

STUDENTS' COUNCIL LATE ADDITIONS

Tuesday June 13, 2006
Council Chambers 2-1 University Hall

2006-04/2

PRESENTATIONS

Samantha Power, President to present on Executive Goals.

2006-04/5

BOARD AND COMMITTEE REPORTS

2006-04/5b (ii)

Access Fund Committee – June 11, 2006

Please see document LA 06-04.01

2006-04/5c

Council Administration Committee – June 8, 2006

Please see document LA 06-04.02

2006-04/5d

University Policy Committee – June 8, 2006

Please see document LA 06-04.03

2006-04/6

GENERAL ORDERS

2006-04/6b

CHAPMAN MOVED THAT Bill #4 be read a first time.

Bill #4 – Retreat Remuneration (sponsor; CHAPMAN)

Principle (first reading)

1. Missing one day of Council Retreat will count as missing one meeting of Council for purposes of Council Remuneration.

2006-04/6b

CHAPMAN MOVED THAT Bill #5 be read a first time.

Bill #5 – Proxies (sponsor; CHAPMAN)

Principles (first reading)

1. No Councillor or member of a committee may hold more than one vote.
2. No Councillor may act as a proxy for another Councillor.
3. No member of a committee may act as a proxy for another member of that same committee.

2006-04/7

INFORMATION ITEMS

2006-04/7d

Chris Cunningham, Vice President (Operations & Finance) – Report

Please see document LA 06-04.04

2006-04/7e

David Cournoyer, Vice President (External) – Report

Please see document LA 06-04.05

2006-04/7f

Omer Yusuf, Vice President (Student Life) – Report on FCSL

Please see document LA 06-04.06

2006-04/7g

Samantha Power, President – Report

Please see document LA 06-04.07

The Students' Union, The University of Alberta
Access Fund Committee

11 June 2006 @ 15:30 – SUB Lower Level Meeting Room

Report to Council:

The Access Fund Committee met the second time this year on June 11, 2006 at 15:30. The members in attendance were Omer Yusuf, Brendan Trayner, Sylvia Shamanna, Darren Gray, Paul Kirvan, Bayan Hussein and Michael Janz (proxy for Brock Richardson). The main goal of the meeting was to approve the standing orders that were generously drafted by Omer and Kaelan. There was minimal debate about the content of the standing orders, and after a thorough read through, they were unanimously passed.

After the passing of standing orders, we briefly discussed changes to the current system of prorating applicants, however it was decided that we should not make any decisions until Jane and Kaelan have come up with projections for us. This matter will be discussed at the next meeting of the Access Fund, which will occur on August 14th, 2006. The meeting was adjourned at 14:52.

That's all for tonight council!

-Sylvia

The Students' Union, The University of Alberta
Access Fund Committee

11 June 2006 @ 15:30 - SUB Lower Level Meeting Room

Order Paper (AFC 2006-01)

1. Call to Order:
15:32 by Sylvia Shamanna
Attendance: Everyone is here!
2. Approval of the Agenda:
Moved by Omer/Mike
3. Approval of the Minutes: postponed to next meeting
4. Business Items
 - i. Access Fund Standing Orders and Policies:
Moved by: Omer/Mike (6/0/0)
5. Next Meetings:
August 14th at 17:30
6. Adjournment
Moved by Sylvia/ Mike at 16:52

Access Fund Committee Standing Orders

A Committee known as the Access Fund Committee will exist in order to set and implement policy regarding the disbursement of the Access Fund;

- Provide for the existence of an appeals mechanism.
- Recommend a budget for the Access Fund to Students' Council on or before April 30 of each year.
- Recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council.

In accordance with Bylaw 100 of the University of Alberta Students' Union.

Meetings

1. Upon the formation of the Access Fund Committee, the interim chair will be the most senior member to the committee or to council, unless otherwise delegated. The chair for the rest of the year will be nominated and appointed at the first meeting of the committee.
2. The first meeting of the Committee shall be coordinated through the Office of the Speaker prior to the first meeting of Students' Council in order to:
 - a. elect a chair from within its voting members
 - b. set initial standing orders, and
 - c. set a meeting schedule for its first trimester.
3. All subsequent meetings will be:
 - a. Coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice.
 - b. Held in accordance with a meeting schedule as approved at the first meeting of the Committee.
 - c. Four of the voting members may call a meeting, provided that members are given 72 hours notice or if there is unanimous consent of members.
4. The Access Fund Committee shall establish a meeting schedule on a trimesterly basis, in advance, with the trimesters being:
 - a. May to August,
 - b. September to December, and
 - c. January to April.
5. Quorum for the Access Fund Committee meetings shall be four voting members.
6. It is the responsibility of the Chair to secure a location for each meeting.
7. It is the responsibility of the Chair to moderate debate.

Records

8. The Access Fund Committee must have a written record of its votes and proceedings that will be considered approved when submitted to the Speaker of Students' Council.
9. Members of the Access Fund Committee may amend their comments in the minutes at the meeting of the Committee immediately following the submission of the minutes to the Speaker of Students' Council.
10. The Chair of the Access Fund Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
 - a. attendance of members and guests;

- b. any decisions made by the Committee acting under authority delegated to it by Students' Council;
- c. any recommendations made by the Committee to Students' Council;
- d. any standing orders adopted by the Committee; and
- e. a document, titled "Summary of Proceedings", summarizing the activities of the Committee at the meeting in question, specifically all motions moved.

Responsibilities of Members

- 11. Members of the Access Fund Committee are expected to attend committee meetings on a regular basis and contribute to the committee's achievement of its mandate as set out in relevant legislation and standing orders.
- 12. The Chair of the Access Fund Committee shall fulfill the duties of office as outlined in these standing orders.
- 13. Members of the Access Fund Committee are expected to serve, at minimum, of 5 hours per year for the Access Fund Selection Committee.

Powers of the Committee Concerning Membership

- 14. If the Access Fund Committee comes to the conclusion that a member of the committee is failing to perform his or her duties as stipulated in these standing orders, the Committee may recommend to Council that this member be dismissed from the Committee. Such a recommendation requires a simple majority vote to carry forward to Council.
- 15. If the Access Fund Committee comes to the conclusion that the Chair is failing to perform his or her duties as stipulated in these standing orders, the Committee can move to dismiss the Chair. This motion requires a simple majority vote. In the event that such a motion passes, a new Chair will immediately be selected by the Committee.

