resolution process over a period of time with the complainant. If a resolution is not found, the HR Support Team Member will contact the external CSA HR Consultant for advice and support on next steps. Final decisions regarding resolutions will be made together by the President and the investigating HR Support Team Member.

16.017.0 Workplace Harassment and Violence Policy ~~[Former Section 25.0]~~

The Central Student Association (CSA) is committed to providing a workplace in which all employees are treated with respect and dignity. The purpose of this policy and program is to prevent workplace harassment and violence and to provide and maintain a professional working environment for all.

Any Executive member, Board member, staff member, volunteer or job applicant who feel they have just cause for a complaint is encouraged to seek resolution under this policy at the earliest possible time.

This policy also applies to situations in which you feel you have been harassed or encountered a violent situation in the workplace from individuals who are not employees of the CSA, such as customers and/or members of the public. The available outcome, however, may be constrained by the situation.

Workplace Harassment and Violence may occur in a variety of different locations in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace, work-related travel
- telephone, e-mail, other communications, or any work-related social event whether it is CSA sponsored or not.

16.1. Workplace Harassment and Violence Program

It is our mutual responsibility to ensure that we create and maintain a harassment-free and violence-free workplace, and address violence and/or the threat of violence from all possible sources.

The CSA will do its part by not tolerating or condoning discrimination, harassment, or violence in the workplace. This includes making everyone in our organization aware of what behavior is and is not appropriate, assessing the risk

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of workplace violence, investigating complaints, and imposing suitable corrective measures.

The CSA has the following measures in place:

- doors are locked when the office is closed, keyed entrance/exit only
- a system for quick communication via telephone and computer
- managers in the office are readily accessible
- an employee who comes into work outside of normal office hours will provide prior notice to their manager of when they will be at the office
- staff are not scheduled to work alone during an event.

Employees who anticipate or fear a possible risk of violence in the workplace have the right to refuse to perform work as outlined under the Occupational Health and Safety Act.

The CSA encourages employees to bring forward suggestions for further workplace violence prevention measures. Employees with suggestions for further input should report the same to a member of the HR Support Team or a member of the Joint Health and Safety Committee (JHSC).

Management is expected to adhere to this policy, support the workplace violence program and ensure that the measures outlined in it are followed. Managers are responsible for responding to employee concerns, for taking reasonable precautions and for instructing employees in measures to protect employees.

Employees are expected to adhere to this policy and to support the workplace violence program. This includes reporting incidents of threatening or violent behaviour whatever the source. Employees are not to engage in any behaviours that contravene this policy. Doing so, or making false accusations of violence, may be cause for disciplinary action, up to and including dismissal.

16.217.2 Ontario Occupational Health & Safety Act (OHSA) Definitions

16.2.17.2.1 Workplace Harassment and Bullying

The OHSA defines workplace harassment and bullying as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- an aggressive behavior of harassment or violence, usually directed towards one person.

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Workplace harassment and bullying may have some or all of the following components:

- vulgar and/or aggressive language
- intimidates, isolates, or discriminates against someone
- hostile, abusive, or inappropriate
- generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- affects the person's dignity or psychological integrity
- results in a poisoned work environment.

Some examples of workplace harassment and bullying are:

- verbally abusive behaviour, such as yelling, insults, ridicule, and name calling, including remarks, jokes, or innuendoes that demean, ridicule, intimidate, or offend
- workplace pranks, vandalism, bullying, gossip, hazing and humiliation
- excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings
- offensive or intimidating telephone calls or e-mails.

Harassing comments or conduct can make the environment a hostile or uncomfortable place to work even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is a form of harassment.

A poisoned work environment may include:

- deliberately excluding or socially isolating another individual from the team
- displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers
- distributing offensive e-mail messages or attachments, such as pictures or video files
- practical jokes that embarrass or insult someone
- jokes or insults that are offensive, racist or discriminatory in nature.

What Does Not Constitute Workplace Harassment and Bullying

Workplace harassment should not be confused with legitimate, normal workplace conflict or differences of opinion between individuals or reasonable management

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actions, including, but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting reasonable documents in support of an absence from work.