Proxies

- 16. To appoint a proxy to the Access Fund Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
 - a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
 - b. indicating the duration of the appointment, and
 - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

Membership

- 17. Should the membership of the Access Fund Committee not be full, then the Committee shall can recommend the nomination of additional member(s) to Students' Council at its next meeting.
- 18. The Student Financial Aid and Information Centre Director and the Access Fund Director shall be considered non-voting members of the Access Fund Committee.

Amending Standing Orders

- 19. These standing orders may be amended as needed by a simple majority vote. They must be reviewed at the first meeting of the Committee annually. Any changes must be submitted to Students' Council for information.

Operation of the Fund

20. In addition to serving out its mandate, the Access Fund Committee ensures that the Access Fund operates according to the following policies:
 - a. Access to application information: In the interest of preserving applicant confidentiality, and allowing the Selection Committee to make decisions without bias on any grounds, complete applications will be available only to the Chair and the Director – Access Fund, Director – Student Financial Aid Information Centre and any Access Fund staff. Application summaries will contain ID numbers and relevant budget, family size and program information. If an applicant presents a letter with the application, identifying information will be removed. Summary lists of applicants names, student ID numbers and award amounts will be made available to the University Bursaries and Emergency Funding staff for the purpose of Emergency Student Loans and Supplemental Bursary applications.
 - b. Appeals: Applicants who wish to appeal the committee’s decision may do so by contacting their reviewer who will explain their decision in detail and allow them to explain other funding options if necessary. If the reviewer deems the success of the applicant’s appeal to be unlikely they must meet with the Director – Access Fund. Should the applicant still wish to appeal the decision on their application, they can meet with the Director – Student Financial Aid Information Centre. Finally, applicants can write a letter to the Access Fund Appeals Selection Committee with the required supporting documentation no later than the deadline posted at SFAIC (not more than two weeks after cheques are issued). The appeals will be brought to the Appeals Selection Committee and the decision of the Committee will be final. Students will be notified by mail or e-mail as to the Board’s decision.
 - c. Appointments: For application interviews, due to the large number of applicants, applicants more than ten minutes late will need to reschedule their appointments. Applicants who miss an appointment without notification prior to the close of business on the day before their appointment, or without valid excuse will not be allowed to apply until the next application period at the discretion of the Director – Access Fund.
 - d. Donations: The Access Fund will accept donations from outside sources through donations made to the University of Alberta.
 - e. Funds not granted: Any money not granted in a given disbursement period will be carried over to the next disbursement period. At the end of the Access Fund year (August 31), any money not granted will be put into the internal reserve.
 - f. Old Application Information: Hardcopy files that have been inactive for four years will be confidentially disposed of (shredded). Selective files should be retained for archival purposes.
 - g. Opt-out money: Opt-out money not picked up by the end of the semester for which the student has opted-out will be returned to the bursary fund. This date will be no later than the last business day of the final month of the respective term.
 - h. Past History: The Access Fund will have access to ALL data provided willingly by the applicant on their application for the current period as well as for previous periods. The Selection Committee will be able to consider all information provided in making a decision on the applicant including such items as award history, and any other data the Access Fund may have from current or previous applications.

- i. Selection committee composition: In order to ensure students are having input into the selection process, the Selection Committee must always be composed of two Access Fund committee members, as well as the reviewer as a non-voting member. A councilor may not appoint a proxy to sit on the Access Fund Selection Committee.
- j. Appeals selection committee composition: The Access Fund Appeals Selection Committee must be composed of at least two students not on the original Selection Committee in addition to the reviewer or Access Fund Director as a non-voting member. A councilor may not appoint a proxy to sit on the Access Fund Selection Committee.
- k. Spring/Summer Sessions: Students' Union Access Fund Bursaries will be available to students in the term in which they are registered so long as they have paid Access Fund fees for that term. As in all cases, students who do not meet the criteria may submit a letter explaining their exceptional circumstances. Students who received the maximum bursary approved by the Access Fund Board in the previous semesters will not be eligible for additional funding during the spring and summer terms. Students enrolled in one of the spring or summer terms will be allowed a maximum bursary of \$ 1500.00 for the Spring term and \$1500.00 for the Summer term.
- l. Request for Information: The Chair and the Access Fund Director will respond to requests for information from University and Students' Union departments. The reason for and purpose of the request will be verified in all cases. Any requests for information that is not public knowledge must be approved through the Vice-President (External) and the Access fund Committee. The Director will exchange information with the Student Financial Aid Information Centre and Emergency Aid or any other University or Government Departments in order to verify any information contained on an application, including, but not limited to registration status, GPA, and outstanding amounts owing to the University or other agencies the student has indicated an outstanding balance with.
- m. Recall: During the selection process, the Committee may choose to have the Director recall an applicant to verify information or to provide further details. A one-week period between Selection Committee meeting and ratification by the Access Fund Committee will allow for these recalls.
- n. Conflict of Interest: Access Fund Committee members are ineligible to receive Access Fund bursaries in the current council year during their term of service.

Allocation of Funds

- 21. The Allocation of Access Fund bursaries will be governed according to the following policies:
 - a. Allocation of Funds for the purpose of bursaries in each application period: The funds available each year will be divided between the projected number of granting sessions upon the recommendation of the Access Fund Interviewers. The money available for granting in each year shall be divided into six portions for each competition.
 - b. Appeals (student loans): Applicants who have loan appeals in progress will not be considered for funding unless their appeal has been processed prior to the meeting of the Selection Committee.
 - c. Concerning information on application form/materials required for application

- i. Allowable Income: All income sources (CPP, Widow's & Orphan's benefit, Government rebates, etc.) must be disclosed on application form.
- ii. Application Form: Applicants who have not completed an application form prior to their appointment will be considered to have missed their appointment.
- iii. Credit cards/Lines of Credit: The Access Fund will allow Minimum Monthly Payments (MMPs) providing the student can demonstrate to the interviewer's satisfaction that the debt was used to cover legitimate academic or living costs that have accrued while registered at the University of Alberta. Legitimacy will be determined by the interviewer upon receipt of 2 months of credit card/Line of Credit statements for each.
- iv. International Students: Applicants who are international students must provide a letter with their application detailing how they had planned on financing their education and living costs and why their original plan is no longer sufficient as well as current bank statements from all accounts in their possession.
- v. Married/Common-law students: The financial information, both income and expenses are to include all family members in the household. The full family shortfall, up to the yearly maximum of \$3000 each will be recommended. If both spouses are U of A students, it is in their best interest to apply, and attend a review session, together. Separate applications should be filled out, but the financial information should be the same on both applications. Each applicant will be recommended one half of the family shortfall.
- vi. Parental Contributions: Applicants who are experiencing a shortfall due to a lack of expected parental contributions must submit either a letter from the applicant's parents or guardians confirming that they are unable or unwilling to provide the expected contribution or a letter from a third party, if a parent or guardian is unable or unwilling to provide such documentation.
- vii. Required documentation: At the time of their interview, applicants are required to submit a completed application form, their student loan Notice of Assessment, their University of Alberta Tuition and Fees Assessment as issued by the Registrar's Office, their University of Alberta ONEcard, and may be requested to provide a copy of a pay stub from each job held in the last twelve months or additional documentation in order to fully assess the applicant.
- viii. Leased Vehicles: Applicants with leased vehicles must have taken out the lease on their vehicle prior to the commencement of full-time studies. They must document the amount of monthly payments on the vehicle and provide a copy of the lease agreement including information on the breakability of the lease. The Selection Committee will waive the value of the leased vehicle, providing the above criteria have been met, but the Committee will not take into consideration monthly lease payments above the Access Fund's monthly expense guidelines.

- d. Assessment Protocols: The Access Fund will follow the Canada Student Loan Guidelines for the purposes of assessing Access Fund Bursary Applications with regards to allowed monthly expenses, books, supplies, instrument costs, trips home, student contribution, certification/entrance exams, medical costs, RRSPs, vehicles and student contributions. These guidelines will be followed at the discretion of the Selection Committee.
- e. Concerning bursary amounts
 - i. Maximum bursary: The maximum bursary allowed per student is \$3,000.00 per academic year (September 1 - August 31).
 - ii. Minimum Bursary: No bursary under the amount of \$100.00 will be granted by the Access Fund.
 - iii. Maximum Lifetime Limit: The maximum lifetime limit allowed per student is \$6,000.00.
 - iv. Maximum Limit for Students in non-degree/designation programs or Part Time students: The maximum bursary granted to a student in a non-degree/designation program is not to exceed the cost of that student's books and tuition.
 - v. First and Second Year Students: Applicants in the first or second year of a program who are applying to the Access Fund for reasons other than unexpected emergency expenses will have their bursary pro-rated based on the lifetime maximum allowed under Access Fund guidelines and the number of years remaining in the applicant's program.
 - vi. Graduating Students: Students who apply in the term in which they are graduating and who have reached the yearly maximum but not the lifetime maximum may be granted an amount up to the lesser of their assessed financial shortfall or the lifetime maximum, at the discretion of the Selection Committee.
- f. Concerning Eligibility
 - i. Audits: Applicants undergoing a student loan audit must provide the Access Fund with documentation regarding the audit and steps that have been taken to comply with the auditor. An audit may be grounds for denying an applicant funding; however, the Access Fund Selection Committee will make decisions on these applications on a case-by-case basis and take individual circumstances under consideration.
 - ii. Concurrently enrolled students: If courses being taken at other institutions are leading towards a degree from the University of Alberta, all living and educational costs will be taken into consideration by the Access Fund. If courses being taken at other institutions are leading towards a degree from another institution, the Access Fund will take into consideration all costs for courses taken through the University of Alberta.
 - iii. Defaults: Applicants with previous student loan defaults must provide documentation describing the reasons why this default occurred and steps taken to remedy the situation. Technical defaults will not be held against the applicant. A previous student loan default may be grounds for denying an applicant funding; however, the Access Fund Selection Committee will make decisions on these applications on a case-by-case basis and take

individual circumstances under consideration. In no circumstances will a student with a previous default on an Emergency Student Loan be granted a bursary.

- iv. Differential Fee Faculties: Students in differential fee faculties offering bursaries to students entering certain programs will be required to apply for and be notified of their faculty bursary status prior to submitting an application to the Access Fund.
- v. Students on exchange: Costs incurred in connection with academic exchanges above the costs that would have been incurred had the applicant not participated in the exchange will not be considered allowable expenses. Under no circumstances will the Access Fund cover debts incurred as the result of exchanges or study abroad experiences.
- vi. Students who opted out: In all cases, students who opt out will not be eligible for an Access Fund bursary during the year in which they have opted out. This policy will be advertised widely to avoid confusion and misinformation. Students who are assessed for the whole year will be required to pay into the Access Fund for both terms.
- vii. GPA Requirements: No continuing student will be granted a bursary unless that student has a GPA of at least 2.0(or “Pass” in the case of MD and DDS programs) in the student’s last academic term, with the Selection Committee empowered to make exceptions in special cases.
- viii. Financial Plan: The Selection Committee may choose not to grant a bursary to an application if it believes there is little or no likelihood that the applicant will be able to secure sufficient funding to complete their program.

Prorating Disbursements

- 22. In the event that the Access Fund is unlikely to meet the expected need in terms of monetary disbursements, the Access Fund Committee determines a mechanism for prorating student bursaries for the September – August application year.

Council Administration Committee

8 June 2006 @ 17:00 – SUB 6-06

Report to Students' Council (CAC 2006-02)

The Council Administration Committee met for the second time on the 8th of June 2006 at 17:10 in SUB 6-06. Chair Councillor Schneider attended, as well as permanent members President Sam Power and VP Academic Amanda Henry who brushed aside their fatigue after returning from a conference. Councillors Chandler and German were absent.

The first and most important item of business on the Agenda was the approval of the Standing Orders of CAC before the June 16, 2006 deadline set by Council. The committee unanimously approved the Standing Orders after some minor clauses were removed to make the orders more concise and ensure compliance with bylaws.