16.2-217.2.2 Workplace Sexual Harassment

The Occupational Health & Safety Act defines workplace sexual harassment as:

- engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome
- conduct or comments of a sexual nature that the recipient does not welcome or that offend them.

Some examples of workplace sexual harassment are:

- sexual advances, demands or leering (persistent sexual staring) that the recipient does not welcome or want
- displaying or distributing sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- sexually suggestive or obscene comments or gestures or unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, clothing, or sex
- persistent, unwanted attention after a consensual relationship ends
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- sexual assault.

16.2-317.2.3 Workplace Discriminatory Harassment

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Workplace discriminatory harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code* which the recipient does not welcome or that offends them.

Some examples of discriminatory harassment include:

- offensive comments, jokes, or behaviour that disparage or ridicule a person's membership in one of the protected grounds
- imitating a person's accent, speech, or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

The Test of Harassment

It does not matter whether you intended to offend someone; the test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the recipient.

16-2-417.2.4 Workplace Violence

At the CSA, we are committed to the prevention of any type of violence that may occur in the workplace that endangers or threatens the safety of our employees. We will take every reasonable precaution to protect our employees from workplace violence from all sources. Violent or threatening behaviour is unacceptable from anyone. All Executive members, Board members, staff members and volunteers are expected to participate in the prevention of workplace violence.

The Occupational Health & Safety Act defines workplace violence as:

- the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee
- an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

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Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening e-mails
- stalking someone
- physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, throwing objects, physically restraining someone, or any other form of physical or sexual assault.

16.2.5. Domestic Violence

Where an employee becomes aware that they themselves or another employee may be subject to domestic violence that could expose the person to physical or psychological injury in the workplace or otherwise, the employee should report this concern to a member of the Human Resources Support Team (Bullring General Manager, CSA Business Manager or CSA Office Manager). In conjunction with the employee, the CSA will take reasonable steps to investigate the concern and provide support and protection.

Measures may include:

- screening calls and blocking specific e-mail addresses
- providing an escort to your vehicle or public transit
- adjusting work hours or location
- adding security measures
- providing contact information for support groups and other outside agencies
- contacting police.

16.3.17.3 Reporting and Investigation of a Complaint or Incident

16.3.17.3.1 Reporting a Complaint or Incident

An employee who receives a threat, is the victim of a violent or harassing act, or who witnesses a violent or harassing act against another employee is to report the incident or complaint to their supervisor, who will in turn, immediately inform the CSA Business Manager. If the complaint involves the supervisor, employees shall contact the CSA Business Manager directly. Should the CSA Business

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Manager be involved in the complaint or incident, the supervisor shall immediately inform the CSA Office Manager.

Reports may be in person, by telephone, e-mail or in writing and must include:

- the date, time and location
- details of the threat or violent act
- names of the alleged perpetrators (if known) and the names of any witnesses.

The CSA Business Manager (or designate) shall take immediate steps to investigate the complaint and address the incident if it is ongoing. In collaboration with the CSA external HR Consultant and if warranted, the CSA will advise the police.

16.3.217.3.2 Investigation Procedure

The CSA Business Manager (or designate) is appointed as 'the Investigator' and will work with the retained external HR Consultant or an impartial third-party investigator. In the event the CSA Business Manager is unavailable or involved in the incident, the complaint shall be directed to the CSA Office Manager who will be the Investigator as per the procedure set out below. Members of the HR Support Team can seek advice and support from each other as needed.

In incidents of harassment, actual or attempted physical violence, or threats, the following is the investigation procedure that the CSA will follow:

1. The complainant will advise their supervisor, who will immediately notify the Investigator of the incident (as outlined in "Reporting a Complaint or Incident" Section).
2. As soon as possible, the Investigator will meet with the complainant to review the complaint, confirm the facts and advise the complainant of the process for conducting a formal investigation. At this point, the Investigator and the complainant may consider an informal process to resolve the issue or decide to proceed with a formal investigation.
3. In either case, the Investigator will make notes about the event based on the complainant's statements and the complainant will be given the opportunity to review the notes and respond via email or in writing that the details are accurate. If an information process is decided upon, the Investigator will document the resolution and get written approval from the complainant. This documentation will be placed in a confidential and secure HR file.