The first item of discussion was the summer meeting schedule for the Council Administration Committee. It was decided by the present committee members that Thursdays at 17:00 would be the best time for meetings over the summer term.

The next item for discussion regarded the changing of Students' Council composition. Stakeholders to the issue were discussed, and it was decided by the committee that former speaker Gregory Harlow would be consulted, as well as CRO Rachel Woynorowski and current Council Speaker Jason Morris. It was decided that other stakeholders would be consulted if necessary. It was further decided that CAC would pursue a process of consulting various stakeholders, assembling available data, and then making decisions on what course of action to recommend to Council.

The second meeting of the Council Administration Committee adjourned at 17:38. The next meeting of the Committee will commence on Thursday June 22, 2006 at 17:00 in room SUB 4-20

MINUTES

2006-02

Council Administration Committee

Thursday June 8, 2006

- ATTENDANCE: Tim Schneider Amanda Henry
Samantha Power
- CALL TO ORDER: The meeting was called to order at 5:10 pm
- APPROVAL OF AGENDA: Power/Henry moved to approve the agenda. 3/0/0 CARRIED
- APPROVAL OF MINUTES: There were no minutes to approve.
- OLD BUSINESS: There was no old business.
- NEW BUSINESS:
a. Standing Orders Henry/Power moved to approve the attached Standing Orders.
3/0/0 CARRIED
- DISCUSSION PERIOD:
a. Meeting Schedule It was decided that Thursdays at 5 pm worked best for everyone.
b. Council Composition Ideas for people: Gregory Harlow, Rachel Woynorowski, COFA,
Jason Morris, former CRO's (?)
- NEXT MEETING: Thursday June 22, 2006
- ADJOURNMENT: Power/Henry moved to adjourn. 3/0/0 CARRIED
The meeting was adjourned at 5:38 pm

Council Administration Committee Standing Orders

A Committee known as the Council Administration Committee will exist in order to:

- (i) Amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
- (ii) Make recommendations to Students' Council on the structure of Students' Council and standing committees;
- (iii) Oversee the Speaker and the Chief Returning Officer of the Students' Union; oversee the progress of Students' Council's legislative agenda;
- (iv) Recommend to Students' Council a candidate for the position of Chief Returning Officer on or before April 15 of each year;
- (v) Recommend to Students' Council a composition for the Awards Committee on or before April 15 of each year;

AND

- (vi) Shall, in conjunction with the Vice President (External), recommend to Students' Council on such nominations to the University of Alberta Senate as may be required of the Students' Union;

in accordance with Bylaw 100 of the University of Alberta Students' Union.

1. The first meeting of the Committee shall be coordinated through the Council Administrative Assistant prior to the first meeting of Students' Council.
2. All subsequent meetings will be
 - a. Coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice;
 - b. Held in accordance with a meeting schedule as approved at the first meeting of the Committee;
 - c. Three of the voting members may call a meeting, provided that members are given 72 hours' notice or if there is unanimous consent of members.
3. The Committee must have a written record of its votes and proceedings. In addition, the committee will make a report to Council at the first council meeting following each respective Committee meeting.
4. The Chair will be responsible for the following
 - a. Producing an agenda prior to each meeting, to be distributed to permanent members electronically two business days prior to each meeting.
 - b. Securing a location for meetings;
 - c. When necessary, moderating debate;
 - d. Facilitating the Committee's ability to achieve its mandate;
 - e. Delegating such responsibilities to Committee members as are appropriate for its legislated mandate.
5. Failure of the Chair to adequately perform his/her duties can result in dismissal. This requires two simple majority votes to be held at two consecutive meetings on the part of the Committee membership excluding the Chair.
 - a. If such a motion passes, a new Chair will be immediately selected from the permanent members of the Committee
 - b. If the Chair vacates his/her position as a member of the Committee, the position of Chair will also be considered vacant
6. These standing orders may be amended as needed by a simple majority vote. They must be reviewed at the first meeting of the Committee annually. Any changes must be submitted to Students' Council for information.

University Policy Committee

Thursday June 8, 2006 @ 6:00 pm in 6-06

1. Call to Order

The meeting was called to order at 6:20 pm

2. Approval of Agenda (Shamanna/Le)

CARRIED

3. Creation of a meeting schedule [Item 3 a] (Yusuf/Henry)

Every second Thursday at 6:00 pm

CARRIED

4. Creation of Standing Orders [Item 3 b] (Kehoe/Shamanna)

Modified version of Standing Orders adopted

CARRIED

5. Election of a Chair [Item 3 c] (Le/Yusuf)

Kehoe nominated

CARRIED

6. Adjournment (Le/Shamanna)

The meeting was adjourned at 7:35 pm

CARRIED

MINUTES

2006-02

University Policy Committee

Thursday June 8, 2006

6:00 pm

Room 6-06, SUB

ATTENDANCE:

Amanda Henry
Omer Yusuf
Sylvia Shamanna (Proxy for Prem Eruvebetine)
Chris Le
Justin Kehoe (6:38)

1. Called to Order at 6:20
2. Approval of Agenda SHAMANNA/LE
3. New Business
 - a. Create a meeting schedule
YUSUF/HENRY moved to adopt a meeting schedule of every second Thursday at 6:00 until the end of August, where UPC will revisit the question when members have a better understanding of schedules. Motion carried.
Next meeting is scheduled for June 22, future meetings will take place July 6, July 20, August 3, August 17 and August 31.
 - b. Create Standing Orders (attachment #1)
The document submitted to UPC outlined and addressed relevant legislation for its creation. The document went through a number a editorial changes and procedural changes to ensure that the final document would not only incorporate principles outlined by council, but provided ease of use for future members in terms of timelines for presentations, duties of members (chair, Executive Committee members that are voting/non-voting members), and specific points for addressing delinquent members.
KEHOE/SHAMANNA moved to adopt the modified document of UPC Standing Orders. Motion carried.
 - c. Elect a Chair
LE/YUSUF moved to nominate Justin Kehoe as UPC chair. Nomination grudgingly accepted with the acceptance that the chair would rely heavily on administrative support as well as support for the VPA and VPSL. Motion carried.
4. Discussion
 - a. Goals for 06/07-year
Due to the close proximity of council retreat, it was accepted that UPC would get a brief sneak peak into some of the executive goals for UPC. Yusuf discussed creating a policy that addressed mandatory fees on campus. This policy should be broad in scope as to incorporate concerns

existing mandatory fees levied against Lister residents, and not only fees that are levied for all students. Henry mentioned UPC may soon receive two policies, the first relating to access to technology and the second related to teaching and research.