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4. If a formal investigation is warranted, the Investigator will advise the person against whom the complaint was made ('respondent') of the complaint and will meet with the respondent to discuss the matter. The respondent will have the opportunity to put forward their understanding of the events and the names of witnesses, if any. The Investigator will make notes and the respondent will have the opportunity to review the notes and affix their signature to indicate accuracy.
5. If there are facts in dispute or additional information is required to make a fair assessment, the Investigator will interview witnesses. The Investigator will prepare notes based on those interviews and the witness(s) will review and sign to indicate accuracy. Any material evidence related to the incident such as e-mails, voice mails, and/or video recordings, will be collected by the Investigator to review.
6. Once the investigation is complete, the Investigator will prepare a written report of the facts in collaboration with the external HR Consultant. This written report will be presented to the President. If the complaint is made about the President, the Investigator will meet with a Member of the Board as appointed by the Board of Directors.
7. The final resolution of the complaint will be made in consensus with the CSA Business Manager (or delegate), President (or delegate), and the external HR Consultant. Both the complainant and the respondent will be notified of the results of the investigation and any corrective action to be taken.
8. Complaints and notes of investigation(s) are to be stored separate from employee records. These confidential documents are to be stored in a locked, secured file in the Business Manager's office for a period of five years.

Confidentiality will be reinforced to all parties of the investigation and by the Investigator such that personal information will not be disclosed except to the extent that it is necessary for the purposes of completing the investigation. All parties are expected to keep confidential, their knowledge of and involvement in the matter and to treat all others involved with respect.

The CSA reminds all employees that reprisals against any employee for making a complaint or for participating in an investigation will not be tolerated. Likewise, the use of this policy for improper purposes will not be tolerated. If an employee is found to have made an intentionally false complaint, the employee will be subject to disciplinary action up to and including dismissal.

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17.018.0 Respect in the Workplace ~~{Former Section 26.0}~~

The CSA is committed to maintaining an open and fair working anti-oppressive environment for each individual involved in the CSA, consistent with the exercise of free speech and with enjoyment of social relationships which are normal part of life. Central to this commitment is the belief that it is the right of each CSA Executive member, Board member, staff member and volunteer to work in an environment free from harassment and discrimination and where each individual is treated with respect.

Every CSA member and volunteer has equal access to the rights and protections provided under this policy, as well as, the Human Rights Policy for the University of Guelph and the Workplace Harassment and Violence Policy.

18.019.0 Environmental Health and Safety Policy Statement ~~{Former Section 22.0}~~

The Central Student Association (CSA) is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe workspaces. The CSA endeavors to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety.

The CSA takes all reasonable steps to acquaint its employees with their right and duties in the workplace and applicable regulations and procedures for protecting their health and safety. Where appropriate, the CSA establishes policies and programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, training and health and safety committee involvement.

All individuals shall protect their own health and safety by complying with prevailing regulations and standards and with safe practices and procedures established by the CSA. Employees must report any incidents, health hazards and unsafe conditions or practices to supervisory staff for corrective action.

It is a primary duty of all staff who are supervisors, as defined under the Occupational Health and Safety Act, to ensure that any persons under their direction are made aware of and comply with all applicable health and safety policies and procedures. They are responsible for ensuring that all aspects of the workplace, are safe and that any risks, hazards, and safety violations drawn to their attention are investigated and corrected promptly.

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The CSA acknowledges a responsibility for and a commitment to protection of the environment on a continuous improvement basis by applying the principles of the Environmental Protection Act, R.S.O. 1990 and prescribed regulations as a minimum standard by which to manage CSA operations. The CSA is committed to the conservation and improvement of the environment by minimizing environmental impacts arising from its activities and promotes and supports environmental management policies and environmentally responsible practices at every level.

This policy statement was approved by the CSA Board of Directors at its regular meeting held on September 13, 2017. This policy statement shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

19.920.0 Joint Health & Safety Committee ~~[Former Section 23.0]~~

19.120.1 The CSA is committed to provide a safe, healthy work environment and to strive to eliminate any foreseeable hazards, which may result in fire, security loss, damages to property and personal injury/illness. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury/illness in the workplace.

19.220.2 A Joint Health and Safety Committee (JHSC), consisting of management and employees from all areas of the CSA, has been established to identify and resolve health and safety issues in the workplace.

19.2.120.2.1 Purpose: to create a forum to ensure that health and safety issues are raised, discussed and resolved appropriately and to plan, inspect, educate and encourage employee participation in order to minimize work-related injuries and eliminate and/or control possible sources of long-term health hazards.

19.2.220.2.2 Structure: the JHSC shall consist of at least four (4) members, with at least 50% of committee members being non-management designated representatives. At a minimum, at least one non-management representative and one management representative shall be certified by the provincial Health and Safety JHSC certification program.

19.320.3 The membership will consist of 50% management and 50% or more non-management.

19.420.4 The committee shall have two (2) co-chairs, one appointed from

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management and one appointed from employees.

19.520.5 The committee shall have at least two (2) certified members, one representative from management and one from the employees.

19.620.6 Essential Functions of the JHSC

The Joint Health and Safety Committee shall:

19.6-120.6.1 Produce an inspections schedule on an annual basis and perform inspections of workplaces as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year.

19.6-220.6.2 Have a right to investigate serious accidents.

19.6-320.6.3 Have a right to be consulted about and be present at the beginning of testing for events such as measuring exposure levels for dangerous substances or determining noise and/or radiation levels at a workplace.

19.6-420.6.4 Expand their duties as necessary and assist in the development of health and safety programs in the workplace.

19.6-520.6.5 Identify hazardous situations.

19.6-620.6.6 Make written recommendations to improve health and safety.

19.6-720.6.7 Recommend the establishment, maintenance and monitoring of occupational health and safety programs, measures and procedures.

19.6-820.6.8 Obtain information from the employer about actual or potential hazards.

19.6-920.6.9 Be consulted and obtain information from the employer about any occupational health and safety testing (e.g. chemicals, machines, noise) and risk assessments (e.g. violence).

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- ~~19.6.10~~20.6.10 Be consulted about the preparation of inventories and hazardous materials and hazardous physical agents.
- ~~19.6.11~~20.6.11 Be consulted about the development and review of WHMIS training.
- ~~19.6.12~~20.6.12 Receive and review health and safety reports.
- ~~19.6.13~~20.6.13 Assist in resolving matters during a worker refusal.
- ~~19.6.14~~20.6.14 Accompany an inspector during Ministry of Labour inspections of the workplace.

- ~~19.7~~20.7 Employee committee members will select one member to be co-chair. As well, they will designate one or more employee members to inspect the workplace as per the schedule of inspections.
- ~~19.8~~20.8 Management committee members will select one member to be co-chair. As well, they will designate one member to inspect the workplace as per the schedule of inspections.
- ~~19.9~~20.9 Certified members shall investigate complaints that a dangerous circumstance exists in the workplace. As well, they will initiate and assist in the investigation of bilateral work stoppages.
- ~~19.10~~20.10 The co-chairs shall be responsible for contacting members in regard to upcoming meetings and canvassing members for agenda items. They will alternate chairing of committee meetings. They will ensure follow-up is taken for action items until such items are closed. They will ensure that copies of the minutes are posted on the Health & Safety bulletin boards. As well, the co-chairs will raise any issues to the Executive Committee as needed.
- ~~19.11~~20.11 A written record of every meeting shall be kept in the form of minutes prepared by the Committee Scribe. If the Committee Scribe is not available, a member of the JHSC will take the minutes. The co-chairs or other designated member will ensure the minutes are taken following a specified JHSC minutes format.
- ~~19.12~~20.12 Committee member names, work locations and contact information shall be posted in CSA workplaces, to be made readily available to all CSA staff. It is

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the responsibility of the JHSC co-chairs to update and maintain this list.