5. Information Items

- a. Report/Minutes from previous meeting (attachment #2)
- b. Draft version of UPC Standing Orders, submitted by Justin Kehoe (attachment #3)

6. Adjournment moved by LE/SHAMANNA at 7:35. Motion carried.

Announcements

Next meeting of UPC to take place on June 22 at 6:00, location TBA.

University Policy Committee Standing Orders

Rules of Order

1. The Chair of the University Policy Committee will use his/her discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.
2. Any member of the University Policy Committee may call for decorum, which when called for will enact the formal observance of Robert's Rules of Order, except where they are inconsistent with the bylaws or standing orders of Students' Council.

Structure of Sessions

3. The Order of Business for the University Policy Committee shall be:
 - a. Approval of the Agenda
 - b. Approval of the Minutes
 - c. Presentations
 - d. Executive Committee Reports
 - e. Question Period
 - f. New Business
 - g. Old Business
 - h. Discussion
 - i. Confirmation of Next Meeting Date

Orders of the Day

4. Any voting member of the University Policy Committee may submit Orders of the Day to be considered by the Committee.
5. Orders of the Day must be submitted to the Chair of the University Policy Committee and the Administrative Assistant to Students' Council by noon on the business day prior to the Committee meeting.
6. The agenda package for the University Policy Committee will be published in the following manner:
 - a. an electronic copy will be e-mailed to the Committee members the day before the meeting, and
 - b. paper copies will be provided at the Committee meeting.
7. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

Presentations

8. Each member of the Executive Committee who is named a member of the University Policy Committee shall provide:
 - a. a basic introduction of his/her goals for the year by June 1, and
 - b. a comprehensive presentation of all goals relevant to the mandate of the Committee by June 30.

University Policy Committee Standing Orders

9. Each member of the Executive Committee to which a political policy of the University Policy Committee pertains must submit to the Committee an implementation plan for the political policy as of:
 - a. June 30 for all pre-existing political policies, or
 - b. two months from the date of the approval of a new political policy.

Executive Committee Reports

10. Each member of the Executive Committee who is named a member of the University Policy Committee shall provide a written report at each meeting of the Committee on his/her University advocacy activities, and may provide an oral supplement to accompany this report.

Legislative Process for Political Policies

11. When Students' Council refers a political policy to the University Policy Committee:
 - a. the Committee shall assign one of its members who is also a member of the Executive Committee to draft a political policy based on the principles passed in first reading by Students' Council, and
 - b. the Committee will not recommend to Students' Council any political policy that is outside the scope of the principles approved in first reading by Students' Council.

Meetings

12. Quorum of the University Policy Committee shall be four voting members.
13. The University Policy Committee shall hold a meeting before the first meeting of its Students' Council in order to:
 - a. elect a chair from within its voting membership,
 - b. set initial standing orders, and
 - c. set a meeting schedule for its first trimester.
14. The University Policy Committee shall establish a meeting schedule on a trimesterly basis, in advance, with the trimesters being:
 - a. May to August,
 - b. September to December, and
 - c. January to April.
15. No meeting of the University Policy Committee shall occur unless:
 - a. every member of the Committee has received at least seventy-two hours notice of the meeting, or
 - b. every member of the Committee consents to the meeting taking place.
16. Meetings of the University Policy Committee shall occur in person and are open to the public, unless the Committee moves *in camera*.

Records

University Policy Committee Standing Orders

17. The Chair of the University Policy Committee will take attendance at each meeting of the Committee.
18. Minutes of the University Policy Committee will be recorded and considered approved as submitted to the Speaker of Students' Council.
19. Members of the University Policy Committee may amend their comments in the minutes at the meeting of the Committee immediately following the submission of the minutes to the Speaker of Students' Council.
20. The Chair of the University Policy Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
 - a. any decisions made by the Committee acting under authority delegated to it by Students' Council;
 - b. any recommendations made by the Committee to Students' Council;
 - c. any standing orders adopted by the Committee; and
 - d. a document, titled "Summary of Proceedings", summarizing the activities of the Committee at the meeting in question, specifically all motions moved.

Proxies

21. To appoint a proxy to the University Policy Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
 - a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
 - b. indicating the duration of the appointment, and
 - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

Membership

22. Should the membership of the University Policy Committee not be full, then the Committee can recommend the nomination of additional member(s) to Students' Council at its next meeting.
23. Any voting members of the Executive Committee involved in University advocacy who are not selected to be voting members of the University Policy Committee shall be considered non-voting members of the Committee.

Responsibilities of Members

24. The Chair of the University Policy Committee may be removed from the post of chair by a simple majority vote of the Committee.
25. The University Policy Committee may recommend to Students' Council, by a simple majority vote, the removal of any voting member who is not fulfilling his/her duties in contributing to the mandate of the Committee.

University Policy Committee Standing Orders

26. Any member of the Executive Committee who is named as a member of the University Policy Committee may be reported to Students' Council, by a simple majority vote, if he/she does not fulfill the reporting requirements outlined in the standing orders of the Committee.

Chris Cunningham, Vice President – Operations & Finance
Report to Students' Council
May 30, 2006

Good evening Council,

Powerplant

The University has expressed interest in providing some financial backing in revitalizing the Powerplant, specifically in regards to the “coffee shop” that will be replacing Dewey’s. The University proposed working together in reintroducing the Tuck Shop (this name apparently has significant historical importance) on campus as a centennial project.

Business Tax

Nothing new to report yet.

FCSL Conference

Well... I’m not sure if it was the conference or just me, but I didn’t really benefit too much from the networking and lectures. There was really only one delegate that I might be compelled to contact in the future and he is from Edmonton anyways.

Other Exec members particularly those of VP External and the President may have found a National conference very helpful indeed. However, my specific portfolio is very much restricted to internal functions within the SU, therefore a National conference seems rather useless. I went with expectations of learning a great deal from the lectures, many of which I felt fell within my portfolio. This unfortunately was not the case.

I don’t want to give the impression that the conference was a complete waste of time after all, it’s always good to know how other student associations differ from our own. The problem therein lies, finding another VP Finance that not only knows what their doing but can offer meaningful advice and criticisms.

Council Report June 13, 2006
David Cournoyer
Vice President External

May has passed, and June is on the go. Summer is nearing its apex.

A Learning Alberta: On June 6, the Minister of Advanced Education released the final report of the A Learning Alberta Steering Committee. After a year of consultations, the recommendations presented in the report leave little to excited about. Of main concern to Students' Union members should be the recommendation hold the status quo on tuition levels. This recommendation falls far short of the promise by the Tory Government to give Alberta the most affordable tuition in Canada. In fact, we are still near the top of the heap when it comes to national tuition levels.

From Toronto, we were able to provide comment to media and received media in the Edmonton Journal, CBC, Vue Weekly, and the Gateway.

FCSL: My final report on the Federation of Canadian Student Leaders Conference in Toronto held from June 3 to 7 can be found attached to this report.

High School Leadership Conference: SU AVPX Pam Aranas is looking for volunteers to help out with the SU's High School Leadership Conference in November – if you're interested, feel free to contact Pam at avpex@su.ualberta.ca.

Oilers: Ug.

U-Pass: Negotiations continue with the City of Edmonton, Edmonton, St. Albert, & Strathcona Transit Services, as well as the University Administration for a Universal Transit Pass for U of A Students. President Power and I will be meeting with City Councillors over the next couple weeks to discuss the U-Pass.

Upcoming:

| | |
|------------|---|
| June 13 | First Nations, Métis and Inuit Education Advisory Committee Meeting |
| June 14 | Lunch with the Millennium Scholarship Foundation Board of Directors |
| June 16 | Senate Student Caucus meeting |
| June 22 | CAUS Meeting in Calgary |
| June 23 | Meeting with Advanced Education bureaucrats |
| End of Nov | High School Leadership Conference |

If there are any questions or concerns regarding this report or any other issue, feel free to let me know in person, by phone (492.4236), or by email (vp.external@su.ualberta.ca).

Report from the Federation of Canadian Student Leaders Conference
June 3-7, 2006
Toronto, Ontario

David Cournoyer
Vice President External
University of Alberta Students' Union

A QUICK BACKGROUND

From June 3 to 7, 2006, I, along with my fellow compatriots on the Students' Union Executive Committee attended the Federation of Canadian Student Leaders (FCSL) conference at Centennial College in the City of Toronto, Province of Ontario.

The conference was created as a reaction to the displeasure some Students' Unions felt with the traditional national student professional development conference, the Congress of Canadian Student Associations (CCSA), was well attended by representatives from nearly fifty student associations from across Canada.

SETTING GOALS & EXPECTATIONS

Before departing for the conference, I set a number of expectations and goals that I wished to accomplish by the end of the conference:

GOAL: As the University of Alberta Students' Union is not a member of any national student lobbying organization (as we withdrew our membership from the Canadian Alliance of Student Associations – CASA – in 2003), I saw FCSL as an opportunity to meet with other Vice President Externals from across Canada who I would otherwise rarely have an opportunity to meet with and discuss external issues and campus campaign ideas.

RESULT: Out of my three main goals, this was the one that I feel was achieved to its fullest.

Having the opportunity to meet one-on-one with my counterparts from across Canada was beneficial in gaining contacts and brainstorming new ideas about what types of campaigns and lobbying strategies work on other campuses our size across Canada.

As well, as Chair of the Council of Alberta University Students (CAUS), I also found it beneficial to learn the types of campaigns that other provincial student lobby groups are involved in.

In conversations with Vice President Externals and their equivalents, I found that we are definitely in a unique and advantageous situation in having our own Advocacy Department, something that is not seen in other Students' Unions.

GOAL: One of my goals as Vice President External has been to conduct a comprehensive analysis of the national student movement, the national organizations that exist, and where the University of Alberta Students' Union sits in relation to the politics, policies, strategies, and governance structures of these organizations.

This conference presented a perfect opportunity to learn more about the current structures, policies, and relationships internally and exteriorly of the two federal student lobby organizations, the Canadian Federation of Students (CFS) and CASA.

RESULT: Though I do not feel I have accomplished this goal to its finality, I do believe that I have gained a base of first-hand knowledge from the delegates I spoke with and have also gained the professional contacts needed to continue and complete this goal over the next year.

GOAL: Gain as much knowledge as possible by attending the professional development sessions and "open discussion" sessions that were held.

RESULT: With the exception of a number of "open-discussion" sessions, which allowed delegates to chose topics of there own, I do not feel that I gained much knowledge from the conference sessions.

Many of the sessions, seemed redundant with training and transition sessions that the Executive Committee had already been educated in during the UASU Transition over the past month.

For example, the Media Training session included a presentation from a representative of CGI Canada, a business communications and consulting firm. Though I am aware that CGI Canada has strong skills in the world of commerce, I don't believe that the session content was appropriate for the audience, whom are mostly from non-profit student organizations.

I did find the "open-discussions" sessions on Universal Transit Passes and Tuition issues interesting. It was very educational to see what is happening on other campuses with regards to these issues.

THOUGHTS, CONCLUSIONS, & RECOMMENDATIONS FOR THE FUTURE

One of the main reasons FCSL was created was due to the political split between the CFS and CASA aligned schools. In the past, I have been warned that as an “unaligned” school, our delegates to these types of conferences would be drawn in to said split. With the exception of the first two days, I did not feel there was a large divide and was able to converse and meet with delegates from both groups without political affiliation becoming a topic of discussion.

On another note, I have come to the conclusion that something must be said for the general decline in the quality of food throughout the conference. I don't consider myself a cuisinaire or food snob by any sense of the imagination, but the general change in food quality was extremely noticeable. From mouldy bagels and sour milk provided for breakfast, to what can only be described as “mystery burgers” and “mystery macaroni and cheese.” By the final days of the conference, delegates were being served food that would easily be rejected by a University residence food provider.