19.1320.13 Meetings of the JHSC shall occur at least once every three months. Items to be included in the agenda must be submitted to the committee co-chairs at least five (5) days in advance of the meeting. Quorum will consist of one (1) member representing management and two (2) members representing employees. All members present in the meeting shall agree unanimously via an open vote. If all of the members are not present in a meeting and a decision to be agreed upon is not time-critical, then the vote should be deferred until all members are present.

19.1420.14 Meeting minutes will be signed by both co-chairs indicating approval of the content. An approved and signed copy of the minutes will be sent to the Policy & Transition Manager for filing and archiving purposes. As well, a copy of the minutes will be posted on the Health and Safety bulletin boards.

19.1520.15 The committee may invite additional members to attend its meetings, but these additional members cannot act as JHSC members. If at a later time a need arises to increase the size of the JHSC, additional members shall be chosen by the employees they represent.

19.1620.16 Workplace inspections shall be performed as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year. The findings of both the informal and formal workplace inspections must be documented. Records of these inspections will be taken and submitted to the Policy & Transition Manager for filing and archiving purposes.

19.1720.17 Management/Executive Committee responsibilities to the JHSC:

19.17.120.17.1 _____ The Management/Executive Committee shall provide a written response to the JHSC's written recommendations within 21 days, including a timetable for implementation and/or reasons for disagreeing with the recommendations.

19.17.220.17.2 _____ Provide immediate notice to the JHSC of a critical injury.

19.17.320.17.3 _____ Provide the resources necessary to comply with the Ontario Occupational Health and Safety Act (OHSA) and Health and Safety Program.

19.17.420.17.4 _____ Provide written notice within three (3) working days of any accident, explosion

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or fire causing injury at a workplace that disables the worker from performing the usual work or requires medical attention.

19.17.5 20.17.5 Provide written notice within three (3) working days that a present or former worker has an occupational illness, or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB).

19.18 20.18 The CSA and its Joint Health and Safety Committee shall comply with the Ontario Occupational Health and Safety Act (OHSA). In the event that CSA policy contradicts the OHSA, the OHSA takes precedence.

19.19 20.19 This Joint Health and Safety Committee policy was approved by the CSA Board of Directors at its regular meeting held on January 16, 2019. This policy shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

20.021.0 Policy on CSA Field Workers ~~[Former Section 28.0]~~

Preamble

The Central Student Association is a complex organization that must remain responsive to external events. In the interest of serving the organization and general students, the CSA Executive may at times require additional support to fully perform within their portfolios. As such, this policy allows for the creation of temporary Field Worker positions within the Central Student Association to assist with specific tasks or sections of portfolios.

20.121.1 Field Worker Positions

20.1.121.1.1 A Field Worker may be created to complete any set of duties.

Examples include supporting external initiatives such as a municipal, provincial or federal election, specific areas of a portfolio such as the CSA website, or general support such as municipal affairs.

20.1.121.1.2 The Field Worker shall be directly supervised by at least one Executive. The position may have shared supervisory duties between multiple Executives when appropriate.

20.1.121.1.3 Field Worker positions may be created for a maximum of up to 12 months (minimum of one month).

20.1.121.1.4 Field Workers are unpaid positions with potential for an honorarium.

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20.1.4.121.1.4.1 A pro-rated semester honorarium of a maximum of \$500 may be provided in recognition of their contributions.

20.1.4.221.1.4.2 This honorarium will be funded through the supervising Executive(s), with an annual maximum approved in the budget cycle each year, and must be approved by the Executive Committee.

20.1.4.321.1.4.3 The Executive Committee will strive to provide equitable honorariums across the various Field Worker positions in relation to the expected workload.