Food quality aside, I do believe that it was beneficial for members of the Executive Committee to have the opportunity to meet other student representatives that they would otherwise have nary a chance of encountering within their year. Though I don't believe the conference sessions to have been overly beneficial, I did find the opportunity to meet my counterparts to be extremely helpful.

Due to this positive aspect, I would recommend that future Vice Presidents' External seriously weigh the benefits of attending this conference in years to come.

If there are any questions or concerns regarding this report, feel free to let me know in person, by phone (492.4236), or email (vp.external@su.ualberta.ca).

Federation of Canadian Student Leaders: Report to Council

Hello everyone,

This is my attempt to write an unbiased view of what this conference was about, what I was able to get out of it, and what points were useful and not so useful.

Sessions

Most of the sessions were extremely useless, mostly because of the way national conferences are set up. They include membership of small institutions and big institutions. FCSL was particularly interesting because it included colleges and technical institutes as well as universities, which made the audience extremely diverse. This made it nearly impossible to deliver presentations with universal appeal. For example, there were a number of presentations that, although student life in nature, are completely outside the scope for my position (like, how to book a band, sign a contract with an agent, manage student service personnel, design marketing campaigns, etc). Senior management handles these responsibilities skillfully, and I won't ever need to do this myself. To complicate matters, the presentations were on a broad set of topics that covered the entire exec. This means that, in a given day, there might be presentations on government lobbying, drafting budgets and professor evaluations, but nothing that pertains directly to the student life portfolio.

The only sessions that were useful were the student driven 'break-out' sessions, where a student recommends a topic of discussion, and places in a matrix of other topics to occur at the same time. This gave me the opportunity to suggest topics that I would have liked to see discussed. While one of my sessions was great, the other didn't pan out very well. The same could be said for the other two discussions I attended. Basically, these were hit-or-miss events, which could be good, or could be bad. The good part is that you could always hop out of a discussion to attend another one. Even then, I found that it was hard getting anything out of institutions that weren't the same size as the U of A... While I was able to give other institutions advice on how we tackle logistical problems, there wasn't a lot that was coming out from other schools.

All in all, sessions were bad, useless, and often made me angry.

Meeting with people

By far, the most useful part of the conference was meeting people. On a one-on-one basis, it was easy to pick other people's brains on what they were doing at their campuses, and what significant issues they are facing. The concept of an 'A Team' came up a number of times at the conference, and warrants further investigation. While it was good talking to direct counterparts, I tried to meet with as many people as possible that would not be found at COCA. This was easy, because of the diverse structuring of other

student associations. For example, at Laurier, my portfolio is equivalent to three of their positions, while at Windsor, does all the university work of Amanda and myself, while another person is in charge of events. Anyways, it was good seeing how these 'weird' positions tackled their roles in terms of advocacy, service management, and event planning. This is something that I would not be able to get out of COCA. It was insightful, and has given me a better grasp on how to handle things for the upcoming year. It also provided me with a number of useful contacts.

Mostly, I think this is a great example where diversity breeds creativity. Everyone brought particular strengths to the conference that made his or her ambitions contagious.

Food

The food was horrible. Between moldy bagels, sour milk, cardboard burgers and cartilage filled 'hot dogs', it was horrible. I just want to make sure you knew I was suffering.

The coffee was horrible incarnate.

Exec Bonding

So since food was bad, and sessions were bad, and meeting people was what we did for the morning/afternoons, it was really good to kick back every now and then with my fellow exec. We complained a lot to each other during the trip, and in a way, our struggles made us that much closer as a team. That is a huge plus for the year.

What did I take home?

In addition to bringing back a few neat ideas (one of which might come through CAC in a little while), I learnt one important thing: as a student association, the Students' Union is awesome. No really. I'm not being cocky. We're just that awesome. We're one of the few associations that own our building, we manage a large number of services on our own in addition to the services provided by the University, and we've got great staff support to help us lobbying the government and University, managing programming and events, and to help out with admin.

That being said, as a leader of this organization, I have a newfound appreciation for my position.

Final Take

The conference was mostly a waste. While I was able to get something out of it, half the time was made useless because of the sessions and plenary debacles. Because half the time was wasted, the entire trip felt useless because the gains were not worth the mount of money paid to go on, or the time wasted from the office.

So, don't go again. Ever. At least not the VPSL.

FCSL – REPORT TO COUNCIL JUNE 13, 2006

As I mentioned numerous times in council I had my doubts as to the benefit of attending a conference, which several former executives have deemed a “waste of time”. My decision to attend was based on the fact that the University of Alberta was a member of the Steering Committee for the conference, as well I wanted the opportunity to connect with other student representatives.

This conference was organized by six schools who had complaints with the former national conference – CCSA. The conference ended up replacing CCSA and there were over one hundred student associations in attendance. Previous to the conference I wrote out several questions and issues I would be pursuing. The sessions were broken up into open sessions where you could choose the issue to discuss and planned sessions with presenters.

Open Sessions

I proposed two sessions which were adopted:

- How to develop businesses ethically, provide for student needs, and balance profitability.

This session was attended by the University of Manitoba, Ryerson, Red River College, University of Windsor, myself and University of British Columbia. The discussion was productive in discussing the balance between a service and a business, and connecting with members who had developed their own ethical buying policies and engaged the assistance of third watch parties to research the ethical background of companies.

- Corporatization on campus – where is outsourcing hurting students? How do we combat it? What have students done before?

This session was attended by several schools, the University of British Columbia, Ryerson, Grant MacEwan College, and the University of Toronto. The most valuable part of the conversation was learning that the University of British Columbia Alma Mater Society is working on creating a political policy, which will direct their engagement with corporations on campus. I hope to keep in contact with their President, Kevin Keystone on this issue.

Planned Sessions

For the planned sessions I missed several of the ones I had planned on attending due to the release of the Learning Alberta report and the University of Alberta’s participation on the Steering Committee of the conference.