20.221.2 Approval of Position

20.2.121.2.1 Selection procedure for Field Workers shall follow the CSA Hiring Policy (Appendix C, Section 4.0), including Employment Equity provisions, with the following amendments outlined within this policy.

20.2.221.2.2 The Executive Committee shall strive to ensure an equitable distribution of Field Workers within the Executive Committee.

20.2.321.2.3 To establish a Field Worker position, a proposal that includes the following information must be submitted to the Executive Committee for approval:

- a) Position Title (example: Field Worker of Sustainability)
- b) Supervising Executive(s)
- c) Position Term (start and end dates)
- d) Honorarium amount (the per semester rate)
- e) Job description (including required duties and qualifications)
- f) Rationale for the position.

20.321.3 Selection of Field Workers

Once a Field Worker position is approved:

20.3.121.3.1 A selection committee must then be selected by the Executive Committee. It will normally comprise two Executives, including the supervising Executive(s).

20.3.221.3.2 The position submission will be forwarded to the CSA Board of Directors for information. The Board may reverse the decision of the Executive Committee to approve the Field Workers position.

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20.3.321.3.3 The application window for the position should be made available for at least one week.

20.3.421.3.4 The selection committee will interview a shortlist of candidates.

20.3.521.3.5 The selection committee must reach consensus on the candidate to select for the position.

20.3.621.3.6 The Executive Committee shall ratify the decision of the selection committee and a report outlining the selection process and successful candidate shall be provided to the CSA Board of Directors for information.

20.421.4 Removal of Field Workers

20.4.121.4.1 An individual filling the position of Field Worker may be removed from office.

20.4.1.121.4.1.1 The supervising Executive(s) should submit a recommendation to remove the individual from their position outlining the following:

- Failure to uphold position requirements
- Attempts to positively discipline this individual

20.4.1.221.4.1.2 The individual may be removed from their position by a two-thirds majority vote of the Executive Committee.

- This action will be reported for information to the CSA Board of Directors.
- The selection process outlined above shall be used to select a replacement for the position as soon as possible.

20.4.221.4.2 A position of Field Worker may also be terminated early upon the recommendation of the supervising Executive to the Executive Committee.

20.4.2.121.4.2.1 The supervising Executive(s) shall submit a recommendation to terminate the position outlining the rationale for termination of the position to the Executive Committee.

20.4.2.221.4.2.2 The position shall be terminated by a two-thirds majority vote of the Executive Committee. This action will be reported for information to the CSA Board

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of Directors.

~~20.4.2.3~~21.4.2.3 If there is an individual currently serving in a Field Worker position that is terminated, they will be released of all duties and removed from the position

20.521.5 **Policy Review**

This **Field Workers** policy will be reviewed annually by the CSA PBRC to evaluate and ensure its efficacy and efficiency.

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21.022.0 **Volunteer Policy [~~Former Section 29.0~~]**

The CSA will encourage volunteer participation in the following areas: Bike Centre, CSA Board of Directors, ~~CSA Commission~~, FoodBank, Human Rights Office, Legal Resource Room, Meal Exchange, SafeWalk, and other areas mandated by the CSA's activities and events.

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21.422.1 Only personnel authorized by the CSA Executive, Board of Directors or staff members shall engage persons to serve as volunteers of the CSA.

21.222.2 Appropriate orientation, training, and supervision shall be provided for all volunteers at the commencement of their service work. Training for SafeWalk, Legal Resource Room, FoodBank and Bike Centre volunteers should include anti-oppression or crisis support training.

21.322.3 At least two volunteers must be present when volunteers are working within an isolated area.

21.422.4 Volunteers recruited by SafeWalk, the Legal Resource Room, the FoodBank and the Bike Centre must complete an application process, which may include participation in an interview process, a criminal record check, etc. This process will be outlined in each program's operating manual.

21.522.5 Volunteers working under SafeWalk, the Legal Resource Room and the FoodBank must sign confidentiality forms.

21.622.6 All members of the University community including, but not limited to students, staff, and faculty, will have the opportunity to serve as volunteers for the CSA and its respective programs.