Due to the Learning Alberta release I missed Monday afternoon’s sessions and the Steering committee took me away from several sessions. I did end up attending the session on council relations, which I was extremely disappointed in as it did not focus at all on relationships with council but instead was an hour and a half long session on networking. It was awful.

The second session I attended was the session on “Maintaining positive relationships with senior administration”. It was presented by the former president of the Brock Students’ Union (Bryan Hicks) and the VP Finance of Brock University. The planned presentation turned into a group discussion from participants on the various methods by which lobbying senior administration can happen and the various issues that will either divide students and senior admin, or areas where they can work together. It

was fascinating to hear other student association's perspectives on lobbying senior administration, the experiences that they have and the issues they've worked on. For example, the Ryerson Students' Union recently had its student space annexed by their senior administration. The Carleton Students' Union had a similar problem with their bar, and it was interesting to learn that at some universities the senior administration chooses the students who will sit on committees, where at our university the Students' Union is always asked to provide names for committee membership. Seeing the strengths and weaknesses of our students' union through the experience of others was very beneficial.

National Perspectives

This speaks to perhaps the greatest benefit I received from attending this conference: the ability to view our organization's strengths and weaknesses through the experiences of other organizations. Since the Students' Union is unaffiliated it is not often we can connect with student associations outside of Alberta. This conference provided several benefits in that regard. I benefited from connecting with CFS and CASA schools and coming to understand their perspectives. It was fascinating to hear from Ontario schools on their struggle for post-secondary funding. They are in a similar situation to ours with a recent review of post-secondary education and the highest tuition in the country. The difference is our province has a substantial surplus. It was interesting to hear how their schools made the battle public, tactics they used in lobbying the provincial government and dealing with the Rae Review. These are conversations that can only be had at a national conference.

Off-Line Conversations

I connected with several individuals in sessions and continued conversations with them off-line. The VP Finance from Carleton and myself discussed Aramark and the Coke contract, we'll remain in contact in that regard. The VP Education from York and myself connected on the Revolutionary Speakers Series. She has connections with film festivals in Toronto and has many ideas on documentaries and speakers we could bring to Edmonton.

Alberta Connections

One final positive was the ability of our school to connect with the other schools in Alberta. For myself I found it beneficial to meet the executives from NAIT, SAIT, MRC, and to reconnect with the UofL and UofC. We had the opportunity to discuss Alberta initiatives and Edmonton initiatives such as the UPass and relationships with city council.

The Learning Alberta report was released by the provincial government while we were at the conference it was an opportunity for CAUS members to connect with ACTISEC on issues within the document.

A Few Negative Notes

The planned sessions were not as productive as I had hoped, as I mentioned earlier. As well the keynote speakers were downright awful. The involvement of corporations in the conference was also concerning. Studentcare, a health insurance provider, was at several of the social events, and even threw one of their own, which the

conference organizers provided transportation to, no other social event was offered that night. As well at one of the lunches, businesses including Studentcare were given a venue to provide information.

The involvement of Studentcare was particularly concerning because there are several student associations present who are currently engaged in lawsuits with Studentcare, this created an uncomfortable environment for those representatives, The reason it's concerning to me though, is that this conference was purported to be apolitical, if that's so then it should also be free from corporate influence. The business fair where several businesses provided information, could have easily been a venue for political organizations, CFS, CASA, political parties, NGOs to share information with student representatives.

Next Year

At the plenary session it was decided that a steering committee composed of representatives from each province would create the next conference. I believe this to be a very positive step in the creation of the conference as it used to be six schools who were interested, and previous to that it was just the host. I believe this will provide a lot of diversity in the creation of the conference and I look forward to participating.

RECOMMENDATION

It was very positive to meet with executives from across the country, hearing their perspectives and issues allowed me to see our strengths and the similarities in our problems. If anything it is rewarding to know there are many groups dealing with the same issues and that we are dealing in our own way to battle against many negative influences on university campuses, but also to provide positive services for students. Since we are unaffiliated there are few opportunities to connect with student associations across the country and this conference provided an unbiased opportunity to do so.

For these reasons and several of the ones I listed above, I recommend the president attend this conference again next year. With the changes to governance I believe the conference will be even better in its acceptance of diversity and creation of dialogue.

Things to look for in a good conference would be the existence of open space sessions, these allow you the opportunity to have your issue addressed and discussed among other representatives interested in the same issues. They also allow you to identify schools who may be dealing with similar issues and to talk with them off-line about it further.

The presence of free sessions and open time spaces also allows you the option to gather interested members and simply dialogue with colleagues on issues you see as important. Many of the most productive conversations I had were outside of the sessions with members who simply wanted to talk about issues affecting their schools.

With all this in mind I did discuss with the executive the benefits they gained and they were not as great. One recommendation may be to send the VP External, the President and the VP Academic as they seemed to benefit the most in engaging with their counterparts. The VPSL has COCA at which they have the opportunity to do the same thing with more sessions related to their portfolio. The VP Operations and Finance may need to attend any conference, but may want to connect with their counterparts on issues they deal with. I do see a great deal of benefit in bringing the entire executive as it does

broaden your own perspective on the organization in a national context as well the ability to connect with your executive is invaluable. My recommendation to the next President would be to attend, and like this year with all the information provided to each executive, allow them to decide if they see the conference as beneficial.

Report to Council on other issues that are not FCSL

Council Retreat:

Occurred on June 10th. We had Chris Samuel, Steve Smith, Catrin Berghoff, Justin Kehoe and Jason Morris present on a number of issues, including SU history, development of bylaws and policy, Robert's Rules of Order and issues carrying over from last year. We had about 10 councilors show up, many of whom are new to council. Because we didn't get to everything that was planned I'll be proposing several workshops on policy development, and presentations on issues such as the UPass and external lobbying.

Thanks to those who came!

Meeting with Aboriginal Students' Council President – Dave and I met with Derek Thunder. The ASC has made amazing movement in providing student space for their students and organizing their student representatives. We hope to work with Derek on a number of different issues, including development of academic programs and advocating to the provincial government on aboriginal issues.

Upcoming meetings:

June 19th – VP Research Search Committee

June 2st – Meeting w. VP External from NAIT re. FCSL

June 22nd - CAUS AGM

June 23rd – BOG Meeting