21.722.7 Causes for the CSA and its respective programs to refuse an individual the opportunity to volunteer or terminate a volunteer may include but not be limited to:

21.7.422.7.1 Breach of confidentiality

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[21.7.222.7.2](#) Gross negligence of responsibilities

[21.7.322.7.3](#) Conflict of interest which cannot be mitigated

[21.7.422.7.4](#) Threatening the safety of any individual or group

[21.822.8](#) Individuals who are not members of the University of Guelph community may apply as volunteers. The CSA and its respective programs will consider these applicants on a case-by-case basis.

[21.922.9](#) All volunteers will be given letters of reference, if requested.

[21.1022.10](#)

ould a volunteer feel that they have just cause for a complaint, Section 15.0 of the CSA HR Policy will apply.

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[22.023.0](#) Honorarium Policy [~~Former Section 30.0~~]

[22.123.1](#) This policy is to apply for all individuals who are paid for services rendered on an honorarium basis, without an existing contract with the CSA. This policy also includes any individuals under contract with CSA for services rendered outside of said contract.

[22.223.2](#) Honorarium paid for the performance of any task for the CSA (eg. workshop) while not under an existing contract, may be reimbursed to a maximum of \$75. This amount may be paid through any combination of cash, gift certificates or gifts, as long as the total cost is less than \$75.

[22.323.3](#) A maximum of \$25 may also be reimbursed for travel costs associated with the performed task. Receipts for travel shall be required for this reimbursement.

[22.423.4](#) Any honorarium requests outside of the schedule listed above will require a contract, to be notarized and approved by the President, unless otherwise stated in any other policies of the CSA.

**Motion**

Board of Directors Meeting # 9
January 13, 2021

Notice of this motion was provided at the CSA Board Meeting on November 25, 2020.

Item 9.11.3**Amendments to Appendix C – CSA Human Resources Policy - PED & Vacation**

WHEREAS the Business Manager, working in consultation with an external HR consultant, provided the Policy & Bylaw Review Committee (PBRC) with revisions to the CSA's Human Resources (HR) policy;

WHEREAS these revisions ensure compliance with the Ontario's Employment Standards Act (ESA) in relation to Personal Emergency Days and Vacations; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved the following revisions at their meeting on November 16, 2020:

- a) Revised vacation policy [Section 11.0.]
- b) Added Personal Emergency Day (PED) policy [Section 12.0]
- c) Addition of clickable Table of Contents
- d) Addition of a table to track ongoing revisions at the beginning of the policy
- e) Ensuring all headings are sequentially numbered
- f) Ensuring that all body text has similar formatting

RESOLVED that the revised Appendix C – CSA Human Resources Policy be approved, as presented to the CSA Board of Directors at their meeting on January 2021.

Moved:

Seconded:

NOTE: CSA Bylaw 4 – Policy of the CSA, Section 2.0. Establishment, Amendment, Suspension or Rescindment of Policy requires 'one Board meeting notice, and a two-thirds majority vote at a meeting of the Board' for all policy amendments.

Motion

Board of Directors Meeting # 9
January 13, 2021



Notice of this motion was provided at the CSA Board Meeting on November 25, 2020.

Item 9.11.4**Winter 2021 General Election Electoral Policy Amendments**

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

WHEREAS it is necessary for the CSA to amend related policies in order to carry out the 2021 Winter General Election in a timely manner; and

WHEREAS the CSA Board of Directors suspended various elections-related policies at their meeting on September 9, 2020 with direction to reassess these amendments in November 2020;

RESOLVED that based on review by, and recommendations from, the Policy & Bylaw Review Committee (PBRC):

- a) The following clauses from CSA's Appendix G – Electoral be reinstated for the Winter 2021 General Election:
 - i. 4.2.1.c. [Director candidate to collect signatures]
 - ii. 4.2.1.d. [Director candidate to collect 25 signatures]
 - iii. 4.3.1.c. [Executive Officer candidate to collect signatures]
 - iv. 12.5. [Candidates sign a statement before leaving the All Candidate's Meeting that indicates they understand the rules and regulations governing the election process]
- b) The following clauses from the CSA's Appendix G – Electoral continue to be suspended for the 2021 Winter General Election.
 - i. 4.2.1.f. [Director candidate to present a refundable cheque of \$25]
 - ii. 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$50]
- c) The requirement of 100 verified signatures being required by an Executive candidate be reduced to 50 verified signatures in Section 4.3.1.c).
- d) Recommendations from the Chief Returning Officer (CRO) relating to the policy revisions in a), b) and c) above, be included in their report at the end of the academic year for consideration by the Board for future elections cycles.

Moved:



Motion

Board of Directors Meeting # 9
January 13, 2021

Seconded:

NOTE: CSA Bylaw 4 – Policy of the CSA, Section 2.0. Establishment, Amendment, Suspension or Rescindment of Policy requires ‘one Board meeting notice, and a two-thirds majority vote at a meeting of the Board’ for all policy amendments.

**Motion**

Board of Directors Meeting # 9
January 13, 2021

Notice of this motion was provided at the CSA Board Meeting on November 25, 2020.

Item 9.11.5**Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2.**

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

WHEREAS it is necessary for the CSA to amend Bylaw 2- Electoral in order to carry out the 2021 Winter General Election in a timely manner;

WHEREAS at their meeting on September 9, 2020, the CSA Board of Directors amended Bylaw 2 – Electoral, Section 2.2.2. eliminating the requirement of quorum being 10% of the general membership of the applicable constituency; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved of the following amendment.

RESOLVED that:

- a) Effective immediately, CSA Bylaw 2 – Electoral, Section 2.2. By-Elections be amended by reinstating subsection 2.2.2. stating “Quorum shall be 10% of the general membership of the applicable constituency.”
- b) Recommendations from the Chief Returning Officer (CRO) relating to elections quorum be included in their report at the end of the 2020-2021 academic year for consideration by the Board for future elections cycles.

Moved:

Seconded:

PLEASE NOTE: CSA Bylaw 1 – Organizational, Section 12.0. Adoption and Amendments of Bylaws requires one Board meeting notice, discussion and a two-thirds majority vote at a meeting of the Board’ for all bylaw amendments.

Motion

Board of Directors Meeting # 9

January 13, 2021



Item 9.11.6

Revised 2021 Annual General Meeting (AGM) Date

WHEREAS the CSA has historically held our Annual General Meeting on a Wednesday during the first two weeks of February based primarily on the following rationale:

- a) Wednesdays are the preferred meeting day for CSA Board Members;
- b) Occurs after the process of auditing financial statements from the previous year has been completed by an external accounting firm; and
- c) Coincides with the promotion of the Winter General Election period.

WHEREAS the CSA Board of Directors previously approved the 2021 AGM date of February 10, 2021 at its meeting on October 28, 2020;

WHEREAS the CSA Business Manager has notified the President that due to Covid-related delays, the 2019-2020 Audited Financial Statements are not expected to be completed prior to February 10, 2020, but are expected to be completed by March 16, 2021;

WHEREAS Wednesday March 17, 2021 is St. Patrick's Day, which may divert CSA Members from attending the 2021 AGM; and

WHEREAS Covid-related University of Guelph policy continues to restrict in-person gatherings.

RESOLVED that the 2021 CSA AGM be held on Tuesday, March 16, 2021, beginning at 5:00 pm, via Microsoft Teams.

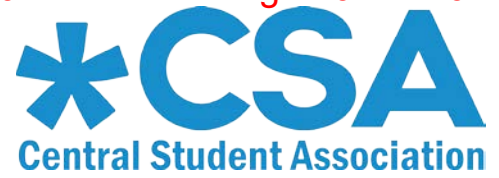
Moved:

Seconded:

Motion

Board of Directors Meeting # 9

January 13, 2021



**Item 9.15
Adjourn**

MOTION: To adjourn the CSA Board of Directors Meeting of **January 13, 2021** at _____ pm.

Moved:

Seconded: